

## Request for Proposals

Title: Consultancy Best Practices Registration in Foreign Countries

Date Solicitation is Issued: September 8, 2022

Solicitation Number: 018.09.09.2022.BPR

Closing Date: September 23, 2022

Closing Time: 11:59pm EDT (UTC -04:00)

Entitles That May Apply: Firms and Consultants

Contractual Mechanism: Fixed Price

### **I. BACKGROUND**

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and public and private sectors, we have an impeccable track record of success with extensive in-country networks and sound financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, quickly deploy to any country in Latin America and the Caribbean and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communications strategies.

### **II. PROJECT OVERVIEW**

This consultancy aims to provide the Grants and Contract Department at the Pan American Development Foundation (PADF) with concrete guidelines and a decision tree analysis for determining PADF's operations in field offices either directly or through a third-party representative. PADF works in many countries in Latin American and Caribbean but is not formally registered in all countries where we have operations, thereby, we are launching a Request for Proposals to receive guidance as to best practices and cost-effective options.

**III. LOCATION(S) OF ASSIGNMENT**

Washington, D.C. or Remote

**IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE**

Ideally the consultancy will provide guidelines to help PADF Executive Office determine how PADF should pursue full registration as a branch office to conduct legal operations in a country

The consultancy will provide recommendations on how best to achieve the following goals, either carried out by locally hired staff or contracted out through a third party:

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- Registration in Country (ideally register as a branch office). Identify which countries in the region allow branch office registration.
- **Legal Representation**
- Opening a bank account
- Registration as Employer
- Registration at the Social Security Office
- Registration at the Tax Office
- Payroll management
- Annual tax filings

The analysis should be conducted on a country-by-country basis and a decision tree for decision making and provide recommendations on the pros and cons of either course of action.

Lastly provide a set of recommendations for closing a field office.

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
1	October 15, 2022	Baseline Assessment of PADF's Current Process Regarding Country Registration	Baseline Assessment Report	%50 of total	USD\$ Amount
2	November 25, 2022	Guideline document or Decision tree with recommendations regarding registration and legal representation	Recommendations Report / Results Meeting	%50 of total	USD\$ Amount
<b>Total</b>				%	<b>USD\$ Amount</b>

**V. EVALUATION CRITERIA**

Evaluation Criteria	Score (out of 100)
Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	35

Demonstrated Expertise and experience with similar projects.	20
Personnel Qualifications – Do the proposed team members / or individual, have necessary experience and capabilities to carry out the Scope of Work?	25
Best Value	20

**VI. SUBMISSION DETAILS**

- a. Deadline. Proposals must be received no later than September 23, 2022, 11:59pm EDT (UTC -04:00). Late submissions will not be accepted. Proposals must be submitted via email to [procurement@padf.org](mailto:procurement@padf.org). All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 120 days from the submission deadline.
- d. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.
- e. Timeline of Events

Request for Proposals Issued	September 8, 2022
Complete Proposals Due	September 23, 2022
Approximate Selection Made	October 1, 2022

**VII. MINIMUM REQUIREMENTS**

- **Experience in registering U.S Non-Government Organizations in other countries.**
- **At least 7+ years of experience in the NGO registration process.**
- **Experience with registration in the Latin American and Caribbean Region.**
- **Legal Background or equivalent experience**

**VIII. PROPOSAL DOCUMENTS TO INCLUDE**

- a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
- b. Technical Proposal.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 7 (Minimum Requirements).

- iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference

## **IX. TERMS AND CONDITIONS**

### Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

### Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

### Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

### Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

### Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

**ANNEX I, VENDOR INFORMATION**

Please Annex the following information in your submitted proposal:

<b>VENDOR INFORMATION FORM</b>		
1.	<b>Vendor Type</b> <small>(Please indicate if a Firm or Individual Consultant)</small>	
2.	<b>Registration Status</b> <small>(Please indicate Employer Identification Number, Social Security Number, or other registration number)</small>	
3.	<b>Vendor's Legal Name</b>	
4.	<b>Company Contact full name</b>	
5.	<b>Email Address</b>	
6.	<b>Full Business Address</b> <small>(Including city, country, and postal code, if applicable)</small>	
7.	<b>Category</b> <small>(Not-For-Profit, For-Profit, Other)</small>	
8.	<b>Based in U.S.?</b> <small>(Yes or No)</small>	
9.	<b>Phone Number</b>	
10.	<b>Government Owned Business?</b> <small>(Yes or No)</small>	
11.	<b>Signed and Printed Name</b>	

12.	<b>Date</b>	
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## **ANNEX II, PADF CODE OF CONDUCT**

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

**Honesty:** We work and express ourselves in an open, transparent, and clear manner.

**Excellence:** We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

**Accountability:** We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

**Respect:** We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

**Teamwork:** We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents should be reported to PADF via its Ethics Hotline at <https://secure.ethicspoint.com/domain/media/en/gui/66351/index.html>