

Request for Proposals

Title: MEL Support

Date Solicitation is Issued: September 12, 2022

Solicitation Number: 008.09.2022-MELS

Closing Date: September 23, 2022

Closing Time: 5:00 PM EDT (UTC-04:00)

Entitles That May Apply: Firms and Individual 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

As part of its 2022-2024 strategic plan, PADF has established milestones linked to the development of technical capacities to facilitate evidence-based decision-making, strategic project design, and the development of standardized tools and processes to facilitate project implementation. To achieve these milestones, PADF seeks to improve and harmonize Monitoring, Evaluation, and Learning (MEL) capacity and processes across the organization.

The profile of the consulting company must have demonstrable experience in capacity building for the development of technical proposals for USAID and USG, with emphasis on their monitoring processes, innovative evaluations, and programmatic learning. Likewise, it must be able to provide technical support on demand for the development of project proposals,

adjustment during the implementation of ongoing initiatives and linkage with the United Nations 2030 agenda.

General Objective

Provide general technical MEL training and support to MEL processes during the design, proposal, and implementation of projects.

Specific objectives

1. **Training:** Design and implement training modules on USAID and USG projects for design, development of MEL frameworks, program planning throughout the project lifecycle, generating evidence for decision-making, evidence-based MEL approaches, use of standardized tools, and information analysis.
2. **Technical support:** Support the design of plans, indicators, project documents, and methodologies related with the SDGs for project technical proposals and projects already in implementation.
3. **Innovation:** Develop innovative proposals for the generation and use of evidence, sampling, and data collection; measuring results and impact; information analysis methodologies; and other actions to strengthen the design, execution, and evaluation of USAID and USG projects.

III. LOCATION(S) OF ASSIGNMENT

Remote

IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE

Schedule of Milestones/Deliverables				
	Estimated Completion Date	Milestone	Deliverable	Percent of Total
1	TBD	A training process on USG (especially USAID) MEL developed	One training plan	40% of total
2	TBD	Project proposals for USG (especially USAID) technically supported	MEL technical support report	30% of total
3	TBD	New methodological approach for innovative project evaluation adopted	Innovative methodological proposal to evaluate and measure the impact of projects	30% of total
Total				100%

V. EVALUATION CRITERIA

Evaluation Criteria	Score (out of 100)
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Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	25
Demonstrated Expertise and experience with similar projects.	25
Personnel Qualifications – Do the proposed team members / or individual, have necessary experience and capabilities to carry out the Scope of Work?	25
Cost: Best Value	25

VI. SUBMISSION DETAILS

- a. **Deadline.** Proposals must be received no later than September 23, 2022, 5:00 PM EDT (UTC-04:00). Late submissions will not be accepted. Proposals must be submitted via email to 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.
- c. **Clarifications.** Questions may be submitted to procurement@padf.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.
- 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 12, 2022
Clarifications submitted to PADF	September 15, 2022, 5:00 PM EDT
Clarifications provided to known bidders	September 19, 2022
Complete Proposals Due	September 23, 2022, 5:00 PM EDT
Approximate Selection Made	September 30, 2022

VII. MINIMUM REQUIREMENTS

Winning bid needs to provide:

- Demonstrable experience working with USG in developing MEL programs and plans, including but not limited to USAID, DOS, and DOL.

- Demonstrated experience working with the indicators, goals and achievements of the Sustainable Development Goals (SDGs) and the United Nations 2030 agenda.
- At least 10 years of experience working on projects in Latin America and the Caribbean
- Demonstrable knowledge of USG priorities and its cooperation agenda for Latin America and the Caribbean

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. 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
 - iii. Please include a completed Budget Template Provided with this RFP.

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:

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

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>