



**EnCompass – Principles-Focused Evaluation: Justice and Accountability Portfolio
Request for Proposal No. RFP-0001**

Subject: Request for Proposal (RFP) – Transitional Justice Course for Evaluation Data Collection

EnCompass LLC invites qualified firms to submit a proposal to provide support related to the Principles-Focused Evaluation of DRL's Transitional Justice Portfolio contract funded by the Department of State. Proposal Procedures and Instructions follow this letter.

Questions, in a compiled singled file, must be submitted **electronically** to Ghazia Aslam at gaslam@encompassworld.com with a copy to mmacia@encompassworld.com by July 23, 2020. The offeror may request a call with EnCompass to discuss questions as well.

Deadline for proposal submission is August 3, 2020.

Proposals must be submitted to Ghazia Aslam at gaslam@encompassworld.com with a copy to Ali Macia at mmacia@encompassworld.com

EnCompass is issuing this Request for Proposal for seeking external support to provide a training on key concepts in transitional justice, in preparation for data collection for an evaluation of transitional justice programming. Proposal Procedures and Instructions follow this notice. In preparing your response, please note that a Self-Certification documentation is attached. Please complete these documents and return it with your proposal.

Thank you for your interest in this work. We look forward to your response to this opportunity.

Attachments:

1. Self-Certification (Vendor Questionnaire)
2. Budget Template

PROPOSAL PROCEDURES AND INSTRUCTIONS

The general procedures and instructions that an offeror is expected to follow in preparing a response are as follows:

Proposal Format and Content

Clarity and completeness are of the utmost importance. Your proposal response must include:

1. Summary of Offeror's relevant capabilities (detailed through past performance and references, proposed staff, and work product examples) with regards to the needs outlined in the Statement of Work
2. Proposed Price (using template provided)
3. Completed Reps and Certs, and Self-Certification document

Technical Proposal

Your proposal response must include:

1. Brief (1-2 page) technical approach including summary of Offeror's relevant capabilities and proposed staff, proposed course learning objectives, and suggested topics to be covered in the course.
2. Proposed Budget

The technical proposal should be submitted in MS Word format.

Cost Proposal

Offerors should propose cost reimbursement or Time and Materials budget to complete the SOW. The Offeror's cost proposal must include a detailed breakdown of the cost needed to complete the SOW including:

1. Direct Labor
2. Fringe Benefits
3. Consultant labor
4. Other direct costs
5. Indirect Costs

In addition, Offerors must provide brief budget notes. The budget should be submitted in MS Excel format with formulas unlocked and viewable.

Attached to this RFP are the following documents that must be submitted with Offeror's proposals:

1. Vendor Questionnaire

RFP Schedule

Offeror Questions to EnCompass: July 23, 2020, 5 pm EST

EnCompass Responses to Questions to Offerors: July 27, 2020, 5 pm EST

Due Date for Proposals: August 3, 2020, 5 pm EST

Estimated Date of Award: August 7, 2020

Due Date

Your proposal is due electronically with all required signatures, no later than the date noted in the RFP Schedule above. Please be advised that late or incomplete submissions may be considered non-responsive and may not be considered for award.

Proposal Validity Period

The Offeror’s proposals will be considered valid for 30 days after submission.

Anticipated Agreement Type

EnCompass intends to issue a Firm Fixed Price agreement.

Period of Performance

The period of performance for this procurement is: August 10 – August 30, 2020. Offerors proposal should include a budget that covers the entire Period of Performance.

Responsibility for Compliance with Legal Requirements

The offeror’s products, services, and facilities shall be in full compliance with all applicable federal, and local laws, regulation, codes, standards, and ordinances, regardless of whether or not they are referred to by herein.

Proposal-Related Incurred Costs

Offerors are responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of EnCompass. This RFP does not obligate EnCompass to compensate for costs associated with the preparation of an Offeror’s proposal.

Reservation of Rights

EnCompass reserves the right to not issue an award based on proposals received in response to this RFP. EnCompass reserves the right to cancel this procurement at any time without prior notice, and to reject any or all responses received.

Evaluation Criteria

The evaluation of the offers may include the following criteria (not in any order):

- The ability of the offeror to perform services within the timeframe specified.
- The price of the requested services.

- The degree of compliance to agreement terms set forth in this RFP.
- Past performance with similar services, especially for Federal government
- Qualifications of proposed staff

Confidential Information

The RFP attachments included and all subsequent documents sent in conjunction with this contain propriety and confidential information. Offerors acknowledges the propriety and confidential nature and assumes the following obligations. Such data and information (“Confidential Information”) may be used by Offeror or its employees only for purposes of responding to this RFP. Offeror shall maintain this information as confidential and use at least the same degree of care in safeguarding the Confidential Information as the party used in safeguarding its own confidential information.

Offeror’s proposal or any other material must be marked “CONFIDENTIAL INFORMATION: Do not disclose” to each page of offeror’s proposal that contains such proprietary information. The entire proposal or accompanying materials may not be marked as proprietary information. The Offeror agrees that EnCompass may use, copy and disclose any part of the proposal or materials except those which are clearly the proprietary information.

Agreement

The terms and conditions of the EnCompass prime contract will be incorporated into the agreement. The project is through a Federally funded contract, and additional terms and conditions will apply to any Subcontract awarded. These additional terms may be Federal Acquisition Regulations (FAR) as well as agency-specific flow down terms and conditions.

Background

EnCompass LLC is collaborating with The U.S. Department of State's Bureau of Democracy, Human Rights and Labor (DRL) on an evaluation of transitional justice projects administered by the Bureau's Office of Global Programs (DRL/GP). The DRL/GP supports projects that focus on transitional justice and atrocity prevention in conflict and post-conflict environments as part of its J&A portfolio. In preparation for the evaluation's data collection efforts, EnCompass seeks support to conduct a half-day course for its data collection team on key concepts and approaches in transitional justice, the role that different actors play in transitional justice, and the sensitivities of data collection in transitional justice contexts.

Scope of Work

The objective of this sub-contract is to:

- a) Develop, organize, and facilitate a half-day virtual course for 15-20 participants on key concepts in transitional justice, the role that different actors play in transitional justice, and the sensitivities of data collection in transitional justice contexts.

EnCompass will provide the names and contact information for course participants, provide the subcontractor with necessary background information about the evaluation to inform the course design, and participate in collaboratively developing course learning objectives with the subcontractor.

The subcontractor will be responsible for facilitating a half-day, virtual, participatory course on key concepts in transitional justice, including collaboratively developing learning objectives. The contractor will design the course, and develop and distribute any supplementary materials for the course. The subcontractor will also be responsible for managing all logistics and organization of the course, including scheduling, arranging the virtual platform, and providing simultaneous interpretation services in French.

Details of various components are provided in Annex A.

ANNEX A. SCOPE OF WORK
TRANSITIONAL JUSTICE COURSE FOR EVALUATION DATA COLLECTION TEAM

The subcontractor will be responsible for facilitating a half-day, virtual, participatory course on key concepts in transitional justice, including collaboratively developing learning objectives, design, and any supplementary materials for the course. The subcontractor will also be responsible for managing all logistics and organization of the course, including scheduling, arranging the virtual platform, and providing simultaneous interpretation services in French.

Summary of Activities

The objective of the course is to introduce participants to key concepts in transitional justice, in preparation for the data collection phase of the evaluation of DRL's transitional justice programs. The course should introduce participants to key concepts and approaches in transitional justice, the role that different actors play in transitional justice, and the sensitivities of data collection in transitional justice contexts. The target audience for this course is the EnCompass data collection team for the evaluation of DRL's transitional justice programs.

Specifications for course design:

- Course objectives should be developed collaboratively with EnCompass in advance of the course delivery
- Course design should draw on case studies and concrete examples
- Course design and facilitation should utilize participatory, adult learning, and virtual learning approaches

Specifications for course delivery:

- The subcontractor will be responsible for logistics and planning of the course delivery
- The course should take place in one session approximately 0.5 day in length. Any supplementary materials should be shared with participants before and/or after course delivery, as relevant
- The course will be held on a virtual platform and will include approximately 15-20 participants based across multiple countries
- The subcontractor is expected to provide simultaneous interpretation services in French during course delivery
- The course should be recorded and shared with EnCompass following delivery

Team Requirements

The Offeror's team should have the following qualifications:

- Experience conducting courses, trainings, and/or workshops on transitional justice issues
- Expertise in the field of transitional justice and direct experience implementing transitional justice programming
- Familiarity and experience with participatory, adult learning, and virtual learning approaches

Other Relevant Information

EnCompass will provide the names and contact information for course participants, provide the subcontractor with necessary background information about the evaluation to inform the course design, and participate in collaboratively developing course learning objectives with the subcontractor.

Deliverables

- Course learning objectives, developed collaboratively with EnCompass
- Delivery of 0.5-day virtual course on transitional justice for approximately 15-20 participants, delivered in English with simultaneous interpretation services in French
- Supplementary educational materials, to be shared before and/or after course delivery, as relevant
- Management of all course logistics and planning
- Digital recording of course for later use by EnCompass