



To: Offerors

Date: March 18, 2019

From: Procurement and Partnerships Team, INVEST Project; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INVEST-014 Haiti INVEST Platform Diaspora Engagement

Due: 1:00PM EDT on **Wednesday, April 10, 2019**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INVEST project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal for work as part of the USAID Haiti Mission.

- I. RFP Process and deadlines:** This solicitation will result in the award of one or multiple Fixed Price subcontracts.
- a. Submission of Questions – Questions must be submitted no later than **1:00 pm EDT on March 22, 2019** via email to INVEST_Procurement@dai.com.
 - b. Submission of Proposals – Proposals must be submitted no later than **1:00 pm EDT on April 10, 2019** via email to INVEST_Procurement@dai.com, copying matthew_farrell@dai.com and talin_baghdadlian@dai.com. The subject line of the email should be your organization name, followed by “Submission under RFP INVEST-014: Haiti Diaspora Platform” Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization’s DUNS number. Please limit file submissions to 10 megabytes or less.

- II. Composition of Proposal:** Your organization’s proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a ten-slide presentation. Submissions in PowerPoint or in PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Please provide a copy of your cost proposal in Excel format.

Part 1 – Technical Proposal

Please limit your technical proposal to no more than ten (10) slides. The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfilling the accompanying Statement of Objectives (SOO). The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.

2. **Institutional Capacity** - Offerors should provide details about the experience, expertise, or capacity of their firm to recommend the proposed approach and complete the work as described. This should also include past performance information for similar contexts.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel who might be assigned to the activities described in the technical approach, as well as a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a milestone schedule. Offerors are permitted to engage in partnering arrangements if it will aid in providing best value to USAID, regardless of whether organizations belong to the USAID INVEST network. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management controls to ensure successful delivery. Firms may consider partnering with other firms that bring in complementary skill sets and experience. We don't anticipate all firms will have all the relevant experience and expertise needed and value partnerships where appropriate.

In addition to the above, please include the following. These inputs will not be counted as part of the 10-slide limit and the format may be PDF or Word:

- One (1) to two (2) examples of past performance relevant to this activity (limited to two (2) pages per example)
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual)

A cover slide will be considered a non-counting slide, should offerors choose to include one. No additional annexes or documentation are requested now.

Part 2 – Cost Proposal

The contract type for the presumptive task order(s) will be Fixed Price, awarded as a subcontract by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors should also include a cost breakdown of the hourly rates for proposed personnel, if applicable, with a build-up to their total proposed price or include substantiating price reasonableness documentation/justification. Offerors can use the attached cost/budget template; please limit file submissions to 10 megabytes or less.

- III. Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations. Specific preference will be shown for firms with niche experience in

identifying and conducting outreach to the Haitian Diaspora, including experience in organizing informational sessions.

1. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal.
 - a. **Technical Approach (30 points)** - Points for this section will be awarded based on the information presented in the technical approach. Points will be awarded to firms describing their thoughtful approach to addressing the statement of objectives. The offeror will be scored based on its presentation of a clear approach which reflects the requirements of this specific activity but also incorporates the offeror's competencies. The technical approach should clearly demonstrate the offeror's strategy in identifying and access a network of transaction advisors to bridge the gap between overseas investors and SMEs in Haiti. The technical approach should also demonstrate the offeror's strategy in organizing multi-city information sessions and tours to Haiti for potential investors to showcase specific sectors and projects in the country, including an outline of how the offeror intends to conduct and manage the sessions.
 - b. **Institutional Capacity (50 points)** – Points for this section will be based on information presented in the corresponding section and any submitted case studies. Preference will be given to firms and/or consortia that have past performance in timely and successful delivery of similar services and/or relevant experience in designing and/or conducting similar diaspora informational sessions and investor tours, with demonstrated experience in event management. Emphasis will be placed on firms that have existing access to appropriate diaspora networks, experience conducting market assessments and convening diaspora, specifically in the investment and Transaction Advisory sector.
 - c. **Management Plan/Staffing Structure (20 points)** - Points for this section will be based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), and the demonstrated efficacy and clarity of the management plan. Proposals should provide a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a proposed milestone schedule. If the offeror is submitting a proposal along with partners, the proposal should describe the nature of the arrangement (i.e. added technical value), the division of labor among the partners, and the appropriate management controls to ensure successful delivery.

2. **Cost Proposal:** Cost will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

- IV. Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or

negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INVEST Procurement and Partnerships Team

INVEST_Procurement@dai.com

INVEST: Mobilizing Private Investment for Development

Statement of Objectives for RFP INVEST-014 Haiti INVEST Platform Diaspora Engagement USAID/Haiti Assessment of Finance Needs and Opportunities

I. Introduction

USAID seeks to unlock the potential of private capital to drive inclusive growth. Increasingly, private investors and businesses are looking to emerging markets for better returns and new market opportunities. Specifically, USAID can leverage its resources – grants, technical assistance, guarantees, and convening power – to help raise awareness of investment opportunities, lower transaction costs, and mitigate the risk of investments that generate positive social, economic, and environmental impact.

In support of its efforts to promote blended finance within the agency, the USAID Office of Private Capital and Microenterprise (USAID/PCM) awarded the INVEST contract to DAI in September of 2017. Through INVEST’s flexible buy-in mechanism, USAID Missions and Operating Units are able to access an unprecedented network of firms and individuals that have the range of technical expertise needed to identify opportunities and effectively mobilize private capital toward development priorities. Using a lean approach tailored to high potential opportunities, relevant parts of the network will come together to research, develop, and build specific solutions that align private capital with development needs.

II. Haiti INVEST Activity

USAID/Haiti launched the Haiti INVEST Buy-in Activity at the end of FY18 to promote and facilitate private investment into Haitian small and medium sized enterprises (SMEs). The activity will target businesses in the agriculture, housing, tourism, manufacturing, and other sectors.

The recent civil unrest in Haiti highlights the immediate need to help foster and promote investment so that the economy can create sustainable employment. While the environment is challenging, the absence of significant investment in the recent past could create an opportunity for those with the know-how and expertise to navigate the market and identify compelling investments.

Given the large and dynamic diaspora in the United States and Canada, the project also seeks to harness the economic potential of the Haitian communities outside the country itself. The project will identify one or more Haitian diaspora networks or groups to support its effort to conduct outreach to the Haitian diaspora including but not limited to the tasks outlined below.

Transaction Advisor and Investor Identification and Information Sessions

- A. Through demonstration of existing networks relevant for engaging the Haitian diaspora, the subcontractor will identify a network of transaction advisors able to bridge the gap between overseas investors and SMEs in Haiti. The subcontractor will support the promotion of the incentive program designed by Haiti INVEST by identifying relevant actors active in the US, Canada, Haiti and elsewhere who can serve or have served as transaction advisors in Haiti, the Caribbean, and/or South America. Mining their contacts of Haitian and non-Haitian professionals working in investment in Haiti or similar environments, the subcontractor will help to promote new actors to participate in project activities and thereby increase private sector investment in Haiti. Relevant transaction advisors should be familiar with the Haitian market and have the ability to raise capital from corporate investors, Development Finance Institutions, and/or strategic high net worth individuals, to invest in Haitian SMEs. Transaction advisors include, but are not limited to, the following:

- Investment bankers
- Capital fund-raisers
- Strategy consultants
- Real estate agents
- Private bankers

The research should also identify and provide a profile on overseas investors interested in the Haitian market.

- Deliverables include:
 - A preliminary list of at least 25 potential qualified transaction advisor and investor contacts.
 - Final assessment report profiling the transaction advisors and investors, including contact information, degree and areas of interest and potential ways to engage.
 - Concept note for the organization and execution of a series of information sessions for transaction advisors and investors to introduce them to the Haitian market, economic sectors and resources available to assist investors (government agencies, law firms, accounting firms, etc.).

- B. Organize a series of informational sessions for transaction advisors and investors to introduce them to the market, the different sectors of the economy, and the resources available to assist investors. All organization, convening and logistics for the informational sessions is to be provided by the offeror and should be budgeted to include refreshments for attendees and any anticipated printing or material costs.
 - Deliverables include:
 - Detailed agendas, invite lists, and invitations for each of the 5 half-day sessions
 - Provision of 5 informational sessions including no less than 20 participants each and taking place in strategic regional hubs where there are significant Haitian Diaspora communities including, but not limited to, NYC, Atlanta, Miami, Boston, and Montreal.
 - Post event reports including participant sign in and contact information sheets, event materials and presentations, summary of key issues discussed and recommended follow up actions.

Role of INVEST Project

INVEST will work closely with USAID/Haiti and the selected partner(s) during all stages of this work. DAI will subcontract the selected partner(s) directly and provide review and oversight throughout the life of the activity in accordance with INVEST’s lean management approach. DAI will administer periodic check-ins, reporting, deliverable review prior to client presentation and approval, and manage an ongoing ME&L framework.

- **Partner Onboarding:** DAI will work closely with USAID/HAITI staff to provide the successful offeror(s) with all necessary context, and work with USAID/HAITI staff and the successful offeror(s) to develop work plan(s)

- **Project Implementation:** The selected partner(s) will implement the work as prescribed by the work plan(s). DAI will provide management support and ensure periodic check-ins/reporting

- Ongoing Monitoring, Evaluation, and Learning: DAI will define indicators in subcontract, collect and review M&E data from subcontractors for requisite reporting to USAID. DAI will conduct data quality assessments as necessary.

Duration and Place of Performance

This engagement is expected to commence in May 2019 and is anticipated to be a 7-month contract with potential to extend. Work will take place in the US, Canada, and Haiti.

An illustrative timeframe is outlined below; however, offerors may provide alternate timeframes.

Deliverable	Timeframe
a) List of at least 25 potential qualified transaction advisor and investor contacts	Month 1
a) Final assessment report	Month 3
a) Concept note for the organization and execution of a series of information sessions	Month 4
b) Detailed agendas, invite lists, and invitations for each of the 5 sessions	Month 5
b) Execution of 5 Information sessions	Month 5-7
b) Post event report	Month 7