# Request for Independent Consultants (RFIC)

**Issuing Date**: April 16, 2024

**Solicitation Number**: HQ- RFIC-1112-2024-02

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

Counterpart International (hereinafter Counterpart) is soliciting Offers for consultancy services as described in this Request for Independent Consultant (RFIC). These services are required under the Global Women in Management program.

Counterpart hereby invites Independent Consultants (hereinafter “Offerors”) to submit offers (hereinafter “Offers”) for the 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

**Offers Validity Period**

Offers shall remain valid until **May 30, 2024** which is Twenty nine (29) days after the offer deadline. An offer valid for a shorter period shall be rejected as non-responsive.

**Counterpart’s Rights and Notification of Award**

1. Only shortlisted Offerors will be contacted.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, site visits, request copies of previous contracts, paystubs…etc.
3. Counterpart reserves the right to accept or reject:
4. Any Offer
5. Late Offers
6. Counterpart may cancel this RFQ at any time.

**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”
3. Two recommendation letters from previous employers/consultancy within the past two years **or** contact information for references
4. Methodology or Technical Approach for SOW (If required)
5. Signed cover letter with the following statement:

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

* I have no close, familial, or financial relationships with any Counterpart Global Women in Management program 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’ prohibitions against fraud, bribery, and kickbacks.

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

All Offers must be submitted to WE@counterpart.org

**Qualifications**

1. Ten years of experience
2. Master’s degree in social studies, statistics, or related field or bachelor’s degree
3. Significant experience designing qualitative and quantitative research, evaluation, and learning methodologies.
4. Experience developing data collection tools, conducting quantitative and qualitative data collection, and analyzing collected data to develop findings and recommendations.
5. Experience training and overseeing data collectors.
6. Previous experience conducting social network analysis and other types of mapping including coalitions, networks and women’s rights groups, stakeholder mapping, and power mapping.
7. Experience working on governance development projects, including supporting civil society advocacy.
8. Knowledge of the women’s rights and women’s economic empowerment groups
9. Proven ability to engage constructively with a variety of stakeholders
10. Excellent organizational, and written and oral communications skills
11. Strong analytical skills
12. Ability to work both independently and in a group setting
13. Fluency in English (French, Arabic, and Spanish proficiency a plus)

**Evaluation Criteria**

Counterpart anticipates awarding an Independent Consultant Agreement (ICA) to the responsible applicant(s) whose Offer is deemed acceptable based on the evaluation criteria below:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Description** | **Points** |
| **Qualifications and Experience** | Academic, years of experience | 40 |
| **Past Performance and relevant experience** | Experience, recommendations letters, reference check results, technical capabilities | 40 |
| **Daily/Hourly Rate** | Daily or hourly rate is reasonable and consistent with similar qualifications and expertise in the market. | 20 |
| **Total:** | **100** |

**Scope of Work**

These services will be implemented over a 1 month period from **May 2024** through **June 2024**

1. **Objective of the Assignment**

Under the supervision of the Counterpart’s Women’s Empowerment team, the SNA Consultant will lead the design and implementation of the SNA, which entails the following:

**Design the methodology and data collection instruments:** The consultant will be responsible for designing the methodology for conducting a social network analysis of at least 200 GWIM alumni in different countries. Counterpart will provide the consultant with an initial list of preselected alumni who have requested additional program support, to be included in the SNA. The consultant will be required to provide criteria for the selection of the alumni included in the SNA. The consultant will also propose the inclusion of other stakeholders and private sector institutions, partners or collaborators relevant to help the existing network mapping.

The consultant will work with the Counterpart and the WE team to precisely define the types of relationships that tie the women graduates within the bounds of the study. The proposed methodology must allow the WE team to analyze the direction of the relationship as well as the intensity of the relationship. At a minimum, the consultant will define ways to assess if the relation is weak, moderate, or strong as well as direct or indirect. The consultant may also propose to use more sophisticated measurement concepts such as calculating network density, diameter, and average degree (in-degree and out-degree).

The consultant will design, test, and receive feedback on a survey instrument to collect focus group discussions that will gather the data needed to produce the SNA. This survey instrument will:

* Address security, privacy, and ethical considerations.
* Provide key information about the individual their organizations, and regional dynamic.
* Include questions designed to measure the types, directions, and intensity of relations with other countries in different regions, networks, and coalitions.

**Oversee the data collection process:** the consultant will propose an approach to conduct training remotely and ensure data quality. The enumerators will be selected by the WE team and include GWIM alumni and staff to ensure the transfer of capacity. Tasks to be conducted by the consultant include:

* Manage the questionnaire and incoming data, including coding, including coding the forms, and managing the server.
* Conducting data quality and integrity control over incoming data
* Addressing any issue that may arise during the data collection process.

**Conduct data analysis and develop a graphic representation of the SNA:** The consultant will analyze the SNA data and present the key findings along with suggestions from participants about ways to strengthen and better leverage these networks. The analysis will focus on the individual regional/country and system levels. If required to finalize data visualization, Counterpart will procure the services of a graphic designer. Tasks to be conducted by the consultant include:

* Illustrate data analysis with graphical representations of the networks.
* Finally, the consultant will make recommendations to the WE team based on the findings of the SNA.
1. **Scope of Work**

The bidder is anticipated to provide the following core services/tasks:

1. Design methodology and data collection instruments.
2. Oversee the data collection process, including training enumerators
3. Conduct data analysis and develop a graphic representation of the SNA.
4. Conduct interviews with an estimated 200 GWIM alumni in different regions to understand their networks and connections with one another.
5. **Place of Performance, and Other Conditions.**

At this time, we expect the consultant to fulfill the work scope remotely, communicating virtually with the Counterpart team and GWIM alumni. This may be open to some in-person meetings at our DC office, if the need arises, but is flexible.

1. **Monitoring and Reporting.**

The consultant will report to the Director for Global Women In Management Program and she will oversee the consultant’s day-to-day performance and will approve all invoices submitted for payment.