

**TO: Prospective Offerors**

**DATE:** May 15, 2019

**SUBJECT: RFP NO. SCORE\_FY10\_003**

**REQUEST FOR PROPOSALS FOR KNOWLEDGE MANAGEMENT & LEARNING**

Global Communities is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable. The mission of Global Communities is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

In Sri Lanka, Global Communities is now implementing the Social Cohesion and Reconciliation (SCORE) Activity – a three-year cooperative agreement funded by USAID and implemented by Global Communities, in partnership with three Sri Lankan-based NGOs: National Peace Council (NPC), the Association of Women Affected by War (AWAW), and Shanthiham: Association for Health and Counseling. Broadly stated, the purpose of the SCORE Activity is to strengthen Sri Lankan efforts to advance social cohesion and reconciliation.

Global Communities is inviting qualified firms with experience in the activities described in the Scope of Work to submit their proposals for the subject activity based on this Request for Proposals.

Interested organizations should submit their proposals via email to [sdissanayake@globalcommunities.org](mailto:sdissanayake@globalcommunities.org). The proposals must be received no later than **31 May 2019 at 17:00 EST**.

Responding organizations are advised that this solicitation does not in any way obligate Global Communities to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals.

Any questions or requests for information should be addressed by no later than **22 May 2019** at 17:00 EST to [sdissanayake@globalcommunities.org](mailto:sdissanayake@globalcommunities.org). Any information given to one prospective offeror concerning this solicitation will be furnished to all such offerors as an amendment of the solicitation.

Please e-mail Global Communities at [sdissanayake@globalcommunities.org](mailto:sdissanayake@globalcommunities.org) of your intent to propose at the earliest practicable date, so that we may anticipate the number of proposals to be evaluated.

## REQUEST FOR PROPOSAL (RFP)

**RFP NUMBER:**

RFP No. SCORE-FY19-RFP003

**ISSUE DATE:**

May 15, 2019

**CLIENT:**United States Agency for International  
Development**PROGRAM:**Social Cohesion and Reconciliation Activity (SCORE)  
in Sri Lanka

### Knowledge Management and Learning

**ISSUED BY:**Global Communities  
USAID/SCORE Activity  
72 Fifth Lane, Colombo 3**PROPOSAL DUE DATE:**May 31, 2019 at 4:00 PM Eastern Standard Time  
(EST)**QUESTIONS DEADLINE:**May 22, 2019 at 4:00 PM Eastern Standard  
Time (EST)

### This Request for Proposal contains the following sections:

Part 1

Instructions to Offerors

Part 2

Evaluation Factors for Award

Part 3

Statement of Work

Part 4 Annexes

Annex A – Evidence of Responsibility

Annex B – Budget

# Part 1: Instructions to Offerors

## I. GENERAL INSTRUCTIONS TO OFFERORS

- A. The Offeror is requested to submit a proposal directly responsive to the terms, conditions, and clauses of this RFP. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.
- B. Proposals must be received no later than May 31, 2019 at 4:00 PM EST. Proposals must remain valid for a minimum of sixty (60) days. The Offeror may submit its proposal by the following means:
  - 1. Electronically - Internet email with up to 2 attachments (2MB limit) per email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:  
  
[sdissanayake@globalcommunities.org](mailto:sdissanayake@globalcommunities.org)
  - 2. The overall proposal shall consist of two (2) physically separated parts, as follows: Volume I – Technical Proposal; and Volume II – Cost Proposal. Technical Proposals must not make reference to pricing.
- C. Alternative proposals will not be considered.
- D. Any proposal received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Part 2, Evaluation Factors for Award.
- E. The person signing the Offeror's proposal must have the authority to commit the Offeror to all the provisions of the Offeror's proposal.
- F. Global Communities is not obligated to make an award or to pay for any costs incurred by the Offeror in preparation of a proposal in response hereto.
- G. Global Communities reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all proposals, at any time prior to award, without thereby incurring any liability to Offerors or any obligation to inform Offerors of the grounds for Global Communities action.
- H. The Offeror should submit its best proposal initially as Global Communities intends to evaluate proposals and make an award without discussions. However, Global Communities reserves the right to conduct discussions should Global Communities deem it necessary.
- I. Proposals must be clearly and concisely written and must describe and define the Offeror's understanding and compliance with the requirements contained in Statement of Work, which can be found in Part 3 of this RFP. The proposal should clearly address each of the evaluation factors set forth in Part 2. All pages of each volume (cost and technical) must be sequentially numbered and identified with the name of the Offeror and the RFP number.

## II. SPECIAL RFP CONSIDERATIONS

- A. The authorized geographic code for this procurement is Code 937 which means the U.S., Sri Lanka, and developing countries. The list of USAID-approved developing countries can be obtained from this internet address:  
  
<https://www.usaid.gov/ads/policy/300/310maa>
- B. The anticipated type of contract to be awarded under this solicitation is firm-fixed price. For the purposes of cost analysis, Offerors must prepare a detailed budget in accordance with Subpart IV below "Instructions for the Preparation of the Cost Proposal."

- C. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.
- D. (i) Offerors are informed that Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
- (ii) Firms or individuals that have an active exclusion on the System for Award Management ([www.sam.gov](http://www.sam.gov)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

### **III. INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL**

- A. The Technical Proposal should provide a straightforward, concise delineation of how the Offeror intends to carry out and satisfy the requirements of the STATEMENT OF WORK described in Part 3 of this RFP. No contractual price information is to be included in the Offeror's technical proposal in order that it will be evaluated strictly on its technical merit.
- B. Technical proposals shall be limited to 10 pages in total. Pages in excess of 10 will not be read or evaluated. Page limitations for each subpart of the Technical Proposal are indicated below. The front and back of a single page shall be counted as two pages when information is provided on both the front and back sides of a single sheet. Detailed information should be presented only when required by specific RFP instructions. Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation. Key personnel resumes, bio-data sheets, dividers, and past performance report forms are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.
- C. Technical Proposals shall be written in English, typed on standard 8 1/2" x 11" paper, single spaced, only 12 font type may be used, with each page numbered consecutively. Page margins shall be a minimum of one inch at the top, bottom and each side.
- D. The technical proposal must include the following:
1. Technical Approach – limit 6 pages  

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the STATEMENT OF WORK
  2. Personnel Qualifications and Availability – limit 2 pages  

The Offeror shall identify in summary format the names and anticipated positions of the individuals proposed to performing the requirements described in the STATEMENT OF WORK. The Offeror shall indicate the level of effort for each proposed person who will perform under the contract. The Offeror shall submit a complete and current resume for each proposed professional employee (not exceeding 2 pages each) who will be utilized if award is made. These resumes must clearly describe the individuals' education, experience, and professional credentials.

Personnel should have a minimum 5 years of experience as an implementer or policy expert in the domain of conflict resolution/prevention, criminal justice, PVE/CVE.

3. Capabilities and Experience of Organization – limit 2 pages

The Offeror shall demonstrate the following:

- a) The specialized competence the organization possesses with regard to the requirements described in the STATEMENT OF WORK.
- b) Capabilities in the timely mobilization of short-term technical assistance experts and teams.
- c) Organizational systems and procedures are adequate related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas in order to successfully comply with contract requirements and accomplish the expected results

4. Past Performance of the Organization

The Offeror shall submit a list of all current contracts and subcontracts and those completed within the last five (5) years that are similar in size, scope and complexity to the STATEMENT OF WORK in this RFP. Additionally, for the three most recent similar contracts, the Offeror shall provide the customer's name, contract number, contract value, current postal and e-mail addresses, telephone number for a currently available point of contact.

These lists shall be attached as an annex to the Technical Proposal, which will not count against the page limit.

**IV. INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL**

- A. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. The Offeror shall provide a complete budget by the cost elements described below using Appendix 1 Budget.
- B. All cost and financial data should be fully supported, complete in every detail, and organized in a manner that facilitates review and permits cost analysis. The cost and financial data shall include the following information/data:
  1. Direct Employee Salaries – List employee name (when identified), functional position and duration of assignment (in terms of person days). The annual salary of an employee is that individual's basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses.
  2. Travel and Transportation – Provide the number of trips, destination, purpose and cost by traveler. Estimated travel and transportation costs shall be in accordance with the mandatory Standard Provision of the subject Cooperative Agreement entitled "INTERNATIONAL AIR TRAVEL AND TRANSPORTATION" and in accordance with the Contractor's cost principles
  3. Per Diem – Offerors shall budget per diem associated with travel and transportation in accordance with the U.S. Department of State Standardized Regulations for per diem, which may be accessed electronically at the following internet address:

[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

4. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred.
  5. Fringe Benefits (if applicable) - Describe the allocation method and base used.
  6. Indirect Costs (if applicable) - Describe the allocation method and base used.
  7. Fixed Fee (if applicable) - The detailed budget breakdown must indicate the fixed fee in dollars, and indicate the percentage which the base fee dollars is to the total estimated costs.
  8. The offeror shall submit fully completed and signed Contractor Employee Biodata Sheets (Annex C) to support daily rates of consultants and employees who are identified in the budget by name
- C. The Offeror shall submit as part of its Cost Proposal Annex A Evidence of Responsibility, completed and signed.

## **Part 2: Evaluation Factors for Award**

### **I. GENERAL – PROPOSAL EVALUATION**

- A. Part 1 provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each proposal. The Offeror must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In the event a proposal is rejected, the Offeror will be sent a notice stating the reason(s) that the proposal will not be considered for further evaluation.
- B. In conducting its evaluation of proposals, Global Communities may seek information from any source it deems appropriate to obtain or validate information regarding an Offeror's proposal.
- C. Global Communities reserves the right to award one or more contracts under this RFP on the basis of initial offers without discussions or without establishing a competitive range.

### **II. BASIS FOR CONTRACT AWARD**

- A. The evaluation factors presented below will serve as the basis upon which proposals will be evaluated. The relative weight accorded to each factor is expressed in points with 100 points possible.
- B. Offerors are reminded that Global Communities is not obliged to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Although for this procurement technical proposal merits are considered more important than cost relative to deciding who might best perform the work, cost factors and Global Communities prime recipient budget must also be considered. Therefore, after the final evaluation of proposals, Global Communities will make the award to the Offeror whose proposal offers the best value to Global Communities and USAID, considering both technical and cost factors.

### **III. EVALUATION CRITERIA**

- A. Technical Approach (30 points) – The extent that the Offeror's proposal demonstrates a clear and effective overall technical approach to performing the requirements described in the STATEMENT OF WORK.
- B. Qualifications of Proposed Personnel (20 points) – Demonstrated expertise, experience, and availability of personnel to meet the requirements of the STATEMENT OF WORK.
- C. Capabilities and Relevant Experience of the Organization (15 points) – Demonstrated organizational capabilities and experience as follows:
  - Organizational competence relative to the STATEMENT OF WORK
  - Capabilities mobilizing short-term technical assistance experts and teams.
  - Organizational systems and procedures
- D. Past Performance of the Organization (10 points) – Quality of product or service, including cost control, timeliness of performance, and meeting goals and targets, and customer satisfaction with performance.

- E. Cost Proposal (25 points) – The lowest price cost proposal will receive the highest score for cost. Higher priced cost proposals will receive a correspondingly lower score. To assist in evaluation and comparison of cost proposals, Global Communities may ask an Offeror for clarification or further breakdown of the Offeror's price.

## Part 3: Statement of Work

### SCORE Overview

In July 2018, USAID awarded the 3-year Social Cohesion and Reconciliation Activity (SCORE) to Global Communities and our Sri Lankan partners, the National Peace Council of Sri Lanka (NPC), the Association for War Affected Women (AWAW) and Shanthiham Association for Health and Counselling (AHC).

The purpose of SCORE is to strengthen Sri-Lankan-led efforts to advance social cohesion and reconciliation by fostering a shared and inclusive Sri Lankan identity, reducing socio-economic and political disparities, and enhancing community resilience through complementary community-driven development and reconciliation projects and capacity building initiatives.

Our approach strengthens horizontal relationships within and across communities and networks and vertical relationships between communities and the government in a Sri-Lankan-led effort to leverage social capital for increased resilience and a vision of shared identity; and to maximize feedback loops and coordination between citizen/CSO-led and government-led initiatives.

Our approach to engaging government stakeholders is to identify government entities at both the national and local levels that are best positioned and positively inclined to move forward with reconciliation so that we can promote ownership where it has the greatest likelihood of taking root and influencing other stakeholders.

SCORE is a national-level project with interventions in target communities in four priority districts to engage marginalized groups to identify and implement complementary reconciliation and socio-economic projects that address local conflict stressors. GN-based psychosocial service (PSS) activities also support participation by conflict-affected populations. For the purpose of this assignment there will be a nation-wide assessment to help determine specific target areas of intervention.

### Background and Objectives

*Background.* Global Communities designed this assignment to engage a partner organization to support SCORE in the development and implementation of a Learning Strategy. USAID/Sri Lanka has identified critical knowledge gaps that challenge implementing partners in Sri Lanka and beyond to accurately define concepts such as peacebuilding, social cohesion, and reconciliation. The lack of clarity that makes monitoring, evaluation, and learning from outcomes that are both complex and culturally conditioned is what the collaborative relationship between SCORE and the prospective partner organization will seek to address.

To this end, SCORE is looking to engage a partner organization to assess the current SCORE activities and design a Learning Strategy with a flexible approach to data collection, frequent real-time analysis and knowledge sharing, and responsive management to inform programmatic adaptations that maximize learning and the achievement of program objectives. Further, the Learning Strategy will integrate Collaborating, Learning, and Adapting (CLA) into all phases of SCORE implementation and MEL activities, and will guide all program operations and decision making through the LOA. SCORE acknowledges that learning is a continuous process that must be participatory, systematically planned for, adequately resourced, and well integrated into the project life cycle.

SCORE and its partners will use data generated and resulting insights to continuously inform intervention design and work planning at the proximate level; and, in a broader sense, to identify lessons learned.

## Key Responsibilities:

### Expected Tasks & Deliverables

In close collaboration with the SCORE MEL team, the winning offeror will conduct needed assessments and analyses in the area of SCORE Program Learning (including identifying good practices, gaps and areas for improvement) to produce a SCORE Learning Plan designed to assist with adaptive programming to enhance SCORE impact. Specifically, the Consultant will undertake the following tasks:

#### Tasks:

1. Desk review of relevant SCORE program documents to understand SCORE purpose, activities and operational context.
2. Review SCORE learning agenda and associated questions and SCORE's learning approach.
3. Organize and facilitate internal reflection and learning events that will generate and help disseminate SCORE learning products.

#### Deliverables:

- Develop questionnaire for Key Informant Interviews (KII) with SCORE project staff and partners
- Recommend revisions to SCORE learning agenda/questions
- Introduce learning best practices through training and capacity building of project team members to foster internal ownership of learning agenda.
- Develop a Learning Plan based on assessment, learning events and capacity building exercises.
- Develop a Learning Dissemination Strategy – Dissemination of the learning to different target audiences

#### Anticipated Timing and Assignment Duration:

The anticipated timing of each round of research is outlined below. This is not a set of firm deadlines, and the timing of each project or task order may be altered through the contract or mutual agreement. Global Communities is proposing a contract period of three (3) months to be completed based on the award being signed early June.

#### Supervision and Reporting:

The consultant(s) will report directly to the SCORE Chief of Party, and will work closely with the SCORE Knowledge Management & Learning Officer and other staff assigned to the project.

#### Required capacity and qualifications:

Applications will only be accepted from firms/NGOs/institutions meeting the following minimum requirements:

##### Capacity of the Firm

1. Demonstration of ability to provide adequate oversight and management in difficult and tense operating environments;
2. Able to provide evidence of studies and surveys on a similar topic in all major target areas;
3. Able to provide evidence of producing high quality data and reports within tight timeframes;
4. Roster of qualified enumerators and facilitators based in the target areas with command of local languages;

5. Be non-governmental (not part of the recognized government authorities) and non-partisan (not be affiliated with any specific political party).
6. Demonstration of reputation (or ability to establish reputation) among target population for neutrality and reliability in providing unbiased and relevant data analysis and reporting.

Lead Consultant(s) Qualifications

1. Advanced university degree in social science, political science and related fields preferably in a topic related to peacebuilding and international development.
2. Demonstrated skills in survey design, tools development, fieldwork planning and data collection and data analysis.
3. Significant experience designing assessments and studies and collecting and analyzing quantitative and qualitative data for reconciliation programming in Sri Lanka.
4. Proficiency in one or more of the local languages that will be used in target districts.
5. Proficiency in electronic data collection and data cleaning methods, and qualitative coding and analysis methods.
6. Excellent report writing skills in English in a practical, direct and precise answer to points of the terms of reference.
7. Expertise in any statistics software package, including but not limited to SPSS and STATA.
8. Experience in any qualitative data coding software.

## **Part 4 Annexes**

Annex A – Evidence of Responsibility

Annex B – Budget Template

Annex C – Biographical Data Sheet

## Annex A – Evidence of Responsibility

### 1. Eligibility to Receive Award

Company Name certifies that it is qualified and eligible to receive an award for the provision of describe goods or services under applicable laws and regulations of the United States and Name of Host Country.

### 2. Authorized Negotiators

Company Name proposal for Project Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to this RFQ.

List Names of Authorized signatories

Address

Telephone/Fax

Email address

### 3. Adequate Financial Resources

Company Name has adequate financial resources to implement this Contract.

### 4. Ability to Comply

Company Name is able to comply with proposed contract terms and delivery schedule having taken into consideration all existing business commitments, commercial as well as governmental.

### 5. Record of Performance, Integrity and Business Ethics

Company Name certifies that Company Name and/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any donor agency; and have not, within a three-year period preceding this proposal, been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense; and have not, within a three-year period preceding this proposal, had one or more contracts terminated for default by any donor agency.

### 6. Certification Regarding Terrorism Financing

Company Name certifies that it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate in this solicitation.

### 7. Organization, Experience, Accounting and Operational Controls, and Technical Skills

Company Name has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

### 8. Equipment and Facilities

Company Name has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

By signature hereon, the Bidder certifies that these statements are accurate, current, and complete.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Offeror:

RFP#:

Line Item	Budget Detail Object Class Categories	Base of Calculation Unit	Year 1			Year 2			Cost-Sharing	Program Total
			Unit Cost	Qty	Total	Unit Cost	Qty	Total		
<b>I. Personnel</b>										
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
<b>Subtotal Personnel</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>II. Fringe Benefits</b>										
	Fringe Benefits	0.0%	0		0	0		0		0
<b>Subtotal Benefits &amp; Allowances</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>III. Allowances</b>										
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
<b>Subtotal Consultants</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>IV. Travel, Transportation &amp; Per Diem</b>										
<b>A. International Travel - Country/US</b>										
		Trips	0	0	0	0	0	0		0
		Trips	0	0	0	0	0	0		0
<b>B. Per Diem</b>										
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
<b>Subtotal Travel &amp; Transportation</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>V. Other Direct Costs</b>										
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
	DBA Insurance		0	0	0	0	0	0		0
<b>Subtotal Other Operating Costs</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>VI. Indirect Charges</b>										
		0.00%	0		0	0		0		0
<b>VII. Total Direct and Indirect Charges</b>										
			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>VIII. Fee on Direct and Indirect Charges</b>										
		0.00%	0		0	0		0	n/a	0
<b>IX. PROGRAM TOTAL</b>			<b>0</b>			<b>0</b>			<b>0</b>	<b>0</b>



**CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET**

1. Name (Last, First, Middle)		2. Contractor's Name	
3. Employee's Address (include ZIP code)		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number (include area code)	9. Place of Birth	10. Citizenship (If non-U.S. citizen, give visa status)	
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment			

12. EDUCATION (include all college or university degrees)				13. LANGUAGE PROFICIENCY (see Instruction on Page 2)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
					2/S	2/R
					2/S	2/R
					2/S	2/R

**14. EMPLOYMENT HISTORY**

1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.

2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Annual Salary
		From	To	Dollars

**15. SPECIFIC CONSULTANT SERVICES (give last three (3) years)**

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (M/D/Y)		Days at Rate	Daily Rate In Dollars
		From	To		

**16. CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
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**17. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)**

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
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## INSTRUCTION

Indicate your language proficiency in block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28 or superseding policy directive.

2. Limited working proficiency

S Able to satisfy routine special demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

## PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances, the educational information provides an indication of qualifications, the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

## PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development  
Office of Acquisition and Assistance  
Policy Division (M/OAA/P)  
Washington, DC 20523-7100;

and

Office of Management and Budget  
Paperwork Reduction Project (0412-0520)  
Washington, DC 20503