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BANGLADESH

REQUEST FOR INFORMATION (RFI) – USAID/BANGLADESH, RFI 388-13-000099

Notice Type: Sources Sought

Subject: USAID/Bangladesh Request for Information from qualified Bangladeshi firms/organizations with experience and capacity to provide services and support to strengthen and sustain capacity a) organizational development including governance, and/or b) for grants and financial management systems of recipient organizations or institutions; or c) conduct market research.

Issuance Date: May 21, 2013

Closing Date: June 11, 2013

This announcement is a Request for Information (RFI), issued solely for information and planning purposes and does not constitute a Request for Application (RFA). Responses to this RFI are not Application and will in no way be deemed to form any binding contractual agreement with the RFI issuing authority. This RFI will not to be construed as a commitment by the U.S. Government to issue any solicitation or to award any grant or to pay for any information submitted as a result of this request. Responders are solely responsible for bearing all expenses associated with preparation and submission of the response to this RFI.

If any subsequent application for agreement is released it will be synopsized in <http://grants.gov/> It is the potential applicant's responsibility to monitor the site for the release of any further information. It should be noted that responding to this RFI will not give any advantage to any organization in any subsequent procurement. USAID/Bangladesh will not provide answers to any question submitted in response to this RFI.

USAID is the principal U.S. Government agency providing development assistance around the world. USAID is committed to improving livelihoods, promoting free and democratic systems, and helping in times of disasters. The USAID Mission in Bangladesh is one of the largest USAID development assistance programs in the world in terms of funding and staff size. USAID has been a development partner in Bangladesh since the country's independence in 1971.

USAID/Bangladesh wishes to advance the USAID Forward Local Development Solutions (LDS) goals of using Host Country Systems. The Mission's objective is to strengthen host country systems to enable them to receive direct USAID funding. Adhering to USAID policies and US federal regulations can be challenging for many organizations that have the technical capacity to implement an activity but have not directly managed a USAID grant.

This Request for Information (RFI) seeks to identify local Bangladeshi organizations with the capacity and expertise to transfer knowledge and build internal control systems of other Bangladeshi organizations to prepare them to receive direct USAID funding. Internal control systems include, but are not limited to, financial management, grants management and human resource procedures.

To be considered a “local” organization, an entity must:

- a Be organized under the laws of the recipient country;
- b Have its principal place of business in the recipient country;
- c Be majority owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and
- d Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country.

The term “controlled by” means a majority ownership or beneficiary interest as defined above, or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization’s managers or a majority of the organization’s governing body by any means, e.g., ownership, contract, or operation of law.

Information Requested:

1. General Information

- a Name of institution:
- b Mailing address:
- c Telephone:
- d Email:
- e Contact Person:
- f Type of Institution (e.g. Public/Private sector, Proprietorship/Partnership/Private Limited/Public Limited):
- g Year of incorporation:
- h Type of registration or legal establishment:

2. Demonstrated capacity to transfer knowledge in one or multiple areas. Please select and then respond to all relevant categories . The response should include: Project Name, Title of work (if different from the project name), description of work, location, client, project budget and start and end dates of work.

AREA 1: ORGANIZATIONAL DEVELOPMENT AND GOVERNANCE.

Categories include:

- Governance (Vision/Mission; Organizational Structure; Board Composition and Responsibility; Legal Status; Ethics and Conflict of Interest Issues; and Succession Planning)

- Organizational Management (Strategic Planning; Work plan Development; Change Management; Knowledge Management; Stakeholder Involvement; New Opportunity Development for Sustainability; Communication; and Decision Making)
- Operational Management (Operational Policies, Procedures and Systems; Travel Policies and Procedures; Procurement policies and procedures; Fixed Assets Control; and Branding/Marking)
- Human Resources Management (Job Descriptions; Recruitment and Retention; Staffing Levels; Personnel Policies; Staff Time Management; Professional and Salary History Documentation; Salaries and Benefits Policy; Performance Management; Diversity; and Volunteer/Intern Policy)
- Program Management (Compliance with Funding Requirements; Sub-grant Management; Technical Reporting; Linkages and Networks; Community Involvement; and Culture and Gender)
- Project Performance Management (Project Implementation Status; Field Oversight; Standards; Supervision; Monitoring and Evaluation; and Quality Assurance)

AREA 2: FINANCIAL MANAGEMENT

- Financial Management (Financial Systems, Financial Controls, Financial Documentation; Audits; Financial Reporting; and Cost Sharing Policy)

AREA 3: MARKET RESEARCH

Categories include:

- Market Research (expertise with market studies, market approaches, business models, price-feature-benefit analysis, and other relevant market-based research tools.)
- Surveys (Development, execution, analysis, and reporting on perception or opinion surveys, focus groups, and other relevant survey techniques.)

3. Institutional Capacity

- a Staff Strength – The number of full-time employees according to the following categories: 1) Technical, 2) Administration, 3) Other
- b Annual Budget

The total length of the RFI submission, consisting of general information, demonstration of experience, and institutional capacity should not be longer than **four** pages, per area.. Annexes of sample work product or supporting materials will be accepted. The submission must be in English. Applicants are not expected to respond to all categories.

Please **do not** submit Applications, or resumes as they will be discarded. Responses will be held confidential. Proprietary information should not be sent. Submissions will not be acknowledged nor will responses be returned. USAID may use any information provided without incurring any obligation. Information provided in response to this solicitation must be received in writing; telephone calls and hand-carry will not be accepted.

Your responses will be treated as “confidential” and will not be shared outside the U.S. Government. Please submit electronic written information no later than June 11, 2013 to Andrew Reed at aread@usaid.gov, Mohammed Ahsanur Rahman at mrahman@usaid.gov and cc to Jennifer Crow-Yang at jcrowyang@usaid.gov

Disclaimer

This announcement is not to be construed as a commitment by the U.S. Government to issue any solicitation or ultimately award a contract on the basis of this RFI, or to pay for any information submitted as a result of this request. It should be noted that responding to this RFI will not give any advantage to any organization in any subsequent procurements. USAID may use any information provided as part of your submission without incurring any obligation. Please note that USAID is not seeking technical or cost proposals at this time. Do not submit a full proposal. Only the information requested above will be considered. Issuance of this notice does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for any costs incurred in the preparation of comments. Also, USAID/Bangladesh reserves the right to or not to incorporate any and all comments into an RFA.

Thank you for your assistance and interest in USAID/Bangladesh programs.

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