Libya Local Governance and Civil Society (LGCS)/Taqarib Activity

Request for Proposals (RFP)

RFP NO. taqarib-Libya-2021-017

Title: Provide Media Training to 24 Libyan Municipalities' Media Departments

Issue Date: May 30, 2021

WARNING: Prospective Offerors who have received this document from a source other than the Libya Local Governance and Civil Society (LGCS)/Taqarib Activity (ProcurementLGCS@dai.com), should immediately contact ProcurementLGCS@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted through Libyan investment website (https://libyantenders.ly/) ("Offerors are encouraged to check this website periodically.")

1. Request for Proposal – Services

DAI, implementer of the USAID funded Libya Local Governance and Civil Society (LGCS)/Taqarib Activity, invites qualified vendors to submit proposals to provide media training to 24 Libyan Municipalities' Media Departments, as outlined below.

1. RFP No.	RFP No. taqarib-Libya-2021-017
2. Issue Date	May 30, 2021
3. Title	Provide Media Training to 24 Libyan Municipalities' Media Departments
4. Issuing Office & Email for Submission of Proposals	Libya LGCS Procurement Department Submit proposals to: LGCSProcurementINBOX@dai.com
5. Bidders' Conference	A Pre-Proposal Bidders' Conference is scheduled for June 03, 2021 at 11:30 AM Libya Time through Zoom. Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be provided in an amendment to the RFP. Prospective Offerors must submit request to attend the Bidder's conference via ProcurementLGCS@dai.com by June, 02, 2021 at 12:00 Libya Time, to receive log-in details of the conference.
6. Deadline for Receipt of Questions	June 09, 2021 at 14:00 Libya time
7. Deadline for Receipt of Proposals	June 16, 2021 before 23:59 pm Libya time
8. Contact Person	ProcurementLGCS@dai.com
9. Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
10. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from https://libyantenders.ly/

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 21 for more details.

1. Request for Proposal - Services

11. General Instructions to Offerors	• Offers wishing to respond to this RFP must submit proposals **in English,** in accordance with the following instruction: • The deadline for receiving proposals is no later than **on June 16, 2021 at any time before 23:59 pm Libya Time**. Late proposals will be accepted only at DAI's discretion. • Offerors shall submit proposals electronically at LGCSProcurementINBOX@dai.com. Please note that the RFP number and the title of the solicitation must be stated in the subject line of the email. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of (120) days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter. • Offerors shall complete Attachment A: Price Schedule template. Value Added Tax (VAT)/Stamp Tax shall be included on a separate line. • These services are eligible for VAT exemption under the DAI prime contract.
12. Questions Regarding the RFP	Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
13. Scope of Work Requirements for Technical Acceptability	See Attachment C: Scope of Work for details.
14. Prohibited Technology	Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
15. Determination of Responsibility	DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration: 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a DUNS number (explained below and instructions contained in the Attachment E). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.

	5. Have a satisfactory past performance record. 6. Have a satisfactory record of integrity and business ethics. 7. Be qualified and eligible to perform work under applicable laws and regulations.
16. Excusable Delays	The offeror will be allowed time, but not price increases, for excusable delays. Examples of such cases include: (1) Acts of God or of the public enemy, (2) Acts of the client in either its sovereign or contractual capacity, (3) Acts of Government of the host country in its sovereign capacity, (4) Fires, (5) Floods, (6) Strikes, (7) Epidemics, (8) Quarantine restrictions, (9) Freight embargoes, and (10) Unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the offeror. Furthermore, the failure: (1) Must be one that the offeror could not have reasonably anticipated and taken adequate measures to protect against, (2) Cannot be overcome by reasonable efforts to reschedule the Work, and (3) Directly and materially affects the date of final completion of the project. The offeror shall notify DAI's Authorized Representative, in writing, of the reason for the delay as early as possible but in no case later than the time of the failure to perform. Delays that do not constitute Excusable Delays in the reasonable opinion of DAI will be subject to the Penalty Clause.
17. Penalty Clause	If the offeror fails to supply the specified Goods/Services on or before the date stipulated in the Purchase Order/Contract, for reasons which in DAI's reasonable opinion do not constitute an Excusable Delay, DAI may, without prejudice to its other remedies under the Purchase Order/Contract, including but not limited to Termination for Default, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Goods/Services as liquidated damages, for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract value.

18. Geographic Code	• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
19. Data Universal Numbering System (DUNS)	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason. For those required to obtain a DUNS number, please see Attachment E: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, please see Attachment F: Self-Certification for Exemption from DUNS Requirement
20. Compliance with Terms and Conditions	Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.
21. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:** • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal

	relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business. Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to: • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID's Office of the Inspector General Hotline at hotline@usaid.gov. By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Price Schedule

Item #	Item Name	Qty	Unit Price In USD	Total Price In USD
1	Implementation Plan	**1**		
2	Media strategy and action plan	**1**		
3	Training Report from the East Region	**1**		
4	Training Report from the South Region	**1**		
5	Training Report from the Central Region	**1**		
6	Training Report from the West Region	**3**		
7	Handbooks on trainings conducted	**1**		
8	Reports on two media action plans	**1**		
9	Stamp tax	**1**		
GRAND TOTAL IN UNITED STATES DOLLARS $				
Period of Performance: Click here to enter text.				

Notes on Cost:

1. The offeror is responsible for conducting the trainings in Tripoli, Benghazi, Sabha, and Zliten, etc.
2. The offeror should invite all participants to one central location as suggested above by region. For example, the training in the central municipality of Tripoli may include Tajoura, Tripoli Center, Abusliem, Sawni Bin Adam and Zwara), (Zliten may include AlKhoms and Bani Waleed), etc.
3. The venue for the trainings will be provided by the selected municipalities or Taqarib.
4. Taqrab will provide coffee break/ lunch and accommodation) for the participant who will attend the trainings.
5. Each training will consist of a maximum of 25 participants.
6. The targeted number of trainees will be between 4-5 staff from each media office.
7. Taqarib will provide equipment which will be used during the trainings such as cameras, microphone, computers with adobe programs, tripod, laptops, etc.
8. The offeror can provide a budget and implementation plan for one region (Central, East, West, and South) or all the regions.
9. Offeror should provide detailed cost and budget narrative.

Cover Letter Template

We, the undersigned, provide the attached proposal in accordance RFP #. taqarib-Libya-2021-017 dated _____Our attached proposal is for the total price of _____ (figure and in words).

I certify a validity period of **_120__**days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)

3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.

4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.

5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.

6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

1.3 *Attachment C: Scope of Work*

Strengthening Municipal Media Offices

Background:

The Libya Local Governance and Civil Society (LGCS) Program, locally known as the Taqarib Project, is a 4-year activity that aims to strengthen the foundations for a more unified Libyan state. To do this, Taqarib will empower local governments, reinforce community bonds, promote citizen engagement in public dialogue, and prioritize public resources. The program will also enhance service delivery at the municipal level to improve the execution of decentralization policy and to further evidence-based reforms. For meaningful change to occur in people's communications habits, or for their buy-in with respect to communications policies, it is crucial that there be effective incentives in place. That the nexus between national and municipal government has failed to serve as an effective distribution channel for public resources means that there are very few incentives for the design and implementation of improved communications protocols. It is possible, however, that the COVID pandemic – or other crises with similar urgency – are unique opportunities to incentivize good communications between government entities, as well as between government and citizens.

Media offices play an essential role in communication between local and central levels and good communication contributes to better services as well as combatting conflicts or pandemic facing municipalities in Libya. Currently media offices lack basic equipment to achieve their main goal and the project intends to equip them with IT equipment, training and policies that will support their efforts and skills which will help keep the public informed on all the services provided by the municipalities. This will enhance the role of citizens in communicating with the municipalities to be more involved in defining needs, priorities, and planning.

Objective:
Approximately twenty-four (24) cities in Libya will be targeted to build the capacity of media offices, develop communications strategies and plans and train media offices of the municipalities on the use of a variety of communications platforms. The activity's focus is to provide the infrastructure so that cities can develop functional, two-way communication practices all the time especially in emergency situations, that they might face. Specifically, Taqarib plans to support 24 media offices in west, east and south of Libya to build their capacity and develop new tools and ways of communication between the municipality and public by keeping the public informed on all the actions and efforts that are taken by the municipality on a daily basis. The targeted municipalities are listed below:

East Municipalities	South Municipalities	Central Municipalities	West Municipalities
1. Albayda 2. Benghazi 3. Shahhat 4. Assahel 5. Brega 6. Abyar	1. Sabha 2. Albawanees 3. Ubari 4. Wadi Itba	1. Alkhums 2. Bani Waleed 3. Zliten	1. MOLG staff 2. Tripoli Center 3. Abusliem 4. Tajoura 5. Swani Bin Adam 6. Azzawya 7. Baten Aljabal 8. Ghadamis 9. Zwara 10. Yufren 11. Soq Khamis

Tasks:

A. The Offeror shall develop the following materials in Arabic:

a. Media strategy and action plan which includes the following:

- Brief summary of the situation analysis
- Audience segmentation
- Program theory to inform strategy development
- Communication objectives - tasks and functions of the media office
- Approaches for achieving objectives
- Positioning for the desired change
- Benefits and messages to encourage desired change
- Communication channels to disseminate messages
- Implementation plan
- Monitoring and evaluation plan
- Budgets
- Train media staff on developing media strategy that support the efforts of the media office.
- At the end of the training, the offeror should review the final media strategies that been developed by the municipalities' media office staff.
- Follow up on the implementation of the media strategy and action plans for two pilot media offices (Tripoli Center and Wadi Albawnees.

b. Develop handbooks on Microsoft Office, Google, photography, video and social media that participants can reference after the training.

B. The Offeror shall provide training on developing media strategy, office structure **,** Microsoft Office, Google and photography, video and social media. The trainings will be between basic and average level based on the participant's skills and knowledge. Details are provided below:

1. Develop Media office Structural and function with Municipal Staff

- Train media staff to develop tasks and functions of media office in the municipalities.
- With the municipal staff, determine the minimum number of employees needed in the media office and provide training on developing job descriptions for the media office staff.
- Train media office staff to develop a follow-up mechanism for people's questions and inquiries that will be used by the media offices after the developing

2. Training on Microsoft Office skills (Word, Excel, Power Point) - Basic level

a. ***Excel:***

- How to create a pivot table in Excel
- How to enter basic formulas and calculations in Excel
- Use the SUM function to add up a column or row of cells in Excel
- Absolute and relative references in Excel
- Rounding numbers in Excel
- Scale your spreadsheet to fit on one page when printing from Excel
- Print an Excel 2010 spreadsheet with page numbers
- Freeze or lock rows and columns in an Excel worksheet

- How to use the IF function in Excel to calculate values based on different criteria
- How to use auto filter in Excel.
- Learn practical methods to backup and recovery your Excel spreadsheets and never lose data.

b. ***Word:***

- Creating, naming, and saving a document
- Formatting (bold, italics, font sizes, aligning text)
- Creating lists (bullet vs. numbered)
- Insert professional pictures and graphics in your Word document.
- Hyperlinking
- Grammar & spell check
- Inserting a page break
- Using word count
- Inserting tables (Inserting rows/columns, cell shading, changing column/row width, merging cells).
- Insert (header, footer, page number, watermark).
- Printing.

c. ***PowerPoint:***

- New features in PowerPoint 2019 including Icons and 3D Models.
- How to insert shapes, graphics and pictures to add some "zing" to PowerPoint.
- Add charts, graphs and tables to PowerPoint presentation in a non-text format.
- Create a presentation adding animations, audio and video to PowerPoint.
- Learn time saving techniques including how to copy slides and exporting your presentation.

3. Training on Google

- Setup Gmail Account and use.
- Google drive uses including but not limited to saving and sharing files, accessing files from anywhere, comprehensive search, secure storage, uploading and creating files, managing and organizing files and folders, accessing Google Drive, and Sync Files to Computer.
- Suite use (google drive, maps, Gmail, earth) training.
- Using online Google forms and documents such as online survey, questionnaires, and follow-up.
- Using Google calendar and Google tasks.

4. Training on Photography, Video.

- Photography, videography, and portrait skills.
- Editing and Montag skills.
- Final cut
- After effects

5. Training Social Media use.

- Professional content development.
- Communication skills using social media (Facebook – Twitter – YouTube- zoom, WebEx and others

6. **Training on designing.**

- Basics of design principals and production.
- Adobe including courses (for Graphic designers: Photoshop, Illustrator, Indesign, and for Photographers/Videographers: Premier pro, Adobe Lightroom)

Deliverables:

The complete list of deliverables is listed in the table below. All deliverables will need to be submitted in hard copy as well as soft copy in Arabic. **The exact due dates for each deliverable will be determined after signing the contract but all deliverables should be completed within four (4) months from contract award.**

Deliverables	**Details**
Deliverable 1 - Implementation plan	Implementation plan including agenda, days of training, logistics, etc.
Deliverable 2 – Media Strategy and action plan	Report on media strategy and action plan
Deliverable 3- Training Report from the East Region	Training report on media strategy, media office Structural, Microsoft Office, Google, photography and video, Adobe and social media in the East region
Deliverable 4 - Training Report from the South Region	Training reports on media strategy, media office Structural, Microsoft Office, Google, photography and video, Adobe and social media in the South region
Deliverable 5 - Training Report from the Central Region	Training reports on media strategy, media office Structural, Microsoft Office, Google, photography and video, Adobe and social media in the Central region
Deliverable 6 - Training Report from the West Region	Training reports on media strategy, media office Structural, Microsoft Office, Google, photography and video, Adobe and social media in the West region
Deliverable 7 – Handbooks on trainings conducted	Handbooks in Arabic on Microsoft Office, Google and photography, video and social media that participants can reference after the trainings.
Deliverable 8- Reports on two media action plans	Follow up with two media offices (Tripoli Center and Wadi Albawnees) as a pilot initiative on their media action plans and provide the needed guidelines.

Monitoring and Evaluation:

This section provides guidance to the subcontractor on any M&E data they must collect and report on during the implementation of this SOW, this may also include data on Environmental Compliance.

To provide objective evidence that Taqarib training results are being achieved, Taqarib requires the subcontractor to collect (1) attendee sign-in sheets, (2) pre & post test records, (3) Photos/Screenshots of trainings (4) photos/video image and testimony consent signatures from attendees, (5) satisfaction surveys and (6) Monthly Roundup information

1. Attendee sign-in sheets,

a. For each training session, Taqarib will require an exclusive signup sheet, e.g. if subcontractor delivers 3 sessions sequentially (i.e. one after the other on the same day), then Taqarib requires subcontractor to collect 3 separate signup sheets, one for each module.
    (1) Taqarib will provide an electronic copy of Taqarib signup sheet for in-person trainings and another online google form for virtual trainings
    (2) Taqarib will require subcontractor to ensure that all training participants write in their signup sheets names, organization, municipality, telephone and/or email, age group, attendance signature, and publications consent signature
    (3) The subcontractor is required to email electronic copies of original (unaltered) signup sheets after each training is completed within 24 hours

2. Pre & post-test records,
    a. For each training session, Taqarib will require the subcontractor to conduct pre and post tests for each training session delivered. If subcontractor delivers 3 modules sequentially (i.e. one after the other on the same day), then Taqarib requires subcontractor to conduct 3 separate pre and post-tests, one set of test (pre & post-test) for each training session.
    (1) Taqarib will require the subcontractor to submit the pre and post testing questions for Taqarib review and approval.
    (2) Taqarib will require the subcontractor to conduct pre-tests prior to the commencing of each training session and post-tests following the completion of each training session. (Taqarib prefers to conduct these tests using Taqarib online google forms. In cases where no internet access exist, pre/post paper testing sheets should be used to conduct both pre and post tests on separate sheets. The subcontractor will be required to email electronic copies of original (unaltered) pre and post-tests conducted using paper sheets after each training within 24 hours.

3. Photos/Screenshots of trainings
    a. For in-person training, the subcontractor should provide Taqarib with at least four pictures; one from each angle of the training location capturing all training participant.
    b. For online event, 2-3 varied screenshots with at least one showing the participant list.

4. Photos/video image and testimony consent
    a. Subcontractor will ensure that all training participants fill in the signup sheets with **Yes/نعم** for consenting and **X/لا** for not consenting to allow the USAID use photos, video image and/or testimony for public communications about the program.

5. Satisfaction surveys
    a. Taqarib will share an online google form satisfaction survey with the subcontractor, who will share with all training participants and encourage them to fill out the satisfaction survey after their completion of the training session within 48 hours

6. Monthly Roundup table information
    a. Taqarib will require subcontractor to submit monthly schedules at the beginning of each month listing all of planned training sessions in advance.
    b. Taqarib will require subcontractor to submit specific details on each planned training session one week ahead to its implementation date; these are (i) confirmation date and time of training session, (ii) location address of training session (if online: access link to virtual training session), (iii) primary contact person (name, email and phone #), (iv) target audience e.g. municipality staff / CSOs members and (v) expected number of attendees.

Technical Requirements and Qualifications:

1. Offeror must demonstrate expertise and capacity to provide the services requested in the scope of work, including demonstrated experience successfully managing similar training in Libya.
2. Offeror must provide a list of at least three (3) awards of similar scope implemented within the past five years (use Attachment D).
3. Offeror shall propose and submit the CV for the key individual(s) who will conduct the training. The proposed individual(s) must meet the following qualifications:
    - 4 years of IT and or media experience.
    - 4 years of experience in conducting training.
    - Ability to prepare reports in English and Arabic after conducting the training that covers the number of attendees, topic been covered, Materials and presentation that been used, observations and any recommendations came out from the training.
    - Ability to travel to cites in south, east, west and central regions.
4. Offeror must submit an implementation timeline that shows that he/she understands the activities to be undertaken and the order in which they should be undertaken.

1.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past five years.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No Email	Cost in US$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

1.5 Attachment E: Instructions for Obtaining a DUNS Number

I

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over $30,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under $30,000 applies to foreign organizations only.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS and Reporting in FSRS Database

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of $30,000 or above have a DUNS number prior to DAI issuing an award to that entity.

REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, *"Reporting Executive Compensation and First-Tier Subcontract Awards"* (Revised July 2010); and Subpart 4.14—"*Reporting Executive Compensation and First-Tier Subcontract Awards*," effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts $30,000 or above in the FSRS (Functional Security Requirements Specifications) database at http://www.fsrs.gov.

In accordance with AAPD 11-01 amended, all foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over $30,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under $30,000 applies to foreign organizations only. In accordance with the AAPD as well as 2 CFR Parts 25 and 170,

DAI is required to report on grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at http://usaspending.gov.

Instructions detailing the process to be followed in order to obtain a DUNs number for your organization begin on the next page.

THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.
   http://fedgov.dnb.com/webform/index.jsp

   Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.

3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.

4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.

5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

   - Legal Business Name (commas are allowed, periods are not allowed)
   - Address
   - Phone
   - Name of Owner/Executive
   - Total Number of Employees
   - Annual Sales or Revenue (US Dollar equivalent)
   - Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation –** A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC) -** This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit -** An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership-** a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship-**These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: http://www.osha.gov/oshstats/sicser.html

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/imis/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES
DEPARTMENT OF LABOR

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STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual *by keyword*, to access descriptive information for a *specified 2,3,4-digit SIC*, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit | Clear

Search Help and Examples

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

Internet 100%

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, "Research" was entered as the keyword, and resulted in the following:

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

1.6 Attachment F: Self-Certification for Exemption from DUNS Requirement For Subcontractors and Vendors

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name, First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD $300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

1.7 Attachment G: Proposal Checklist

Offeror: _____

Have you?

Does your proposal include the following?

- ☐ Signed Cover Letter
- ☐ Signed Price/Cost schedule
- ☐ Company profile
- ☐ Past Performance (use template in Attachment D)
- ☐ CVs of personnel or team with minimum experience detailed in Attachment C: Scope of Work
- ☐ Draft implementation timeline
- ☐ Copy of the relevant and valid business licenses in Libya.
- ☐ Evidence of a DUNS Number if applicable (*use directions in Attachment E)* OR
  Self-Certification for Exemption from DUNS Requirement (*use template in Attachment F)*