



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Invitation for Consultancy Service to conduct Conflict and Political Economy Analysis (PEA) with Gender Lens
Type of Procurement:	Subaward
Type of Contract:	Fixed Price
Term of Contract:	December 5, 2024 - January 18, 2025
Contract Funding:	USAID
This Procurement supports:	USAID/Ethiopia Disaster Risk Management (DRM) Activity
Submit Proposal to:	DRM Procurement Unit: Email: DRMBid@drm-activity.org
Date of Issue of RFP:	November 13, 2024
Date Questions from Supplier Due:	November 18, 2024 at 5:30 PM Local Time
Date Proposal Due:	November 29, 2024 at 5:30 PM Local Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	December 5, 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-DRM-2024-001

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: [rti-po-terms_English Version - v1.20.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:

CONFLICT AND POLITICAL ECONOMY ANALYSIS (PEA) WITH GENDER LENS

1. About RTI

Research Triangle Institute (RTI) has over 30 years' experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 6,000 employees with global experience implementing international development projects. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

2. Background/Justification

Ethiopia is prone to natural and man-made disasters – including drought, floods, locust attack, epidemics, and conflict over widespread area. These interlocking disasters have led to complex emergencies and climate change has aggravated the frequency and severity of many of these disasters. In addition, over the past few years we have seen an escalation of intra-state conflicts, increasing tension and changes in political dynamics that have led to large scale displacement, increasing the need for humanitarian assistance by the GOE and development partners. Humanitarian agencies are increasingly aware of the risks of their interventions exacerbating conflict and have been developing methodologies and mechanisms for addressing this. This Scope of Work is an attempt by RTI to understand the context, the actors the causes of conflict and prepare mitigation measures focused on 'do no harm' in areas where the DRM Activity will be implemented in the next 5 years.

The Disaster Risk Management Activity is 5 years (June 3, 2024- June 2, 2029) Cooperative Agreement between United States Agency for International Development (USAID) and the Government of Ethiopia (GoE). The lead from the Ethiopian government side is the Ethiopian Disaster Risk Management Commission (EDRMC). The purpose of the Activity is to enable timely anticipatory and early action to preempt crises and reduce the impact of shocks in Ethiopia by strengthening disaster risk management (DRM) planning and preparedness, improving DRM coordination, and enhancing resource mobilization and management. The activity will also strengthen gender in emergencies (GiE) capacity, increase private

sector engagement in DRM, and expand local organizations' capacity to engage in DRM. The Activity will support the implementation of Ethiopia's new Disaster Risk Management Policy and Disaster Risk Finance Strategy.

The Activity will be implemented by a consortium of NGOs led by RTI- and 3 internationals (Oxford Policy Management, WI-HER and Planet Partnership)-and 2 locals (Ethiopian Red Cross and WE-Action). OPM is the lead on resource mobilization efforts and implementation of the DRF strategy, DRM Policy, and the Legal Framework.

One of the pathways for implementation of the DRM-Activity is improved coordination that will strengthen DRM platforms to ensure that they are operationalized and well maintained and provided incentives for DRM actors to work together. It will support definition of clear roles and responsibilities through well-coordinated vertical and horizontal DRM systems. As a result, response actions will be more effectively coordinated across DRM, humanitarian, and development actors.

3. Objective of the Assignment

This aim of the assignment is to conduct a conflict and political economy analyses (PEA) with a gender lens, focusing initially on the Ethiopian regions of **Somali, Afar, and Oromia**. The analysis will investigate the complex interaction between the root causes of conflict, the key stakeholders, and political economy dynamics, assessing how they impact disaster risk management (DRM) systems and practices, exacerbate vulnerabilities, and affect capacities of marginalized groups. It will also identify strategies that address these root causes and reduce vulnerabilities within the DRM framework to ensure judicious implementation of planned activities and achieve sustainable inclusive outcomes.

4. Specific Objectives of the Assignment by Category

a. Conflict Dynamics

- To identify and map existing conflict dynamics, tensions, drivers of social exclusion and peacebuilding capacities of communities and stakeholders through a detailed analysis of the current context, and the drivers and the available aid programs.
- To identify the main stakeholders and interest groups and analyze key drivers of conflict in the target communities and explore how competition for resources exacerbated by climate changes, drought, flooding intersects with border and inter-communal tensions, political marginalization, and governance structures, and how these dynamics exacerbate conflict, undermine social cohesion, and heighten disaster risks.
- Investigate how the conflict itself reshapes the political economy by altering power balances and economic opportunities, especially for marginalized groups.

b. Political Economy

- Analyze the political and economic factors that contribute to conflict, including how imbalances in resource allocation, governance weaknesses, and regional inequalities fuel tensions.
- Assess how political economy dynamics (e.g., control of resources, power struggles) influence conflict escalation and mitigation in these regions.
- Explore how conflict affects political economy factors such as local governance, economic stability, and access to resources, including the impacts on public service delivery, resource control, and institutional capacity to manage and response to disaster risks.

c. Gender Equality and Social Inclusion (GESI)

- To analyze and determine effect of conflict and disaster risk on women, men, youth and marginalized groups separately in terms of equitable participation in governance, power and resource sharing processes.
- Assess the specific vulnerabilities and capacities of women in conflict-affected and disaster-prone areas, and how they navigate the intersection of conflict, governance, and disaster management.
- Develop practical, actionable recommendations for the USAID DRM Activity that address the complex interplay between conflict dynamics, political economy factors, and gender inequalities in Somali, Afar, and Oromia regions.

Product or Service Expectations (both if applicable):

Key Tasks and Scope of the Assignment

The assignment will be conducted in selected woredas of target communities in **Afar, Oromia and Somali regions** and where feasible, will target other communities and clans from neighboring woredas.

5. Methodology Development

The consulting firms shall develop appropriate methodologies and data collection tools but must integrate USAID's Violence and Conflict Assessment Analytical Framework (VCA) with Political Economy Analysis (PEA) and gender-sensitive approaches, focusing on how political economy factors contribute to conflict and how conflict, in turn, reshapes the political economy in Afar, Oromia, and Somali regions.

a. Desk Research

- Conduct a review of existing reports, policy documents, and research studies on conflict, political economy, and disaster management in the three regions. This will include analysis of governance

structures, economic systems, and conflict histories, focusing on how political economy factors (e.g., resource control, patronage networks) influence conflict.

- Review gender-focused literature to understand how conflict and political economy factors impact women and marginalized groups differently, particularly in disaster contexts in three regions.

b. Field Research

- Organize inception workshops to familiarize and sensitize stakeholders about the objective, strategies activities and outcomes of the assignment,
- Conduct key informant interviews (KIIs) with government officials, DRM practitioners, local leaders, community members, women's groups, and experts. Interviews will focus on the interaction between political economy factors and conflict, and how these dynamics influence DRM efforts. Questions will explore how political decisions and economic power structures exacerbate or mitigate conflict and disaster risks, and how these impact gender relations.
- Organize focus group discussions (FGDs) with a range of community groups (e.g., men, women, youth, marginalized groups) to capture diverse perspectives on how conflict dynamics and political economy factors shape disaster vulnerabilities and opportunities for resilience. This will include discussions on gender-specific challenges in accessing resources, governance, and coping with conflict and disasters.

c. Conflict, Political Economy, and Gender Actor Mapping

- Using USAID's VCA, map out the actors driving conflict, including local elites, political groups, and external actors. Analyze their motivations and how political economy factors (e.g., resource allocation, governance issues) contribute to the conflict.
- Apply the VCA framework to analyze the factors that either divide or connect different groups, including how political economy factors (e.g., land ownership, resource control) fuel conflict or foster cooperation. Assess how these dynamics shape DRM and resilience-building efforts.
- Evaluate the grievances related to political economy issues (e.g., unequal resource distribution, weak governance), particularly how they manifest in conflict-prone regions. Assess community-level resilience strategies and how women and marginalized groups cope with both conflict and disaster risks.

d. Data Analysis and Reporting

- Synthesize the findings from the conflict, political economy, and gender analyses focusing on the reciprocal relationship between conflict and political economy factors and how they collectively shape DRM outcomes.
- Based on the integrated analysis, provide tailored recommendations for DRM interventions that address the interplay between conflict, political economy, and gender dynamics.

Deliverables and Provisional Submission

The Work Schedule

Total level of efforts **45 days**

The assignment should be completed by

- Inception Report: Outlining methodology, work plan, and data collection tools (due within two weeks of the award). This includes Gantt chart that shows the activities time frame for submission of the deliverables. **7 Days after contract signing**
- Identify and list conflict sensitivity tools appropriate to the contexts for the selected areas of the assignment. **12 Days**
- Completed mapping of conflicts in the selected Woredas including current hotspots.
- Conduct Do No Harm conflict sensitivity training for the stakeholders from project target woredas. **12 Days**
- Preliminary Findings Presentation: A presentation of initial findings to USAID DRM Activity and relevant stakeholders.
- Draft Report: A comprehensive draft report detailing the findings from the conflict analysis, political economy analysis, and gender analysis, with actionable recommendations for conflict-sensitive and gender-responsive DRM programming. The report should clearly link political economy dynamics with gender and social inclusion factors into an understanding of Do No Harm and conflict sensitivity, noting that inadequate attention to gender and social inclusion entrenches negative power dynamics and widens the equality gap, effectively excluding women and female youth. **8 Days**
- Organize validation workshop to secure buy-in and forge common understanding on implementing the recommendations. **4 Days**
- Final Report: Final Report: Finalize report incorporating feedback and comments received from the validation workshop. **3 Days**

Deliverables, Timelines, Special Terms and Conditions:

Qualifications

- The consulting firms should have a demonstrable track record in conflict sensitivity and political economy analysis with a gender lens.
- At least 5 years of consulting experience in a geographic setting and context similar to the selected regions and woredas in Ethiopia. Experience in Afar, Oromia and Somali region is preferred.
- Capable of hiring a group of experts with Master's degree or equivalent in international affairs, conflict analysis and management, political science, sociology, peacebuilding, or a field related to international/human development, with a strong emphasis on quantitative and qualitative research.
- Experience in development programming, particularly those focusing on youth, women and excluded groups.
- Previous experience conducting similar assignment (stakeholder analysis, Do No Harm and Conflict analysis) in the Afar, Oromia and Somalia region is preferred.
- CVs of key staff to be assigned to this work scope, staff based in the Oromia, afar and Somali regions is an advantage.
- Three client references.
- Financial proposal with portion of payment of each deliverable.
- Signed RFP/RFQ form
- Proof of legally registered
- Complete the vendor supplier form in Annex A
- Complete the Reps and Cert Form in Annex B
- UEI number or proof of UEI registration if still under process. See the guidance for UEI registration in Annex C.
- Other relevant documentation which attests to the company's/firm's competence and suitability for the tasks.

Note: Only short-listed consulting firms will be contacted and may be requested to provide an oral presentation.

Additional Principles

The consulting firms will follow the following principles in carrying out the assignment.

- Participatory process
- Inclusiveness
- Impartiality
- Accountability
- Transparency
- Respect

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

RTI International

Addis Ababa: Bole Flamingo, Minaye Corporate Office Park Building, 11th Floor, Addis Ababa, Ethiopia

(insert full address of the office) who has a purchase requirement

in support of a project funded by

USAID/ Ethiopia

(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) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) 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.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **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 Procurement.** All questions in regard to this RFQ/RFP to be directed to

Procurement Unit

(insert name of procurement officer) at

this email address:

DRMBid@drm-activity.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

November 18, 2024

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) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf , http://www.rti.org/files/PO_FAR_Clauses.pdf, or 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 30 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY 10 Points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL 40 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.**

- **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.
- **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 **90** days after submission.

- **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.
- **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
- **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.
- **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: *(Seller Company Name)*

Signature: _____

Title: Date:

Annex A: Vendor Supplier Form

	KEY QUESTIONS	<p style="text-align: center;">VENDOR INFORMATION FORM</p> <p><i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i></p>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded projects.	

13	If your company has been awarded previous USAID-funded work,	
Attachment B — Page 3		
	please describe.	
14	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

ANNEX B: Reps and Certs RTI International



[RTI Reps and Certs International.docx](#)

ANNEX C: UEI Number or Registration



[UEI Registration Guide](#)