



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

Request For Proposals (RFP)

No. REQ-JAK-19-0082

**Finding an Effective Approach and Incentive  
to Increase Water Supply Access for B40**

Issue Date: July 30, 2019

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID -IUWASHPLUS Project, should immediately contact 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 at [www.iuwashplus.or.id](http://www.iuwashplus.or.id) "Offerors are encouraged to check this website periodically."

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**Synopsis of the RFP**

RFP No.	REQ-JAK-19-0082
Issue Date	July 30, 2019
Title	<b>Finding an Effective Approach and Incentive to Increase Water Supply Access for B40</b>
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Mayapada Tower 1 Building, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920  Email : <a href="mailto:IWPLProc_LSIC@dai.com">IWPLProc_LSIC@dai.com</a>
Bidders Conference	August 2, 2019 – at 10.00 a.m. - finished at USAID IUWASH PLUS Office, Mayapada Tower 1, 10 <sup>th</sup> Floor, Jln. Jend. Sudirman Kav 28, Jakarta 12920 Please confirm at least 1 day before to : <a href="mailto:IWPLProc_LSIC@dai.com">IWPLProc_LSIC@dai.com</a>
Deadline for Receipt of Questions	July 30, 2019 – August 9, 2019
Deadline for Receipt of Proposals	August 16, 2019 (at the latest 17.00 p.m)
Point of Contact	<a href="mailto:IWPLProc_LSIC@dai.com">IWPLProc_LSIC@dai.com</a>
Anticipated Award Type	A Firm 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 “The USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS) program invites qualified offerors to submit proposals to supply and deliver **“Finding an Effective Approach and Incentive to Increase Water Supply Access for B40”** 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 a **Fixed 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”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm 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 **August 16, 2019 (at the latest 17.00 p.m)**, to be submitted to [IWPLProc\\_LSIC@dai.com](mailto:IWPLProc_LSIC@dai.com) for softcopy by stated the RFP Number and Title of the Activity in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in softcopy shall be mentioned subject 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 letterhead with a duly authorized signature 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.

**3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall be sealed in a separate envelope 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. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how he / she have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –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.

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria (if needed)</b>	<b>Maximum Points</b>
Qualification of proposed personnel		40 points
Experience of company		20 points
Methodology		40 points
<b>Total Points</b>		100 points

## 4. Instructions for the Preparation of Cost/Price Proposals

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for individual-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 individual 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 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 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.

### Deliverables & Payment Schedule

The payment will be made through 4 (four) transactions after all required deliverables are submitted to USAID IUWASH PLUS and verified by technical team and client. Detailed schedule is as follows:

	Report	Description	Estimated Timing	Payment (in % of total budget)
1	Inception Report	Detailed work plan with confirmed staffing, itinerary for fieldwork, list of secondary data, initial (national) meeting schedule, draft questionnaire	End week 3	10%
2	Progress Report 1	Progress on secondary data collection, final questionnaire, national meetings, preparation for local workshops	middle of Month 2	35%
3	Progress Report 2	Draft result analysis questionnaire and local workshops, progress of in-depth meetings Progress discussion at national level	End Month 3	35%
4	Final report	Final results of all workshops, final results analysis questionnaire, recommendations, 10 actions plans	End Month 5	20%
<b>TOTAL</b>			<b>5 Months</b>	<b>100%</b>

## 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](http://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.

### **8.3 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.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

## **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](mailto: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

##### Finding an Effective Approach and Incentive to Increase Water Supply Access for B40

#### A. Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-and-a-half-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:

1. An increase of 1,100,000 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
2. An increase of 500,000 people in urban areas with access to safely managed sanitation.

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. In support of these components, USAID IUWASH PLUS also implements a Local Sustainability and Innovation Component (LSIC) that is designed to stimulate WASH innovations that strengthen community, private sector and government WASH service provision.

#### B. Activity Summary

As the Main water service operator under LG, PDAM has the obligation to provide access to safe and sustainable drinking water services to all population within their service area, covering requirements agreed under Minimum Service Standards (SPM) of quantity, quality, continuity and affordability. This service includes access to poorer communities/B40. However, PDAM also has the obligation to provide reasonable profit (PAD) to their LG, which means they are only fully successful if they (a) provide sustainable water service to all population, (b) charge affordable tariff, (c) meet SPM requirements (d) reach Full Cost recovery and (e) provide PAD to LG.

So even though it is a the PDAMs' obligation to service all people in Indonesia, the poor, or B40, are generally left behind regarding connection to piped water, resulting in a high burden for them to get water from alternative sources which are often contaminated, in limited amounts, and very expensive on a per cubic meter basis.

It has become clear that most PDAMs/ PEMDA are not really interested and have no financial incentive in servicing the poor, while they should actually prioritize connections to them to close the gap in services to the poor. Initiatives from Central Government, like Water Hibah, are not making a significant impact on increasing access to the B40, as many PDAM/PEMDA are reluctant to sign up. Even when they do use Water Hibah, the results from a recent IUWASH-PLUS B40 survey shows that majority of new connections cannot really be considered as verifiable B40 residents.

The reasons for this “reluctance” to connect B40 are often opaque and varied between PDAM/PEMDA. The following is a summary of the most common reasons:

Topic	Summary main reasons
Understanding	<ul style="list-style-type: none"> <li>• Unclear mapping of numbers / locations of un-serviced B40 and their current water supply situation,</li> <li>• Lack of understanding (or concern) of burden for B40 if not connected to piped water</li> </ul>
Technical	<ul style="list-style-type: none"> <li>• Lack of sufficient quantity of raw water for whole PDAM, forcing PDAM to make choices.</li> <li>• B40 areas often located far from existing piping network, connecting could result in (too) low water pressure.</li> <li>• B40 areas (dense/slum) pose a perceived risk of higher NRW, illegal connections/consumption.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• PDAM afraid of revenue loss (subsidized tariff) and/or connection fee by B40.</li> <li>• B40 areas are invariably further from existing network, requiring relatively higher investment to connect B40.</li> <li>• If PDAM must choose, the preference is to sell more water to higher income groups.</li> <li>• Difficulties to get PEMDA/DPRD to agree to pre-finance model for Water Hibah.</li> </ul>
Regulatory	<ul style="list-style-type: none"> <li>• Oftentimes it is not allowed by regulation to connect “informal settlements”, where majority of B40 reside.</li> <li>• Regulations to arrange Water Hibah are often considered complicated.</li> <li>• No incentive / regulation “forcing” PDAM to also connect B40 (by PEMDA, DPRD).</li> </ul>

As IUWASH-PLUS is mandated (following High Level Result 1B) to support increased piped water access to B40, a detailed study is now needed to find out in more detail why specific PDAM/PEMDA are not connecting more B40 to piped water and how to increase this, especially

- a) actual reasons for low B40 connections per location (following 4 topics above),
- b) how these critical reasons might be resolved per location
- c) what implementation tools are available to PDAMs (HIBAH, DAK, APBD, Credit, CSR, etc.)
- d) which tools might be more suitable under certain conditions.

This SoW further describes the study, to be funded under the IUWASH-PLUS LSIC, including the objectives, main study questions, general approach, expected deliverables, timeframe and estimated budget. A separate, follow-on program, also funded under LSIC, will then use the recommendations from this study to implement concrete pilots in several PDAMs, which will lead to actual increased piped water connections for B40. The second SoW cannot be combined with the first one within one LSIC, because the details required for this SoW (number and locations of PDAMs, type of activities, estimated increased number of house connections, duration, etc.) can only be determined after the study is completed.

### C. Objectives

The main objectives of the proposed study on increasing Water Supply Access for B40 are to:

- Determine real reasons for reluctance by PDAM/ PEMDA to provide piped water access to B40 across all (20) locations supported by IUWASH-PLUS, except Eastern Indonesia.

- Produce comprehensive report, covering the 4 main topics (described above) and study questions (described below), with clear results and recommendations for follow-on work for all visited locations.
- Sharing results through Local and National workshops and obtain agreement with at least 10 locations (average 2 per Region) and if required National Government for follow-on action plan.

**D. Proposed Activities**

The study will be implemented over 5 months and cover 20 PDAMs, supported by IUWASH-PLUS. The following is an initial, but not complete, list of Study Questions, to be used in the study:

Does PDAM know where B40 are located, how many are unserved and how they obtain water at this moment?
Does PDAM and PEMDA ever discuss access to B40, using PEMDA data on B40 / MBR locations?
Does PEMDA/DPRD encourage PDAM to pro-actively increase service to B40? If yes, how? If not, why not?
Are there local / national regulations encouraging / forcing PDAM to connect more B40?
Is PDAM already pro-actively increasing piped water access to poor? If yes, where/why? If no, why?
Is there general perception that increased access to B40 is bad for PDAM business / financial health? And if so, is this ever verified with calculations on actual effect of increasing B40 connections versus average tariff?
Are there (or can there be) also positive aspects to connecting poor for PDAM or only negative (as WIN-WIN)?
What tools does PDAM have to increase access and how do they compare to each other in terms of financing, regulations, pre-requirements, etc.? Consider for instance Water Hibah/DAK (PUPR), Hibah (PEMDA) credit/ cicilan (installment) programs with third party or PDAM, targeted donor or CSR support for individual or MM.

Task 1: Initial Data collection for study for 20 PDAMs (month 1-2)

- Collect secondary data from participating PDAM/PEMDA (including TKPKD) & National partners (Gol, donor, aggregate data from TNP2K, etc.)
- Conduct meetings at National level, with key players (Gol and non-Gol)
- Prepare and send questionnaire to all participating PDAM/PEMDA covering secondary data plus above study questions

Task 2: Detailed Data collection and initial data analysis for 20 PDAMs (month 2-3)

- With help of IUWASH-PLUS regional teams, push at least 80% of participating PDAMs / PEMDA to respond to questionnaire as quickly and accurately as possible
- Arrange and conduct, with help of IUWASH-PLUS regional teams, one workshop (one day each) in each region, to discuss same issues in more depth with participating locations
- Analyze results of questionnaires and workshops

Task 3: Detailed field discussions and finalizing results and report (month 3-5)

- Choose 10 locations for further in-depth meetings/FGD with PDAM/LG to verify initial result of local workshop/questionnaire + develop action plans for further follow-up (in separate LSIC)
- Analyze results in draft report,
- Conduct National Workshop to share draft final report.
- Incorporate and finalize all agreed comments and suggestions in final report.

**E. Link with USAID IUWASH PLUS High Level Results and Outcomes**

This activity will contribute to the following IUWASH PLUS outcomes:

- HRIB Increased access to water supply services through improved PDAM and PEMDA performance from increased access water to MBR/B40.
- C2a Increased scoring in PDAM Indices.
- C4b Number of knowledge products developed

**F. Output/Deliverables**

The output / deliverables of the study are:

- Analysis of data/information on B40 Water from around 80% of participating PDAMs
- 6 workshops (5 regional and 1 National) conducted and reported
- 10 follow-on meetings with PDAM/PEMDA conducted resulting in 10 Action plans
- Detailed final study report including overview of main reasons for reluctance to increase B40 water access, analysis of questionnaire, workshops, and recommendations for follow-on work

**G. Estimated Budget**

Funding for this program will be provided through the LSIC fund, with a budget estimate around IDR 800,000,000,- (approximately USD 57,883). The vendor needs to budget for all direct cost related to Task 1 – 3:

- Remuneration of the study team assigned to this program
- Travel, Accommodation, per diem for all field visits/meetings by expert staff
- Cost of meetings at National level (in general at partner or IUWASH-PLUS office)
- Cost of 5 regional workshops (each 25 pax) and 1 National workshop (around 40 pax)
- Cost of Additional FGD in 10 selected locations
- Reporting Cost and additional overhead cost, if any

## H. Payment Schedule

The payment will be made through 4 (four) transactions after all required deliverables are submitted to USAID IUWASH PLUS and verified by technical team and client. Detailed schedule is as follows:

	Report	Description	Estimated Timing	Payment (in % of total budget)
1	Inception Report	Detailed work plan with confirmed staffing, itinerary for fieldwork, list of secondary data, initial (national) meeting schedule, draft questionnaire	End week 3	10%
2	Progress Report 1	Progress on secondary data collection, final questionnaire, national meetings, preparation for local workshops	middle of Month 2	35%
3	Progress Report 2	Draft result analysis questionnaire and local workshops, progress of in-depth meetings Progress discussion at national level	End Month 3	35%
4	Final report	Final results of all workshops, final results analysis questionnaire, recommendations, 10 actions plans	End Month 5	20%
<b>TOTAL</b>			<b>5 Months</b>	<b>100%</b>

## I. Working Arrangements

The activity will be implemented under the responsibility of IUWASH PLUS National Coordinator for Water Supply (based in Jakarta), with additional support of 5 regional IUWASH-PLUS teams. Regular coordination meetings, including progress reporting, will be conducted between the vendor and IUWASH PLUS staffs/team, in IUWASH-PLUS office in Jakarta.

## J. Required Qualifications and Experience

USAID IUWASH PLUS will seek a vendor to implement the above work, with following qualification:

- Have previous and proven experience in conducting studies, including data collection, data analysis, develop effective and strategic recommendations, as well as arranging and conducting workshops in various locations in Indonesia.
- Have qualified study team to conduct study, provide recommendations, develop actions plans and generate commitment to implement the action plan, consist of required key experts with minimum 8 years of experience, knowledgeable on water supply sector and PDAM will be an advantage. Plus, a supporting personnel that will help in doing the data analysis with minimum 5 years of experience.
- Proven ability to effectively manage workloads and meet deadlines, be self-disciplined, with good communication skills.
- Willingness to work in a responsible, flexible and collaborative manner.

**K. Selection of Service Provider and Evaluation Criteria**

The vendor will be selected based on the result of a tender submission. The candidate vendor will provide a proposal, which consists of a Technical Proposal (background of the program, Tasks to be conducted, methodology, schedule and CV's of key personnel). The vendor will also submit a Cost Proposal under separate file which will be viewed only after selection on technical basis.

The proposal will be evaluated based on:

- |  |   |      |
|--|---|------|
| 1. Qualification of proposed personnel | : | 40 % |
| 2. Experience of company               | : | 20 % |
| 3. Methodology                         | : | 40 % |

**L. Proposed Mechanism**

Proposed mechanism of the activity will be implemented through fixed price subcontract.

**10.2 Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)  
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-REQ-JAK-19-000 - "Finding an Effective Approach and Incentive to Increase Water Supply Access for B40"**, issued on July 30, 2019.

Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. We 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.

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

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Address:  
Telephone:  
Email:



**10.3 Attachment C: Price Schedule**

	<b>Report</b>	<b>Description</b>	<b>Estimated Timing</b>	<b>Payment (in % of total budget)</b>
1	Inception Report	Detailed work plan with confirmed staffing, itinerary for fieldwork, list of secondary data, initial (national) meeting schedule, draft questionnaire	End week 3	10%
2	Progress Report 1	Progress on secondary data collection, final questionnaire, national meetings, preparation for local workshops	middle of Month 2	35%
3	Progress Report 2	Draft result analysis questionnaire and local workshops, progress of in-depth meetings Progress discussion at national level	End Month 3	35%
4	Final report	Final results of all workshops, final results analysis questionnaire, recommendations, 10 actions plans	End Month 5	20%
<b>TOTAL</b>			<b>5 Months</b>	<b>100%</b>

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

**10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors**

**10.5 Attachment E: 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									

## 10.6 Attachment F: 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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 DAII 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.

**10.7 Attachment G: 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 E*)
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