

REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-IPA-2024-043

Issuance Date: September 3, 2024

Deadline for Quotes: October 9, 2024, 11:59 P.M. Pakistan Time

Description: Services of International Training Institute or Firm for Capacity Building of Government Officials on Best Practice in Investment Attraction, Facilitation and Aftercare services

For: USAID Investment Promotion Activity-IPA

Funded By: United States Agency for International Development (USAID), Contract No. 72039122C00001

Implemented By: Chemonics International Inc.

Point of Contact: IPA Procurement Department Procurement@pakistanipa.com

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Farukh Khan, fkhan@pakistanipa.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The Investment Promotion Activity (IPA) Project is a USAID program implemented by Chemonics International in Pakistan. The goal of the USAID IPA is to strengthen Pakistan's business enabling environment, build the capacities of Pakistani institutions focused on investment promotion, improve the ecosystem of foreign direct investment (FDI), and increase U.S-Pakistan bilateral trade and investment. As part of project activities, the USAID IPA requires the purchase of Services of International Training Institute or Firm for Capacity Building of Government Officials on Best Practice in Investment Attraction, Facilitation and Aftercare services. to to engage specialized international expertise. The purpose of this RFQ is to solicit quotations for these services.

Investment Promotion Agencies (IPAs), i.e. the Federal and Provincial Boards of Investment (BOIs) in the case of Pakistan along with related ministries, government departments, regulators and other outfits are fundamental pillars in fostering investments and delivering comprehensive support to both domestic and foreign investors in Pakistan. IPAs significance surpasses mere guidance; they function as pivotal navigators, steering investors through intricate legal frameworks, streamlining crucial permits and licenses, and pinpointing sectors ripe for profitable business opportunities. The efficacy of these entities heavily relies on the quality of their long-term and permanent staff, emphasizing their technical expertise, adaptable skill sets, and familiarity with essential tools for investment promotion.

Over its initial two years, the USAID Investment and Promotion Activity (IPA) conducted extensive assessment studies, including Investment Climate and Stakeholder Analysis. These studies shed light on critical needs essential for enhancing capacities within Federal and Provincial Boards of Investments (BOIs) and other entities with a related role of investment promotion. Notably, the private sector echoed a consensus, underscoring the necessity for a well-trained and technically equipped workforce that can handle and respond to domestic and international investors effectively. IPA intends to fill this basic capacity gap by organizing a training program based on best practices in investment attraction, facilitation, and aftercare through a reputable international training institute.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 11:59 pm local Islamabad time on October 9, 2024 by Procurement@pakistanipa.com email or by hard copy delivery to the USAID IPA office. Any emailed offers must be emailed to Procurement@pakistanipa.com. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the USAID IPA Office located at 1st Floor, Square 11, Hotel Grand Building, Street 1, MPCHS, E11/1, Islamabad, Pakistan.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 05:00 pm local Islamabad time on October 3, 2024 by email to Procurement@pakistanipa.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in US \$. Prices must be inclusive of all costs (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than **ninety (90) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Narrative description of past performance for similar services;
- The CVs of all personnel with references of previous simultaneous interpretation. (See Section 1.5 for more details).

The price quotation be submitted separately from above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

6. **Delivery:** As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract

7. **Source and Authorized Geographic Code:**

- a) All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Pakistan.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items

from these entities please note that they will be deemed not technically responsive and excluded from competition.

- b) **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, Chemonics will be reimbursed by the Cooperating Country government for taxes imposed on suppliers and subcontractors. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country. If selected for award, the selected supplier will cooperate in providing Chemonics with the documentation necessary to obtain tax reimbursement.

All taxable commodities and services, whether exempted or paid in full, being rendered to Chemonics International Inc. USAID Projects, if selected must be declared as such by supplier/Awardee to the appropriate revenue authorities of Pakistan.

- c) **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.
- d) **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- e) **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Evaluation Criteria for Training Institute / Firm for Capacity Building of Pakistani Government Officials on Best Practices in Investment Attraction, Facilitation and Aftercare services.		
Evaluation Criteria	Description	Maximum Score
Firm Technical Capabilities and Approach	Firm Technical Capabilities and Approach covering below;	20
	Training Content/Module covering the entire spectrum of Investment Promotion, facilitation and aftercare with intended learning outcomes to be shared at the time of submission of bid.	10
	Training Methodology (Effectiveness for the targeted audience)	5

	Internationally recognized certificate of Training Completion (supporting documentary evidence of accreditation of bidding firm)	5
Management and Key Personnel, and Staffing Plan	Submit profiles of at least 3 trainers (international experts) covering below	30
	<p>FDI Practitioner – Lead Trainer</p> <p>Education:</p> <ul style="list-style-type: none"> • Master’s degree or higher in Business Administration, Economics, International Relations, Marketing, or a related field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 20 years of experience in investment promotion, economic development, or international business. • Demonstrated experience as FDI practitioner having held a mix of management roles or assignments with international IPA’s/FDI agencies • Experience across business development, corporate strategy, public policy, coaching, and talent management is necessary • Previous experience in conducting similar training programs in developing and/or developed countries in Investment Promotion domain is highly desirable. • Demonstrated success in leading major investment attraction and promotion campaigns. • Extensive experience in developing and executing comprehensive marketing strategies targeted at attracting high-value investments. <p>Skills:</p> <ul style="list-style-type: none"> • Deep understanding of global investment trends, market dynamics, and competitive positioning. • Exceptional communication, presentation, and public speaking skills. • Proven ability to create and deliver compelling value propositions and investment proposals. • Advanced proficiency in using marketing, digital tools, and data analytics for investment promotion. • Strong international network of business contacts and stakeholders. <p>Attributes:</p>	10

	<ul style="list-style-type: none"> • Strategic and innovative thinker with a proactive approach to investment promotion. • Ability to lead, mentor, and inspire teams. • High level of professionalism, integrity, and ethical standards. • Exceptional analytical, research, and problem-solving abilities. • Strong training and capacity-building skills, particularly for senior government officials and stakeholders. 	
	<p>FDI Policy and Country Strategy Expert</p> <p>Education: Master’s Degree or equivalent qualification in investment/finance/economics/business or a related field from a recognized international university</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 15 years’ experience of working in multiple countries specifically advising governments on the development of country economic development strategies. • Practical experience of designing FDI policies, related regulatory regimes specifically of countries with similar socioeconomic background. • Experience in developing investment led international strategies, policies and plans • Proven training expertise in the areas of economic development and investment attraction • Track record of effective engagement with international investment fora and stakeholders <p>Skills:</p> <ul style="list-style-type: none"> • Possess extensive knowledge of economic development and policy issues related to investment landscape globally and capable of applying theories and practice to the specific country contexts; • In depth knowledge of latest global and regional best practices for attracting FDI • Expertise in developing customized SOPs, training programs and implementation 	10

	<p>strategies for the government agencies and local industry to attract foreign direct investment.</p> <ul style="list-style-type: none"> • Ability to effectively engage relevant stakeholders in the public and private sector • Experience in conducting training need assessments to design creative and practical approaches and strategies for FDI attraction <p>Attributes:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to establish strong cooperative relationships with senior government officials. • Good understanding and practice of capacity development. • Strong Communication and Presentation Skills • Display cultural, gender, religious and age sensitivity and adaptability.. • Demonstrated ability for facilitation and coordination skills • Excellent written, verbal, and interpersonal communication skills in the English language. 	
	<p>Investor Relations Manager- Training Facilitator</p> <p>Education:</p> <ul style="list-style-type: none"> • Master’s degree or higher in Business Administration, Communications, International Relations, or a related field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 15 years of experience in investor relations, customer service, or client relationship management. • Previous experience in conducting similar training programs in developing and/or developed countries in Investment Facilitation Domain is highly desirable. • • Proven success in designing and managing comprehensive aftercare programs for high-value investors. • Extensive experience in resolving complex investor issues and fostering long-term partnerships. 	10

	<p>Skills:</p> <ul style="list-style-type: none"> • Exceptional relationship-building and stakeholder management skills. • Advanced problem-solving, conflict resolution, and negotiation abilities. • Expertise in developing and implementing strategic aftercare initiatives. • High proficiency in utilizing feedback mechanisms and data analytics to enhance investor satisfaction and retention. • Superior organizational and project management skills. <p>Attributes:</p> <ul style="list-style-type: none"> • Strong customer-focused orientation with a commitment to delivering exceptional investor care. • Ability to work collaboratively and effectively with diverse stakeholders. • High level of professionalism, dedication, and integrity in maintaining investor relationships. • Strategic thinker with the ability to drive continuous improvement in aftercare services. • Skilled in training senior government officials to enhance their capacity in investor relations and aftercare practices. 	
<p>Past Performance and Experience in Similar Trainings</p>	<p>Company Background and Experience covering below</p>	<p>25</p>
	<p>Over 10 years of global experience in delivering programs specifically related to investment promotion, facilitation, and aftercare services</p>	<p>5</p>
	<p>Proven track record of at least 3 successful projects related to investment promotion, facilitation, and aftercare services, especially those conducted for capacity building of IPAs in developed and/or developing countries</p>	<p>5</p>
	<p>High-quality, comprehensive materials and innovative methodologies used in past projects specifically related to investment promotion, facilitation, and aftercare services.</p>	<p>5</p>
	<p>The firm should provide at least 3 pieces of evidence of the impact of past training programs, specifically in the context of investment promotion, facilitation, and aftercare services. This includes post-training evaluations, measurable improvements in participants'</p>	<p>5</p>

	performance, organizational benefits and Broader economic benefits in the countries for which the training program were conducted.	
	Three valid and active references must be provided to seek feedback on firm profile and execution capabilities in light of past assignments undertaken	5
Cost		25
Total		100

Note: For the purposes of the bidding, consortium is allowed. In the case of a consortium, any of the member firms may claim to qualify or attain points with respect to the criteria mentioned above.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the USAID IPA Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the USAID IPA Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

- f) **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID IPA Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a **purchase order**.

- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

g) DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to AAPD 22-01. Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details).
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000
- Narrative description of past performance for similar services;
- The CVs of all personnel with references of previous simultaneous interpretation. (See Section 1.5 for more details).
- Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise, and description of the team and main clients (see Section 1.5 for more details);

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage the firm to provide *an international institute or firm to provide Services for capacity building of Government Officials on best practices in investment attraction facilitation and after care services to Chemonics and USAID IPA*. The firm shall, and when requested, provide the following services:

The table below contains the list of services under RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Scope	Qty	Services Offered	Unit Price US \$	Total Price US \$
1	Kick off meeting with USAID-IPA. This meeting will focus on aligning objectives, expectations, and deliverables for the training program.	1			
2	Conduct a pre-assessment or scoping exercise with training participants to identify existing gaps in investment promotion, facilitation, and aftercare services. The information gathered will be used to tailor the training module to address these specific needs.	1			
3	Delivery of up to 5 days training to a batch of 30 officials through provision of following. a) Training module b) Handout Materials c) 3 Trainers as specified above d) Hard copy certificate to participants e) Trainees Feedback and Post Assessment	1			
4	Training Report along with training modules in soft and hard copy format be shared with IPA	1			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL US \$:					

Electronic deliveries shall be made by the Vendor to (insert contact information)

Delivery time (after receipt of order): _____ calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next [enter number of months] months:

____ Yes ____ No

Scope of Work

USAID-IPA is seeking to engage the services of a reputable and credible international training institute to administer a specialized training program on FDI attraction, promotion, and facilitation. The service provider will be responsible to deliver the training program in a location of interest i.e. Pakistan or if deemed necessary in an alternate neutral location closer to Pakistan such as UAE/Qatar. Relevant nominated staff from Pakistan's federal and provincial Boards of Investment, Special Investment Facilitation Council, regulators, ministries, and departments are expected to participate in this capacity building activity.

The composition of the training group will include a mix of senior, executive level professionals along with mid-level, frontline managers handling the investment functions. Senior executives with extensive experience and strategic vision, will be those who are in authority to lead and set the overarching direction for their organizations' investment endeavors. Their insights into market trends, risk assessment, and long-term planning will be invaluable assets to the group dynamic. Complementing them will be mid-tier managers and officials, with their hands-on experience and operational insights, serving as the bridge between high-level strategy and day-to-day execution. Their perspectives will offer practical considerations and ground-level realities, enriching discussions with real-world examples and challenges encountered.

Together, this diverse mix of participants from Federal and Provincial Boards of Investment (BOIs) of Pakistan, along with other relevant entities, will create a dynamic group poised to explore, learn, and collaborate towards enhancing their organizations' investment capabilities and driving sustainable growth.

Expected outcome of the Training Program

The training program will comprehensively cover various technical areas crucial for investment promotion, facilitation, and aftercare. The areas and topics chosen should appropriately equip participants with the essential skills and knowledge to successfully attract and retain Foreign Direct Investment (FDI). Some important topics to be covered include the following. The bidding firm can consider these but is not required to limit itself to these areas only.

- 1. Understanding the Business of FDI: Proactive Investor Attraction & Sector Focus**
 - Overview of FDI concepts and data analysis
 - Case studies on economic transformation through FDI
 - Sector-focused investment attraction strategies
- 2. Implementing a Sector-Based Approach to Winning Investments**
 - Criteria and processes for sector selection
 - Developing and executing sector-specific investor attraction strategies
 - Enhancing national competitiveness through targeted investment
- 3. Targeting Investors, Securing Meetings, and Building Relationships**
 - Strategies for identifying and targeting potential investors
 - Best practices for investor outreach and engagement
 - Effective use of Customer Relationship Management (CRM) systems in FDI
- 4. Investor Facilitation: Ensuring a Smooth Set-Up Experience**
 - Understanding the investor decision-making journey
 - Facilitating investor setup through One-Stop Shop (OSS) services
 - Impact of investor facilitation on national investment appeal

- 5. Managing Existing FDI Investors to Maximize New Opportunities**
 - Techniques for effective investor aftercare
 - Portfolio management and segmentation of FDI companies
 - Building linkages between FDI and local businesses for sustainable growth
- 6. Building Compelling Value Propositions**
 - Crafting value propositions for different levels of investors (National, Sector)
 - Profiling key investment opportunities
 - Country examples demonstrating successful value proposition development
- 7. Planning and Managing Investor Visits**
 - Organizing impactful site visits for potential investors
 - Negotiating and closing deals with investors
 - Principles of FDI project appraisal
- 8. Key Elements of Effective Aftercare**
 - Understanding the role of aftercare in driving investment retention and expansion
 - Case studies on successful aftercare programs
 - Building sustainable local linkages through investor aftercare
- 9. Leveraging Technology in FDI Promotion and Facilitation**
 - Utilizing digital tools and platforms to enhance investor outreach and engagement
 - Implementing technology-driven solutions for investor facilitation and aftercare
 - Exploring emerging technologies (e.g., AI, big data) to attract tech-driven FDI projects
- 10. Understanding the use of policy tools to set development priorities under countrywide FDI strategies**
 - Developing countries economic fundamentals and FDI inflows
 - Experiences of countries with leading FDI inflows
 - Shifting investment patterns and key trends- how must the policy makers react
- 11. Linkage creation with startups, local VCs, PE funds**
 - Understanding how other countries are boosting startup funding and using IPAs' platform to realize investment deals
 - Best practices in linkage creation with important ecosystem players

Specific Tasks of the Training Provider:

To achieve the above, the firm will be responsible for the following:

- Engage in meetings with the IPA team to understand the assignment's scope and expectations.
- Schedule a Planning and Program Design Meeting required four weeks prior to program delivery to ensure programmatic aspects are adequately planned and designed for effective execution.
- Facilitate expert clinic session during the training program to provide participants with specialized guidance and solutions for addressing specific challenges or questions.
- Prepare a training report (on a template provided by IPA) documenting the training plan, strategy, content delivery and learning outcomes/insights gathered from the participants. The report should also shed light on the expected/desirable course of action to embed these learnings in the respective organizations.
- Manage distribution of certificates to participants upon completion of the training program.
- Facilitate networking opportunities with key personnels of Invest Qatar or Abu Dhabi Investment Authority, if the training is determined to be delivered outside Pakistan

At the time of submission of proposal, the bidder must indicate if there are any limitations such as those related to travel advisory or insurance for the international experts to travel to Pakistan.

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: USAID Pakistan Investment Promotion Activity (IPA)
Islamabad, Pakistan

Reference: RFQ No. RFQ-IPA-2024-043

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or USAID IPA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization’s five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

a) In the previous tax year, was your company’s gross income from all sources above \$300,000?

Yes No

b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes No

c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____