



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultant for Waste Audit
Type of Procurement:	Consultant Agreement
Type of Contract:	Fixed Price Fee plus Reimbursable Travel Cost
Term of Contract:	5 Months (35 days of LOE)
Contract Funding:	USAID
This Procurement supports:	Ocean Plastic Reduction Activity
Submit Proposal to:	operationsopra@rti.org
Date of Issue of RFP:	21 th May 2024
Date Questions from Supplier Due:	25th May 2024
Date Proposal Due:	3rd June 2024
Approximate Date consultancy Issued to Successful Bidder(s):	1 st July 2024

Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-OPRA-24-008

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

The USAID Ocean Plastics Reduction Activity (Ocean Plastics Reduction) is a five-year project to reduce environmental plastics by decreasing plastic inputs and improving integrated solid waste management (SWM) practices in Sri Lanka and Maldives.

With a focus on ocean plastics pollution, USAID Ocean Plastics Reduction will mobilize funding for SWM and 3R (reduce, reuse, and recycle) activities and improve government capacity to manage the industry. The project's diverse consortium, led by Research Triangle Institute (RTI) International, will use a system strengthening approach, working alongside local partners to target system inefficiencies and areas of reliance on virgin plastics, with the goal of increasing participation in SWM/3R programs and preventing thousands of tons of plastic from leaking into the environment.

Project functions under 4 primary objectives,

1. Reducing reliance on virgin plastic inputs and products
2. Professionalizing, improving, and expanding SWM, with a focus on reducing environmental plastics.
3. Empowering communities to drive local solutions.
4. Strengthening the enabling environment for SWM.

USAID - Ocean Plastic Reduction Activity is seeking the services of a consultant to carry out Island solid waste audits in focus islands of the project.

Product or Service Expectations (both if applicable):

The consultant will lead development of a waste flow diagram (WFD) that maps the journey of waste from generation to disposal and conduct waste audit (WA) to quantify waste streams in three islands in the Maldives. The consultant will work closely with other consultants as assigned and the Ocean Plastics Reduction team in the Maldives, using participatory methods and active coaching/mentoring to develop the capacity of local partners.

- Conduct an initial workshop in Male' to introduce the study methodology, providing a detailed, step-by-step guide on developing a waste flow diagram (WFD) and conducting a waste audit (WA).
- In each island, work closely with Island Councils to identify community members who will be involved in developing the WFD and WA.
- Train the audit team members (that will be established) on WA methodology, including sample selection, sorting categories, data recording practices.
- Train identified community members on how to gather data on current waste collection, transportation, treatment, recycling, and disposal processes.
- Lead and supervise the data collection process in each target island.
- Once data collection is complete, organize a workshop to develop the waste flow diagram for the Island with logistic support from OPRA, illustrating the journey of waste through the island's waste management system, identifying key generation points, collection routes, processing facilities, and final disposal sites.
 - Analyze the waste flow diagram to identify bottlenecks, inefficiencies, and opportunities for system improvements.
- Lead and supervise the waste audit process.
- Lead waste audit team in analyzing audit data to quantify waste generation and composition, identifying predominant waste streams and sources of waste.
- The consultant will work alongside a local consultant to liaise with and provide technical capacity building support to conduct waste audits in islands and to integrate the data into National waste accounts.
- Present the study findings from all three islands to relevant stakeholders in a workshop in Male'.

Deliverables, Timelines, Special Terms and Conditions:

OPRA will provide the administrative and logistical support on following items ::

1. Arrange consultant's Travel and DSA for the field visits
2. Any Printing/ Stationary Costs.
3. Provide any material, equipment and PPE required for the purpose of the audits.
4. Arrange all logistics related to field visits and provide any administrative support to carry out waste audits.

Period of Performance

The period of performance for waste audit consultant is expected to complete the scope of work within 35 days within 5 months period. Any modifications or extensions shall be requested through Ocean Plastic Reduction Activity's and consultant's contracting officers for review and discussion.

Place of Performance

The selected consultant shall provide input remotely and in the field. Desk work during the field input shall be at the Ocean Plastics Reduction Activity's project office in Male', Maldives. Consultant may visit the ministries and offices of relevant stakeholders where necessary, during field work. RTI shall provide and arrange for meeting spaces within its facility for all required consultant meetings during the field visit.

Consultant will be required to travel to the project islands to carry out the Training of the Trainers and practical waste audit data collection. RTI shall make the necessary logistical and administrative arrangements to conduct the field activities conducted by the consultant.

Schedule/Milestones/Deliverables

The below list consists of the initial milestones identified for the Waste Audit Consultant who will be provide technical assistance and support for the local island representatives to carry out Island solid waste audit in three focus islands of the project.

The duration of the consultancy is 35 days starting from the date of signing and the consultant has to utilize Thirty (35) days for the assignment within the Five (5) month period.

The key deliverables from the consultant are;

1. Detailed methodology for conducting WFD.
2. Detailed methodology for conducting WA.
3. A WFD and WA for each target island.
4. A final report with findings and recommendations.
5. A presentation of the study findings and recommendations to stakeholders.
6. Training Report for local staff identified by the project to map waste flow and to improve waste data collection and analysis.

Price and Schedule of Payments

1. The contract price is a fixed based price regardless of the extension of the duration specified herein. Bids must be including the professional fees, management and administrative fees, and other applicable costs.
2. Payments shall be made upon the submission by the consultant and the favorable acceptance by USAID/RTI of the following outputs or milestone activities.
3. The Client will arrange travel and Transport for all field visits.

#	Deliverables	Number of Days	comments
1	Final Document of <ol style="list-style-type: none"> a. Detailed methodology for conducting WFD. b. Detailed methodology for conducting WA. c. A WFD and WA for each target island. 	2	
2	A final report with findings and recommendations based on assessment using data on waste audits and other sources to map the waste flow in the Maldives, and in 3 of the focus islands.	7	field assistance
3	Waste audit report in 3 islands of the Maldives	13	field assistance
4	Provide support to MBS to improve National waste accounts	4	2 days field assistance, 2 days remote assistance
5	Conduct a session for stakeholders	2	field assistance
6	Final report	7	remote assistance
		35	

Expected level of Qualifications and Experience of the Consultant

- Post graduate qualification in Waste management, Environmental Management, or a related field.
- Experience and expertise in conducting assessments to determine waste flow, generate National waste accounts or related.
- At least 3 years' experience in Small Island Development states in carrying waste flow analysis or supporting waste accounts.
- Excellent oral and written communication and presentation skills in English

Acceptance Criteria

For this consultancy, the acceptance of all deliverables will reside with the project's Chief of Party. The Chief of Party will work with the Deputy Chief of Party, Team Leads for Objective 2 and Plastic Reduction coordinator to ensure the completeness of each stage of the study and that the scope of work has been met. Once all phases are completed and the consultant provides its report/presentation for review and approval, the Chief of Party will either sign off on the approval, or reply to the consultant, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the consultancy will enter the handoff/closure stage. During this stage of the project, the consultant will provide the project closure report and project task checklist to Chief of Party. The acceptance of this documentation by the Chief of Party will acknowledge acceptance of all project deliverables and that the consultant has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between Ocean Plastic Reduction Activity and the chosen consultant will be referred to both organizations' contracting offices for review and discussion.

For proposal submission guidance refers to Attachment "B. Instructions to Bidders/Sellers".

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity: This procurement will be made by Research Triangle Institute (RTI International), located at**

USAID Ocean Plastic Reduction Activity
RTI International, USAID Contractor
Level 35, World Trade Center, West Tower, Colombo, 01, Sri Lanka

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID Ocean Plastics Reduction Activity

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) submit CV, Copy ID/Passport
 - (f) A technical description of consultant understanding to response the SOW in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include literature, or other documents, if necessary.
 - (g) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (h) Lead Time Availability of the Consultant to provide the services.
 - (i) Terms of warranty describing what and how the warranties will be serviced.
 - (j) Special pricing instructions: Proposed daily rate (the daily rate must inclusive any applicable tax) and confirmation or proposed number of days for each deliverable as indicated under list of deliverables.
 - (k) Payment address or instructions (if different from mailing address)
 - (l) Acknowledgment of solicitation amendments (if any)
 - (m) Past performance information, when included as an evaluation factor, to include list of recent and relevant contracts for the same or similar items and other references for the last two years of consultancy services. (including points of contact with telephone numbers, and other relevant information).
 - (n) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

operationsopra@rti.org

(insert name of procurement officer)

at this email address:

operationsopra@rti.org

(insert email address of the procurement officer).

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Reports as per the deliverable
 - (c) All other relevant documents requested by the project.
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or [http://www.rti.org/files/PO_FAR_Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE – 5 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY – 5 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL– 20 points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE – 20 points.**- Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By:

Signature:

Title:

Date: