



**USAID Indonesia Urban Water Sanitation and Hygiene
Penyehatan Lingkungan Untuk Semua**

Request For Proposals (RFP)

No. REQ-CJR-18-0005

**“Non-Technical (Sanitation Promotion) Service Provider of
small (shared) communal septic system in densely
population neighborhoods
in Magelang City, Central Java”**

Issue Date: January 26th, 2018

WARNING: Prospective Offerors who have received this document from a source other than the USAID –IUWASH PLUS Project, should immediately Procurement Jakarta and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted www.iuwashplus.or.id “Offerors are encouraged to check this website periodically.”)

Table of Contents

1. Introduction and Purpose	4
1.1 Purpose	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated	4
2. General Instructions to Offerors.....	4
2.1 General Instructions.....	4
2.2 Proposal Cover Letter	4
2.3 Questions regarding the RFP	5
2.4 Pre-Proposal Bidders' Conference	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified.....	5
3.2 Technical Evaluation Criteria	5
4. Instructions for the Preparation of Cost/Price Proposals	6
4.1 Cost/Price Proposals	6
5. Basis of Award.....	6
5.1 Best Value Determination.....	6
5.2 Responsibility Determination	6
6. Anticipated post-award Deliverables.....	7
7. Inspection & Acceptance.....	8
8. Compliance with Terms and Conditions.....	8
8.1 General Terms and Conditions.....	8
8.2 Source and Nationality.....	8
8.1 Data Universal Numbering System (DUNS)	8
9. Procurement Ethics	9
10. Attachments	10
10.1 Attachment A: Scope of Work for Services or Technical Specifications	10
10.2 Attachment B: Proposal Cover Letter	16
10.3 Attachment C: Price Schedule.....	17
10.4 Attachment F: Past Performance Form	18
10.5 Attachment G: Representations and Certifications of Compliance.....	19
10.6 Attachment J: Proposal Checklist.....	20

Synopsis of the RFP

RFP No.	REQ-CJR-18-0005
Issue Date	January 26, 2018
Title	Non-Technical (Sanitation Promotion) Service Provider of small (shared) communal septic system in densely population neighborhoods in Magelang City, Central Java
Issuing Office & Email/Physical Address for Submission of Proposals	Indonesia Urban Water, Sanitation and Hygiene (IUWASH Plus) Jakarta , Mayapada Tower 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920 ; Email : IWPLProc_LSIC@dai.com
Bidders' Conference	February 01, 2018 on 10.00 pm at IUWASH Central Java Office, Jl. Semangka No. 16 Kerten, Laweyan, Surakarta 57143. Phone : 0271-746 2288 <i>Bidders conference confirmation : January 30, 2018 at the latest 14.00 WIB (02.00 pm)</i>
Deadline for Receipt of Questions	February 06, 2018 at the latest 14.00 p.m to IWPLProc_LSIC@dai.com
Deadline for Receipt of Proposals	February 09, 2018 (at the latest 16.00 p.m)
Point of Contact	IWPLProc_LSIC@dai.com
Anticipated Award Type	An Individual Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS, invites qualified offerors to submit proposals to supply and deliver "Non-Technical (Sanitation Promotion) Service Provider of small (shared) communal septic system in densely population neighborhoods in Magelang City, Central Java" in support of program implementation.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding an Individual Fix Price Purchase Order This subcontract type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror" or "Bidder" means an individual proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in Bahasa Indonesia, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **February 09th, 2018 (at the latest 16.00 pm)**, to be submitted to IWPLProc_LSIC@dai.com by state RFP number and title of the activity in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's with a duly authorized signature and using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 60 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or IUWASH PLUS employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.4 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference will be held on **February 01st, 2018 beginning at 10.00 WIB at the : IUWASH Central Java Regional Office, Jl. Semangka No. 16 Kerten, Laweyan, Surakarta 57143 (0271-746 2288)**

Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be provided in an amendment to the RFP.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sent in a separate subject from cost/price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Qualification of Offerors – Description of the Offeror's assigned to the project. The proposal should describe how the offeror's have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance and References –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered

Evaluation Criteria	Maximum Points
Methodology	30 points
Qualification of specialist	40 points
Past Performance (experience) and References	30 points
Total Points	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sent in a separate subject from technical proposals, and shall be clearly mentioned as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. 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.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.

7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

Deliverable & Payment Schedule

No	Deliverables/Outputs	Due Date	Payment
1	Preliminary report, including implementation methodology, work plan, time of execution and draft of survey form	2 weeks after contract signing	20%
2	Report of community mobilization and promotion process (incl photos, and videos)	3 rd Month	20%
3	Report on establish community participation agreement, including septic tank location agreement documents (incl photos, and videos)	4 th Month	40%
4	Report of post construction monitoring and evaluation on the usage of facility and behavior change at community (incl photos, and videos)	9 th Month	20%

Time Schedule

No	Description of Duties	Non Technical Service Provider Month of Assignment								
		1	2	3	4	5	6	7	8	9
1	Preliminary report, preparation for program implementation	■								
2	Community mobilization and promotion		■	■	■	■	■			
3	Establish community participation agreement in the shared septic system program			■	■	■	■			
4	Community involvement in the construction phase				■	■	■	■	■	
5	Community involvement post construction					■	■	■	■	■
6	Sharing results and lessons learned									■
Deliverables and Payment Schedule		1		2	3					4

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any

organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement.

Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

SCOPE OF WORK **Non-Technical (Sanitation Promotion) Service Provider of** **small (shared) communal septic system in densely population neighborhoods** **in Magelang City, Central Java**

Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-year initiative designed to assist the Government of Indonesia (GOI) in increasing access to water supply and sanitation services as well as improving key hygiene behaviors among urban poor and vulnerable populations. USAID IUWASH PLUS works with governmental agencies, the private sector, NGOs, communities and others to achieve the following "high level" results:

- I. An increase of one million people in urban areas with access to improved water supply service quality, of which at least 500,000 are from the poorest 40% of the population (also referred to as the "Bottom 40%" or "B40"), vulnerable groups or Indonesia's eastern provinces; and
- II. An increase access to safely managed sanitation for 500,000 people in urban areas.

To ensure that improvements in access to WASH services are sustained, USAID IUWASH PLUS is guided by a development hypothesis that focuses on strengthening service delivery systems, so they can more effectively reach the poorest and most vulnerable segments of the population. In order to achieve this at scale, the program undertakes activities through four interrelated components, including: 1) improving household WASH services; 2) strengthening city WASH institutional performance; 3) strengthening the WASH financing environment; and 4) advancing national WASH advocacy, coordination and communication.

Activity Background

Magelang City (city in Central Java) has a population of around 125,000 people (or 25,000 households) and average population density of 6,675 people / km². The relative low awareness of safely managed sanitation is shown in the relative high level of Open Defecation shown in recent STBM data from Health Department. According to July 2017 data, more than 27% of the total population has no access to a safe sanitation system (JSP = *Jamban Sehat Permanen*). This is especially the situation in the many densely populated neighborhood across all the 17 *Kelurahan* in the city. Even if the population in these area's would like to build a septic there is almost no space to build it and also with the geographical conditions (sloping ground) is it also very often impossible to construct the usual larger communal sanitation systems, covering 50 – 60 households.

The only option at this moment, is to identify and utilize smaller areas of communal or social land (*Fasum* or *Fasos*) or use space under small alleys cutting through neighborhoods to support construction of proper, sealed, shared sanitation systems (for 2 -10 nearby families). However the development and construction of these systems under these circumstances is not easy and even risky, if not properly executed, as the distance between the constructed system to nearby houses is small, which requires additional safety measures during construction as well as flexible design and construction methods to accommodate the various locations. Also the promotion and marketing of these systems to the low

income communities nearby will be challenging, as initially they might be reluctant to have a system like this so close to their houses.

USAID IUWASH PLUS has discussed this with the Local Government (PEMDA) of Magelang City during the various stakeholder consultations and preparation of the joined partnership agreement, and the PEMDA has expressed great interest for USAID IUWASH PLUS to develop, test and document a safe and sustainable method for the construction of shared septic tanks in densely populated area's in Magelang. The current APBD allocation of Magelang City for Sanitation is still low, but that is not because of lack of commitment from the Local Government, but lack of practical ideas to implement. They already promised to USAID IUWASH PLUS to finance replication of these systems from APBD as well as other programs like KOTAKU and possible CSR from local companies.

As the preparation (both technical and non-technical), field testing & marketing and implementation of these systems are all very innovative, especially for the USAID IUWASH PLUS region of Central Java, it can be justified to finance this program under the existing LSIC. Because of the different technical assistant programs required (explained below) to achieve the stated objectives and outcomes in support of the request by PEMDA Magelang City.

The USAID IUWASH PLUS Central Java regional team under the LSIC program is seeking a Non-Technical (Sanitation Promotion) Service Provider to support program of constructing small/ shared communal septic systems in densely populated areas in Magelang City, Central Java, which include to design prototype, monitor, supervise, and documenting all activities carried out under this LSIC program. The two service providers will work closely together during the implementation and documentation of their tasks, in accordance with the stages of activity as contained in the following table:

No	Activity	Month									Note
		1	2	3	4	5	6	7	8	9	
1	Preparing for Program Implementation										T, NT
2	Assessment of potential location for shared septic tank system application										T, NT
3	Community mobilization and promotion										NT
4	Selection of 20 community/locations that ready for shared septic tank construction										T, NT
5	Selection of shared septic tank technology										T, NT
6	Establish community participation agreement in the shared septic tank										NT
7	Construction of 3 unit of shared septic tank in 3 different location as prototype for further 17 locations										T
8	Develop SOW for selecting vendor of 17 shared septic tank										T
9	Supervising construction phase										T
10	Community involvement in the construction										NT
11	Community involvement post construction										NT
12	Facilitate sharing results and lessons learned										T, NT

Note: T = Technical; NT= Non Technical

Objectives

The main objectives of selecting the Non-Technical (Sanitation Promotion) Service Provider for construction of small (shared) communal septic system in densely population neighborhoods in Magelang City, Central Java are:

- To coordinate and work closely with the regional Behavior Change Marketing (BCM) Specialist and Urban Sanitation Specialist (USS) in USAID IUWASH Central Java Regional Office in implementing the LSIC construction of small (shared) communal septic system in densely population neighborhoods.
- To conduct community mobilization and promotion on safely managed sanitation in selected target areas (17 kelurahan) and with Local Government
- To facilitate participative meeting, selection mechanism and agreement for the construction of shared communal septic tank system
- To facilitate the participation of 120 benefited HH in the process of construction of shared septic tanks (in close collaboration with the Sanitation Technical Service Provider)
- To supervise and documenting all activities under the LSIC construction of small (shared) communal septic system in densely population neighborhoods (in close collaboration with the Sanitation Technical Service Provider).

Task

In general, the tasks for Non-Technical (Sanitation Promotion) Service Provider in implementing the activity are as follows:

Task 1: Preparation of program implementation

- Internal coordination with the USAID IUWASH PLUS regional team in Surakarta as the team in charge of the program as well as with the Technical Service Provider.
- Initial coordination with partners assisted by the Regional Team in both Surakarta and Magelang City.
- Mapping the communities to assess the needs of safely managed sanitation.
- Preparing a preliminary report containing of mapping results and detailed work plan.

Task 2: Community Mobilization and promoting on safely managed sanitation

- Conduct participatory assessment and triggering process to create demand and needs of the community towards safely managed sanitation
- Facilitate the community to develop participatory planning of the installment of shared septic tank in each kelurahan.
- Compile documentation and results of triggering and participatory assessment and community planning process.
- Provide input related technology selection by Sanitation Technical Service Provider

Task 3: Facilitate participative meeting, selection mechanism and agreement for the construction of shared communal septic tank system

- Introduction of proper sanitation technology options to the community, together with technical service provider.
- Facilitate participative meeting and agreement mechanism between local government and community in selecting 120 households as beneficiaries.

- Facilitate community meeting to select the proper technology of shared septic tank system for 17 kelurahan.
- Facilitate agreement and location selection of implementation for 20 small (shared) communal septic system in 17 kelurahan, as stated in the documents.

Task 4: Facilitate community involvement in the construction phase

- Mobilizing the community to be directly involved in implementation of small (shared) communal septic system.
- Coordination with Local Governments to obtain feedback on issues and preferences in the implementation of the communal septic tank construction

Task 5: Facilitate community ownership involvement for post construction process:

- Facilitate the establishment of community user group.
- Capacity Building for community user group in term of Monitoring and evaluation, O&M and Financing.
- Conduct post construction monitoring and evaluation on the sustainability of the facility and behavior change.
- Provide documentation report of community user group establishment process, capacity building, workshop and M&E.

Task 6: Facilitate sharing results and lessons learned to local stakeholders for further replication:

- Develop learning experience of the program process of implementation small (shared) communal septic system.
- Organize a lesson learnt workshop to the local governments and other stakeholders (CSR partners and relevant projects – i.e. KOTAKU) in term for further replication.

USAID IUWASH PLUS Outcomes:

The above proposed activities will contribute to the following USAID IUWASH PLUS outcomes:

- HR-2 : 600 people (120 HH) gaining access to safely managed sanitation services as a result of USG assistance
- C1-1 : (60 HH) gaining access to a shared or basic sanitation facility
- C2-3 : One local sanitation management units with improved service delivery performance
- C4-2 : Number of WASH knowledge products developed
- C4-3 : Knowledge event held (sharing results and practice to replicate the approach and technology)

Deliverables and Payment Schedule

The deliverables of the activity are:

No	Deliverables/Outputs	Due Date	Payment
1	Preliminary report, including implementation methodology, work plan, time of execution and draft of survey form	2 weeks after contract signing	20%
2	Report of community mobilization and promotion process (incl photos, and videos)	3 rd Month	20%

No	Deliverables/Outputs	Due Date	Payment
3	Report on establish community participation agreement, including septic tank location agreement documents (incl photos, and videos)	4 th Month	40%
4	Report of post construction monitoring and evaluation on the usage of facility and behavior change at community (incl photos, and videos)	9 th Month	20%

No	Description of Duties	Non Technical Service Provider Month of Assignment								
		1	2	3	4	5	6	7	8	9
1	Preliminary report, preparation for program implementation	■								
2	Community mobilization and promotion		■	■	■	■				
3	Establish community participation agreement in the shared septic system program			■	■	■	■			
4	Community involvement in the construction phase				■	■	■	■	■	
5	Community involvement post construction					■	■	■	■	■
6	Sharing results and lessons learned									■
Deliverables and Payment Schedule		1		2	3					4

Posting & Reporting Relationships

The program will be managed by the USAID IUWASH PLUS Central Java Regional Team, in collaboration with the National Sanitation Team. The activity will be conducted start from February 2018 – October 2018. The Non Technical (Sanitation Promotion) Service Provider will be based in Magelang but on regular basis discuss and report the work plan, progress and issues encountered , and coordination with BCM and USS at USAID IUWASH PLUS Central Java Regional Office at Surakarta on Deliverables schedule.

Estimated Budget

The budget for implementation of the activities will be provided by USAID IUWASH PLUS from LSIC funds to the selected Non-Technical (Sanitation Promotion) Service Provider. The estimated budget for this program is Rp. 114,250,000. The budget will cover all costs for labor, local transportation, reporting and 3 times travel to Surakarta for coordination.

Qualifications Required

The following are qualifications required for the Non-Technical (Sanitation Promotion) Service Provider position:

- At least 5 years' experience in sanitation programs such as the SANIMAS program or other similar programs
- Bachelor's degree in Social, sociology, behavior change and marketing. SI minimum
- Able to communicate effectively (written and oral) at the community and government levels
- Able to work independently with limited supervision / facilities in Magelang City
- Excellent interpersonal skills with the ability to work in a team environment

- Able to prepare reports and documentation on work implementation (In Bahasa Indonesia)
- Able to working in part-time within 9 months with working day minimum 15 days/month
- Preferably domiciled in Magelang City

Non-Technical (Sanitation Promotion) Service Provider Selection Criteria

Non-Technical (Sanitation Promotion) Service Provider will be selected based on Full & Open Competition. The potential candidates must submit a proposal consisting of a Non-Technical (Sanitation Promotion) proposal (program background, duties to be performed, methodology, schedule), cost proposal and CV.

Proposals will be evaluated based on:

- Qualifications 40%
- Experience 30%
- Methodology 30%

Proposed Mechanism

The proposed mechanism for the activity will be implemented through fixed-price subcontract.

10.2 Attachment B: Proposal Cover Letter

<Insert date>

TO: [Click here to enter text.](#)

Development Alternatives, Inc.

I, the undersigned, provide the attached proposal in accordance with **RFP-REQ-CJR-18-0005**. - Non-Technical (Sanitation Promotion) Service Provider of small (shared) communal septic system in densely population neighborhoods in Magelang City, Central Java. Issued on January 26th, 2018, our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) Days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

I understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

10.3 Attachment C: Price Schedule

No	Deliverables/Outputs	Due Date	Payment
1	Preliminary report, consist of assessment report, methodology, and work plan.	2 weeks after contract signing	15%
2	Report of selection of shared septic tank technology, and construction of 3 prototype of shared septic tank base on area selected	3 nd Month	20%
3	Draft of the SOW for selecting the vendor of construction of shared septic tank.	4 th Month	20%
4	Report on the progress of construction shared septic tank.	7 th Month	20%
5	Final report of all documentation (photos, drawings, videos) of activities conducted in the LSIC shared septic tank construction.	9 th Month	25%

Delivery Period: [Click here to enter text.](#)

10.4 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.4 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

10.6 Attachment J: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.
- Proposal of the Product or Service that meets the technical requirements as per Attachment A
- Response to each of the evaluation criteria
- Documents use to determine Responsibility
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- Past Performance (*use template in Attachment F*)