



Request for Quotation (RFQ) Number	72060823Q00001
Issue Date	March 15, 2023
Question Submission Deadline	March 20, 2023
Post-solicitation Meeting Date	March 22, 2023 (TBC)
Closing Date for Submission of quotation	March 30, 2023

Subject: Listening Tour of Local Actors for Inclusive Climate Action in Morocco

Reference: Morocco Locally Led Learning (ML3) Blanket Purchase Agreement (BPA)

Dear Offeror,

The United States Government represented by the U.S. Agency for International Development Mission to Morocco (USAID/Morocco) is seeking a quotation from holders of the referenced BPA to conduct, analyze findings, and report on a listening tour that will hear from local actors directly regarding their priorities, needs, and aspirations for inclusive climate action in Morocco.

The Contractor will perform the services in accordance with the attached Statement of Work (SOW), the terms and conditions of this solicitation, and in strict conformance with the BPA clauses and any special conditions contained herein.

Meeting with the BPA Holders:

USAID will hold a virtual meeting with the offerors in which the Technical Team will share information about the general scope of this RFQ, the results sought from the listening tour, and to answer any questions that the offerors might have. An email with the details about the meeting will be sent separately.

Synopsis:

This is a combined synopsis/solicitation for commercial items and services prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6 as supplemented with additional information included in this notice. This RFQ is the only solicitation and quotation being requested, therefore, a written solicitation will not be issued. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2005-60.

Order Type:

This is a Firm-Fixed Price (FFP) Call Order with travel and related costs reimbursed on actuals cost-basis or according to the company's travel policy.

All labor categories use fixed daily rates in accordance with the rates established in the BPA.

The call order provides for acquiring supplies or services on the basis of:

- (1) Fixed price deliverables based on the fixed daily rates and any other direct costs necessary for completing the deliverable;
- (2) Travel and transportation costs reimbursed on actual basis or according to the company's travel policy.

Acquisition Method:

The proposed procurement will be conducted in accordance with Parts 12 and 13 of the FAR. The initial quotation should represent the best possible and most competitive offer. The U.S. Government reserves the right to issue one BPA call order or none as a result of this RFQ.

Question Submission:

Questions or communications regarding this RFQ should be directed by email to Ms. Leila Belahcen at lbelahcen@usaid.gov, with a copy to Ms. Salya Yacoubi at syacoubi@usaid.gov and usaidmoroccocontracts@usaid.gov, **no later than March 20, 2023**.

Delivery and Acceptance of Quotation:

Delivery and acceptance of quotations shall be made via electronic means only – via email to Leila Belahcen at lbelahcen@usaid.gov with a copy to usaidmoroccocontracts@usaid.gov.

The quotation must be received **no later than March 30, 2023, 12:00 noon Rabat local time**.

Applicable Clauses and Provisions:

The following FAR clauses and provisions apply to this solicitation and are incorporated by reference:

FAR 52.212-4	Contract Terms and Conditions –Commercial Items	(DEC 2022)
FAR 52.212-5	Contract Terms and Conditions required to implement Statutes or Executive Orders– Commercial Items	(DEC 2022)

The BPA Call Order terms and conditions flow-down from the terms and conditions of the parent BPA and applicable amendments.

Instructions for the Preparation of the Quotation:

The Offeror shall respond to this RFQ by submitting the quotation by the deadline set in the cover page of this solicitation. Please refer to Attachment 3 below for the instructions for the preparation of the quotation.

USAID is not obligated to make an award or to pay for any costs incurred by the Offeror in preparation of a quotation in response hereto.

Sincerely,

Zachary Clarke,
Regional Contracting Officer.

Attachments:

1. Statement of Work
2. Deliveries or performance
3. Instructions to Offerors
4. Evaluation Criteria
5. Other Considerations

Attachment 1 Statement of Work

1. TITLE

Listening Tour of Local Actors for Inclusive Climate Action in Morocco.

2. BACKGROUND AND RATIONALE

The USAID/Morocco Local Works program is designed to advance locally led development and enhance the Agency's ability to empower local actors to take the lead in addressing development challenges. In alignment with the new [USAID Climate Strategy 2022-2030](#) and in collaboration with the Government of Morocco (GOM), USAID/Morocco aims to support efforts to mitigate the impact of climate change in Morocco, promote climate change adaptation best practices, and strengthen the resilience of vulnerable communities to climate change. USAID will seek to support Morocco's Nationally Determined Contributions (NDCs) including adaptation initiatives. Furthermore, USAID/Morocco aspires to define priority actions that will be the most impactful and relevant in catalyzing climate action, building resilience, particularly for vulnerable groups, and reducing emissions. The primary challenges are that climate change in Morocco will intensify water scarcity and drought, leading to low agricultural production, declines in economic growth, and increased vulnerability. The impacts of climate change disproportionately affect people living below the poverty line, particularly women, youth, and other marginalized and/or underrepresented populations who are often less resilient to climate shocks. Not addressing these climate risks can undermine Moroccan livelihoods and resilience to shocks, create pressure on rural and urban areas, and disrupt Morocco's long-term stability and broad development progress.

In order to respond to these issues, USAID/Morocco will design a program which aims to:

- 1) Promote resilience and scale climate adaptation best practices;
- 2) Support GOM efforts to mitigate the impact of climate change in Morocco; and
- 3) Strengthen the resilience of vulnerable communities to the impacts of climate change through economic growth, governance, and locally led development programming.

Before designing the new program, USAID/Morocco will conduct an iterative **listening tour** of civil society, government, academia, media, the private sector, medium and small farmers, other key stakeholders, and everyday citizens. The listening tour will primarily focus on the regions of Beni Mellal-Khenifra (BMK), Marrakech-Safi (MS), Sous Massa, Draa-Tafilalet, Oriental, and Fes-Meknes, but potentially including sessions in other regions if determined important by USAID and the Implementing Partner. The listening tour will provide opportunities to hear from local actors directly regarding their priorities, challenges, needs, and solutions regarding climate change in Morocco. This Call Order seeks to hear from an inclusive group of local actors, including women, youth, and persons with disabilities, who are impacted by climate change and/or who participate or have the potential to participate in furthering

inclusive climate action to promote resilience to climate change and achieve Morocco's NDCs and adaptation goals.

[Listening](#) is a key methodology to advance locally led development. USAID defines active *listening* as a deliberate act that signals an interest in learning and is the foundation for good relationships. It is both a skill and a discipline. Listening allows for unexpected responses and open-ended conversation, through an intentional, deliberative, and considerate process drawing upon local knowledge. Open listening enables one to show respect to another and creates space for dialogue. USAID Missions in many countries have conducted listening through focus group discussions, individual conversations, intercept interviews, and other types of respectful dialogue with local actors in diverse communities. Listening can lead to the following benefits for both USAID and communities:

- Stronger relationships, better collaboration and greater trust;
- A better understanding of the challenges, capacities, opportunities and power dynamics in communities;
- Greater community engagement in the process to address potential challenges during implementation;
- The chance to identify and support positive deviants, innovations and good practices;
- Greater transparency and accountability;
- Increased local ownership of both challenges and solutions; and
- Improved possibilities for sustainable outcomes and impacts.

Specifically, the listening tour will enable USAID/Morocco, wider groups of climate action stakeholders, and local communities to develop a deeper understanding of:

1. How have marginalized and vulnerable people, their families and communities experienced climate change? What impacts have they seen, if any? What, if anything, have they and their communities done to respond to the impacts of climate change?
 1. What, if any, are the immediate and long-term effects of climate change in stakeholders' communities?
 1. Were the communities affected by increasing temperatures, precipitation extremes, extreme weather, rising sea levels, desertification, or deforestation? Have communities experienced impacts on their health through situations such as extreme heat, poor air quality, reduced food and water quality, or displacement?
 1. Are there any differences in impacts from climate change based on gender?
2. Does/how does Morocco's commitment to mitigating climate change resonate with local people, and especially marginalized and vulnerable populations?
3. What assistance or support do marginalized and vulnerable people, their families, and/or communities need to respond to and become more resilient to the impacts of climate changes? How can approaches put local people in the lead of solutions?

4. What are the greatest barriers (legal, economic, social, etc.) to achieving Morocco's NDCs and adaptation goals (inclusive of sub-national and local climate goals)? What development strategies would be most effective to overcome these specific challenges?
5. What are examples of sustainable and/or scalable approaches or strategies that would have the greatest impact to catalyze inclusive climate action, resilience, and GHG mitigation?
6. What lessons learned and evidence-based approaches have the greatest potential to strengthen the resilience of youth, women and girls, and people with disabilities to climate change impacts, as well as ensure they are not left behind in the transition toward a green economy and clean energy?
7. What approaches, tools, mechanisms, partners, incentive structures, etc. would best drive systemic changes that increase meaningful participation and active leadership in climate action for women and girls?
8. USAID/Morocco believes that participation and ownership by local actors is essential to long-term sustainability. What processes, tools, mechanisms, partners, incentive structures, etc. are needed to ensure local communities are in the lead of the proposed program? What target populations, stakeholders, or institutions would best catalyze locally-led, inclusive climate action and resilience? How should the program bring local actors together to develop a shared vision and buy-in?
9. What market-based solutions could be scaled up to help to achieve Morocco's NDCs, strengthen resilience to climate change, promote green economic growth, and decarbonize the economy? How could these solutions effectively integrate women, youth, and vulnerable populations?

Note: These questions above are illustrative and must be translated into a listening session facilitation guide. It is not the expectation that every conversation of the listening tour responds to all of these questions. USAID Morocco hopes to utilize this listening tour to complement other analysis on these themes.

3. PURPOSE

The USAID/Morocco Local Works program is seeking quotations from ML3 BPA Holders to design, conduct, and learn from a listening tour focusing on regions to be determined in consultations between USAID and the implementing partner, in April-June 2023. Specifically, USAID/Morocco requires support with meeting and logistics coordination; facilitation of listening sessions in Arabic, French, and potentially other local languages (e.g., Amazigh); data capture and analysis; and creation and sharing of learning products.

4. SCOPE OF WORK

The Contractor must provide the following support to the listening tour:

1. Participant Identification and Meeting Coordination:

- The Contractor must identify and invite relevant local stakeholders to participate in individual or group listening sessions, primarily focusing in the regions of BMK, MS, Sous Massa, Oriental, Fes-Meknes, and Draa-Tafilalet but potentially extending to other regions as key learning opportunities are identified.
 - To inform participant identification, the Contractor must prepare a purposive sampling frame for the listening tour in order to intentionally seek out perspectives that go beyond the usual suspects and represent an inclusive group of local actors with interest in, or influence on, Morocco's climate change commitments (national and sub-national). This exercise will emphasize marginalized women, youth, persons with disabilities, and both urban and rural populations.
 - The Contractor may include current or former USAID implementing partners in the sampling to inform the Listening Tour Product.
- The Contractor must set up and coordinate logistics for in-person individual and group listening sessions in BMK, MS, Sous Massa, Oriental, Fes-Meknes, and Draa-Tafilalet. This includes procuring venue space and refreshments, as needed. Meetings may also be virtual, as needed.
- The Contractor must collaborate with local stakeholders to collect and share contextual information on the identified listening locations with the listening team, including considerations for local gender/power dynamics.

2. Facilitation:

- The Contractor must coordinate with USAID/Morocco on developing parameters and tools for the listening tour, including a discussion guide and questions, informed consent document, and note-taking template. The discussion guide should include clear definitions of some of the key terms and concepts that will be used when speaking with stakeholders, such as "climate action", "NDCs", etc. The Contractor must lead listening sessions with local stakeholders in Arabic, French, and Amazigh, depending on which language local participants speak and understand best.
- The Contractor must implement the principles of listening during sessions: build deep trust with listening participants, hold your own thoughts and judgments, conduct appreciative inquiry, and interpret non-verbal cues.

3. Data Capture and Analysis:

- The Contractor must create a thoughtful data capture and analysis plan that applies rigorous qualitative analysis approaches and ensures listening products will capture key themes and recommendations to inform USAID/Morocco programming.
- The Contractor must capture detailed notes from discussions using a consistent note taking template.
- The Contractor must transcribe, organize, code, and analyze notes.

4. Creation and Sharing of Learning Products:

- The Contractor must develop learning products that share findings and learning from the listening tour in a concise and compelling manner.
- The Contractor must disseminate and share the learning with USAID and all local stakeholders who participated in the listening tour in accessible formats by email that invite discussion and feedback (by email or phone).

USAID's Role:

During the kickoff meeting, USAID will co-create the listening questions with the contractor. USAID will also provide a sample interview guide, informed consent document, and note-taking template from previous listening efforts that may be adapted for the contractor's use in Morocco.

During listening sessions, USAID/Morocco team members may join as observers, or participants, but also as facilitators in some particular meetings, if determined to be appropriate by the research team.

Throughout the period of performance, USAID will provide timely feedback on the contractor's deliverables and will also be available for ad hoc questions and discussions on the listening approach.

Schedules and Logistics

The Contractor is responsible for the administrative support and logistics required to fulfill this order. These include all call/communications, appointment scheduling, secretarial services, report preparations services, printing, duplicating, and translation services.

USAID will assist the Contractor in obtaining any additional program documents and contacts necessary to fulfill the order.

The COR and/or alternate COR will provide strategic direction and guidance throughout the analytical process, including the development of the final work plan, any data collection tools, and gender analysis report outline, approach, and content. It is expected that many USAID/Morocco staff will be involved with the listening tour.

{End of Attachment 1}

Attachment 2

Deliveries or Performance

1. PERIOD OF PERFORMANCE

The estimated period of performance for this BPA call is eleven (11) weeks from o/a April 17 to o/a June 30, 2023.

2. PLACE OF PERFORMANCE

The place of performance under this call order is Morocco. Listening sessions will primarily take place in Beni Mellal-Khenifra (BMK), Marrakech-Safi (MS), Sous Massa, Draa-Tafilalet, Oriental, and Fes-Meknes, but may expand to other regions of Morocco as identified in agreement between USAID and the Implementing Partner.

3. REPORTS/DELIVERABLES

All reports under this call order must be submitted in English to USAID at the times indicated in the deliverables table. The slide deck must be submitted in English and Arabic. The public summary report must be submitted in English, Arabic, and French.

The Contractor must promptly notify the Contracting Officer's Representative (COR) of any problems, delays or adverse conditions which materially impair the Contractor's ability to meet the requirements of the call order.

All deliverables must be submitted to the COR for review, acceptance, and approval before they are considered final.

USAID/Morocco reserves the right to request weekly updates from the Contractor, as needed.

The contractor is responsible for submitting the following deliverables to the COR, electronically where applicable:

A. DELIVERABLES TIMELINE

#	DELIVERABLES AND REPORTING	DELIVERY DATE
1	Kickoff Meeting	Within two days of signing the call order
2	Listening Plan	Within three weeks of signing the call order

3	Listening Tour Logistics and Facilitation	Within five weeks following submission of the final listening plan
4	Listening Tour Learning Products	Within one week following the presentation to USAID
5	Sharing of Learning Products with Listening Participants	Within one week of submission of the Final Listening Learning Products

The Contractor must provide the following reports and deliverables to the COR:

- 1. Kickoff Meeting with USAID** (two hours) to review the listening methodology and parameters of the listening tour, discuss considerations for participant selection, and co-create the listening questions.
- 2. Listening Plan**
 - 2.1. Draft Listening Plan**, to include:
 - a. The sampling approach for listening participant selection.
 - b. A schedule of listening sessions, including specific locations, interviewees, and dates, for each target location/region -- note this will be continually updated as the planning evolves.
 - c. Contextual information for each location, including considerations for local gender and power dynamics for listening sessions.
 - d. Listening team composition and roles. Offerors should plan for at least one discussion lead and at least one notetaker in each session. USAID staff members may serve as observers, participants, or facilitators in listening sessions.
 - e. Listening tools, to include:
 - i. Discussion guide and listening questions
 - ii. Informed consent document
 - iii. Note-taking template
 - f. Data Capture and Analysis Plan, to include:
 - i. Description of the rigorous qualitative analysis methodology that will be used
 - ii. Overview of how note-taking will be conducted
 - iii. Overview of how notes will be transcribed, organized, coded, and analyzed to ensure learning products capture key themes and recommendations to inform USAID/Morocco programming
 - iv. Outlines for the learning products, including any communications products such as high-quality photos (with captions) or infographics
 - g. Identify dissemination of learning products, including identifying key dissemination documents (e.g., 2-pagers), and planning for interpretation and translation of listening sessions and learning products.

2.2. Meeting with USAID to review the draft Listening Plan and collect feedback.

2.3. Final Listening Plan incorporating USAID's feedback.

3. Listening Tour Logistics and Facilitation, to include:

3.1.

- a. Coordinating listening sessions that meet USAID's sampling goals (this may include focus group discussions, individual conversations and/or intercept interviews in each location based on what is most appropriate for the participants and context).
- b. Coordinating and procuring a venue and refreshments (as required) for each session.
- c. Inviting and confirming participants and providing them with directions to the venue.
- d. Sharing the participant list for all listening sessions with USAID and coordinating with any USAID observers.
- e. Preparing any needed documents and other materials for each session.
- f. Facilitating the sessions in Arabic and/or French using the principles of listening.
- g. Capturing detailed notes from the sessions using the note-taking template.

3.2. Presentation to USAID to share key findings and recommendations from the listening tour. This includes:

- a. Concise draft slide deck (e.g., approximately 20 slides). This must be submitted in English, French, and Arabic **within one week following the final listening sessions.**
- b. In-person or virtual 90-minute presentation and discussion. Feedback from this discussion should inform the draft listening learning products.

4. Listening Tour Learning Products

4.1. Draft Listening Learning Products, to include:

- a. A 2-3 page final summary, written for an external audience, that can be shared publicly as a standalone overview of the listening approach, key findings, and recommendations. This must be submitted in English, French, and Arabic.
- b. Updated **final slide deck**.
- c. Other products as identified in the Listening Plan.

4.2. Final Listening Tour Learning Products updated based on USAID's feedback.

5. Sharing of Learning Products with Listening Participants, to include:

- a. Emailing or sending by instant message (e.g. WhatsApp) the final 2-3 page summary to all listening tour participants and other relevant stakeholders defined by USAID, requesting their feedback by email or phone.

- b. Consolidated feedback from listening tour participants provided to USAID e.g. in Google Sheet format.

B. PAYMENT STRUCTURE:

- The Contractor will be paid for each deliverable according to the payment structure in the following table.
- Each voucher must contain the supporting documents corresponding to that deliverable and any invoices or per-diem rates (based on the company's travel policy).

#	DELIVERABLES AND REPORTING	SUPPORTING DOCUMENTS	Payment %
1	Kickoff Meeting	1. SF 1034 2. Meeting agenda 3. COR confirmation of the meeting	10%
2	Listening Plan	1. SF 1034 2. Final Listening Plan approved by the COR	20%
3	Listening Tour Logistics and facilitation	1. SF 1034 2. Concise draft slide deck 3. COR confirmation of the presentation	30%
4	Listening Tour Learning Products	1. 6SF 1034 2. Final slide deck approved by the COR 3. The 2-3 page Final Summary for External Audience approved by the COR	20%
5	Sharing of Learning Products with Listening Participants	1. SF 1034 2. Consolidated feedback provided to USAID from the listening tour participants on the summary shared with them	20%

Method of payment

- a. Payment will be made by the USAID/Morocco Financial Management Office upon acceptance of the deliverables and the submission of a proper invoice.
- b. All reasonable and allowable travel expenses will be reimbursed up to a pre-negotiated ceiling.

4. MONITORING AND EVALUATION

The progress, success, and impact of the Contractor's performance under this call order will be monitored and evaluated as a part of the overall activity results. The USAID Contracting Officer's Representative (COR) will conduct periodic performance reviews to monitor the progress of work and the achievement of results under this contract, based on the targets and the other call order terms and conditions, which shall form the basis of the Contractor's permanent performance record with regard to this Contract.

5. TECHNICAL DIRECTIONS

The Contractor will provide the services within the scope of work as detailed in that section. During the period of performance, the Contractor will collaborate with the financial analyst team and under the direction of the Controller.

6. ADMINISTRATIVE/LOGISTICAL SUPPORT

The expert is expected to have all the administrative and support necessary to conduct the referenced tasks and be available to the mission during the period of performance of this BPA call.

{End of Attachment 2}

Attachment 3 Instructions to Offerors

1. INSTRUCTIONS

Offerors shall respond to this RFQ by submitting their quotations by the deadline set in the cover page. Offerors must submit a quotation consisting of:

- 1. Technical Narrative**
- 2. Description of Team & CVs**
- 3. Pricing Information (Price Schedule) and budget narrative**

The quotation materials must be prepared in **English or French**, and according to the format instructions provided below. Please refer to the section below for more information.

1. Technical Narrative

The technical narrative must be submitted in Microsoft Word or Adobe PDF format and must not exceed three (3) pages in length in single-spaced, Calibri font size 12.

It should include an overview of how the offeror proposes to identify listening participants, plan and facilitate the listening tour, capture and analyze information, and create clear and compelling learning products. It should emphasize how the offeror will hear from an inclusive group of local actors with interest in, or influence on, Morocco's NDC and adaptation commitments, as well as those stakeholders impacted by climate change. Stakeholders should include women, youth, persons with disabilities, and marginalized populations. It should highlight the offeror's capabilities in leading qualitative research processes and demonstrate a clear understanding of the listening methodology and locally led development principles.

This technical narrative will form the basis of the selected offeror's Listening Plan, noting this will be refined through conversations with USAID.

2. Description of Team & CVs

Offerors should provide an overview of team members who will support the listening tour and their roles. This must be submitted in Microsoft Word or Adobe PDF format and must not exceed one (1) page in length in single-spaced, Calibri, font size 12.

Offerors should attach CVs for any team members who were not included in their original ML3 proposal to USAID. CVs must not exceed 2 pages each and must be submitted in Microsoft Word or Adobe PDF format. CVs are not included in the 1-page limit.

3. Pricing Information

- Offerors should complete a price schedule with fully burdened daily labor rates in accordance with the rates established in the BPA in addition to any other costs necessary to perform the services requested in the Scope of Work. Offerors are encouraged to include resources for professional translation in their offers, as needed, in addition to costs for any communications products such as high-quality photos (with captions) or infographics.
- Offerors must use the price schedule template provided by USAID that is attached to this RFQ. Offerors may also propose additional costs not listed in the template and that are necessary to complete the services requested in the Scope of Work by adding them to the price schedule.
- The price schedule must be supported by a budget narrative that explains and justifies the need for each proposed cost.

2. SUBMISSION OF THE QUOTATIONS

Quotations must be submitted by email to Leila Belahcen at lbelahcen@usaid.gov and usaidmoroccocontracts@usaid.gov and must be received no later than March 30, 2023. Please use the email subject line: “**ML3 BPA Quotation: Climate Change Listening Tour**”.

Offerors must retain proof of timely delivery in the form of receipt confirmation from the receiving office. USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions.

All quotations must be in writing, dated and signed by an authorized representative.

Responses received after the due date and time will not be read or considered. Submission via email is required; phone calls or hard copy delivery will not be accepted. You may receive an electronic confirmation acknowledging receipt of your response. If USAID receives multiple submissions from an individual/organization, we will only review the most recent submission.

USAID is not obligated to make an award or to pay for any costs incurred by the Offeror in preparation of a proposal in response hereto.

{End of Attachment 3}

Attachment 4 Evaluation Factors

1. EVALUATION PROCEDURES

The Government will award a BPA call order resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. Please refer to Attachment 4 below for more information about the evaluation factors.

Quotations will be evaluated against the following criteria in descending order of importance:

1. Level of confidence that the offeror’s proposed technical approach and team for the listening tour are aligned with USAID/Morocco’s needs detailed in the Scope of Work.

2. Price.

For overall evaluation purposes, the non-price factor is more important than the price factor. Quotations will be evaluated using these Confidence Levels: High, Some, Low.

High Confidence	The Government has high confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the services with little or no Government intervention.
Some Confidence	The Government has some confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the services with some Government intervention.
Low Confidence	The Government has low confidence that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the call order even with Government intervention.

{End of Attachment 4}

Attachment 5

Other Considerations

1. Gender Implications

The offeror shall seek to include gender considerations in all phases of this activity, including design and planning of the listening tours, identification of key institutional and individual participants, adaptation of execution methods to the needs of specific target groups (e.g. accessibility for PwDs; accommodate women/girls's preferences for meeting times and locations; adaptation of questions based on level of education of listening tour participants etc). The offeror is expected to include a section in the quotation on how it intends to ensure the needs and specificities of women, youth and PwDs will be taken into account when planning and executing this BPA call.

2. Branding and Marking Implementation Plan

The offeror is requested to review the BPA Branding and Marking Plan that they submitted for the BPA, and, if necessary, make adjustments as needed to customize and resubmit the Branding Implementation Plan (BIP) for this BPA call order. Offerors should include in their quotation how they intend to utilize the BIP in their execution of the Scope of Work.

The marking plan may include requests for exceptions to marking requirements for programmatic reasons, to be approved by the Contracting Officer according to ADS 320.3.2.5 Exceptions to Marking Requirements for Contracts. Waivers, as defined by ADS 320.3.2.6, may be considered by USAID for compelling political, safety, or security concerns, or if the marking shall have an adverse effect in the host country. Marking and attribution for physical structures may need to be visible as soon as work commences. Call order deliverables to be marked with the USAID identity must follow design guidance for color, type, and layout in the Graphics Standards Manual, available at www.usaid.gov/branding, or any successor branding policy.

3. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

Environmental compliance obligations under these regulations and procedures are specified in the following paragraphs of this call order. In addition, the contractor must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between the host country and USAID regulations, the latter shall govern.

No activity under this call order will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). IEE ME 18-71 received concurrence from the Middle East BEO on August 14, 2018, and is valid until September 30, 2025, for activities under this call order.

Categorical Exclusion is recommended for all activities envisioned under this call order, which will not have a negative effect on the natural or physical environment.

Specifically, the activities envisioned in this solicitation fall into the following classes of action:

- Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)
- Analyses, studies, academic or research workshops and meetings
- Document and information transfers

As part of its kickoff meeting and agreed work plan if any, the contractor, in collaboration with the USAID COR and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities that will be specified in this call order to determine if they are within the scope of the approved Regulation 216 environmental documentation. If the contractor plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

Any activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

{End of Attachment 5}

{End of RFQ#72060823Q00001}