

Request for Independent Consultants (RFIC)

Issuing Date: April 12, 2024

Offer Deadline: May 1, 2024; 5:00 PM EST]

Solicitation Number: HQ-RFIC-1122-2024-02

Counterpart International (hereinafter Counterpart) is soliciting applications for **gender equity and social inclusion (GESI) consultancy services** described in this Request for Independent Consultants (RFIC). These services are requested under the **Climate Adaptation Activity** funded by the U.S. Agency for International Development (hereinafter USAID).

Counterpart hereby invites independent consultants (hereinafter “Offerors”) to submit offers (hereinafter “Offers”) for the GESI support services described in the attached scope of work. Offerors should put forward their qualifications and price quote to support COUNTERPART for a consulting service. As a result of this RFIC, Counterpart anticipates issuing an independent consulting agreement (ICA).

INSTRUCTIONS TO OFFERORS:

Application Validity Period:

Offers shall remain valid for sixty (60) calendar days after the offer deadline listed above. Any application valid for a shorter period may be rejected as non-responsive.

Counterpart’s Rights and Notification of Award:

1. Only shortlisted applicants will be contacted. No telephone call or email inquiries, please.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, employment verification, etc.
3. Counterpart reserves the right to accept or reject:
 - i. Any application
 - ii. Late applications.
4. Counterpart may cancel this RFIC at any time. Issuance of this RFIC in no way obligates Counterpart to issue any award.

Contents of Offer/Submission Requirements

The following documents must be included in the offer:

1. Offeror’s resume/CV
2. Offeror’s Rate Sheet (Attached) DO NOT submit USAID 1420 “Personal History Form”
 - The daily rate must be *exclusive* of miscellaneous expenses. Miscellaneous expenses associated with the consultancy, including travel costs, per diem, communications costs, etc., will be negotiated separately from the hourly fee rate upon award.
3. Past performance information – Applications must comply with one of the following:
 - Two (2) certified recommendation letters from previous employers/clients for similar services to those described in the scope of work below provided within the past two (2) years **OR**
 - Contact information for two (2) professional references (name, organization, phone and/or email address) for whom the applicant has provided similar services to those described in the scope of work below
4. Proposed methodology or technical approach to provide the services described in the scope of work below
5. Signed cover letter with the following statement:
 - I have no close, familial, or financial relationships with any Counterpart or [enter project name] project staff members.
 - I have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFIC; and
 - The prices in my offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
 - All information in my offer and all supporting documentation is authentic and accurate.

- I understand and agree to Counterpart’s prohibitions against fraud, bribery, and kickbacks.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.”

All applications must be submitted to procurement.caa@counterpart.org with the subject line “Application for HQ-RFIC-1122-2024-02 – Applicant Full Name” **no later than 5:00 pm EST, May 1, 2024**. All documents must be submitted in PDF format. Applications may be submitted in English or Spanish.

Minimum Qualifications:

1. University degree (at least a bachelor’s degree or its international equivalent) in international development, international relations, women’s or gender studies, or another related field
2. Minimum of eight (8) years’ experience in gender programming, including demonstrated experience conducting gender analyses, action planning, developing recommendations for inclusive gender programming, and donor reporting
3. Experience leading/supporting donor-funded gender programming and activities, preferably on USAID-funded projects
4. Background in developing and tracking gender-related performance indicators for donor-funded programs
5. Excellent organizational, analytical, oral, and written communications skills
6. Prior experience in the Dominican Republic and/or the Caribbean
7. Fluent in English and Spanish
8. Must be legally authorized to work in The Dominican Republic and/or U.S.

Evaluation Criteria:

Counterpart anticipates awarding one (1) independent consulting agreement (ICA) to the responsible applicant whose application is deemed the best value based on the evaluation criteria below:

Criterion	Points
Qualifications and experience Academic degrees/certifications, years of experience, technical knowledge and skillset	50
Past performance Demonstrable experience successfully providing similar consulting services in the past, reference check results/recommendation letters	30
Daily/Hourly rate Cost efficiency, reasonableness, consistency with market and level of expertise	20
Total:	100

A. Assignment Objective:

Counterpart International seeks a Communications Officer to support its five-year USAID-funded program Climate Adaptation Activity (CAA) in the Dominican Republic. The CAA program seeks to build locally led, long-term resilience to climate change by promoting sustainable livelihoods and water security, which should result in significant environmental gains in the Dajabon watershed, beyond the province and into Haiti. By engaging communities, leveraging private funding and public resources, enabling data informed decision-making, and building diverse partnerships grounded in inclusion and market-based approaches, the Climate Adaptation Activity will accelerate sustainable social, economic, and environmental outcomes. To this end, Counterpart seeks the services of a consultant to conduct the Activity’s Gender and Social Inclusion Analysis and Action Plan for the Dominican Republic. The consultant will use the five domains detailed in Automated Directives System (ADS) Chapter 205, Integrating Gender Equality and Female Empowerment in USAID’s Program Cycle, USAID’s 2023 Gender Equality and Women’s Empowerment Policy, USAID’s LGBTQI+ Inclusive Development Policy, and other relevant policies.

B. SCOPE OF WORK:

The consultant will be anticipated to provide the following core services/tasks:

1. Under supervision of Activity leadership, the consultant will conduct the Activity GESI Analysis. The end product will identify gaps, needs, inequalities, and differential effects to inform prioritized recommendations for how to best address gender inequalities and social exclusion throughout Activity implementation. The gender and social inclusion analysis must identify:
 - Gender gaps in the status and anticipated levels of participation of women and men that could hinder the key results to be achieved by the Activity;
 - Key gender inequalities or needs for female empowerment that could be addressed through the Activity;
 - Any potential differential effects (including unintended or negative consequences) on women and men; and
 - Any potential obstacles for participation in planned interventions of members from socially vulnerable groups, particularly youth, persons with disabilities, LGBTI-identified, and indigenous groups.

The Analysis must also include at least one gender specific indicator to track change in the status of women's empowerment over the course of Activity implementation beyond number or percent of men/women participating in Activity assistance. The findings from the Analysis and activities taken to address gender gaps or inequalities should be presented either as a narrative or in the form of a gender action plan.

2. Based on the GESI Analysis, the Consultant will produce the Activity Gender and Inclusive Development Action Plan (GIDAP) that will include recommendations to adapt Activity implementation to address gaps and related activities, a process for capturing unintended consequences, and recommendations for the MEL Plan related to disaggregation. The GIDAP will ensure that gender and social inclusion are embedded throughout the Activity and identify:
 - The priority gender issues or gaps identified in the GESI analysis that will be addressed throughout the implementation of this Activity;
 - The activities that will be implemented to address those gaps; and
 - At least one gender sensitive indicator to demonstrate progress reducing a gender gap. All people-level data must be disaggregated by sex and by age to ensure youth engagement.

C. Level of Effort, Place of Performance, and Period of Performance:

Counterpart anticipates this assignment will require no more than 40 days of level of effort. This assignment will be conducted in Dajabon, Dominican Republic and/or partially in the consultant home of record, if the selected consultant is located outside of Dajabon. This assignment will be carried out between **Mid-May and August 2024**.

D. Monitoring and Reporting:

The consultant will report to the Associate Director for Programs and the Deputy Chief of Party-Operations. They will oversee the consultant's day-to-day performance and will approve all invoices submitted for payment.

E. Anticipated Deliverables:

1. GESI literature review
2. GESI Analysis and GIDAP concept note
3. GESI Analysis interview guides
4. Collection and presentation of GESI analysis data
5. GESI Analysis and draft findings and recommendations
6. Validation meeting
7. Final GESI analysis report
8. Final GIDAP

Attachment 1 – Application Cover Letter Template:

To: Counterpart International
1919 Pennsylvania Avenue, Suite 425
Washington, DC 20006

Reference: RFIC-HQ-1122-2023-02

To Whom It May Concern:

I, the undersigned, hereby provide the attached application to perform all work required to complete the activities as described in the above-referenced RFIC.

I hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFIC. I further certify that I am eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, I hereby certify that, to the best of my knowledge and belief:

- I have no close, familial, or financial relationships with any Counterpart staff members;
- I have no close, familial, or financial relationships with any other applicants submitting applications in response to the above-referenced RFIC to the best of my knowledge; and
- The hourly rate proposed in my application has been developed independently, without any consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Applicant Name: _____

Signature: _____

Date: _____

Address: _____

Telephone: _____

Email address: _____

Attachment 1 – Applicant Salary & Rate Sheet

[Offeror's Rate Sheet link](#)