



<b>Project Title:</b>	Gender LEAD
<b>RFQ Title:</b>	Security Services for Gender LEAD 2024-2025
<b>Date of Issue</b>	July 26, 2024
<b>Deadline for Submitting Questions</b>	October 15, 2024
<b>Closing Date for Submitting Quotes</b>	October 31, 2024

Dear Bidders:

ECODIT, implementing the Gender Leadership Equity, and Advancement for Development (LEAD), USAID-funded project, invites bidders to submit quotes for data collection service in accordance with the description listed under the RFQ, enclosed.

The quote must be in English and comprised of a soft copy indicating the RFQ number, title, and closing date. The quote must be delivered by email to [rbeyene@genderlead.com](mailto:rbeyene@genderlead.com) and [mmakar@ecodit.com](mailto:mmakar@ecodit.com) no later than: **Thursday, October 31 – 4:59 pm (EDT)**.

Best regards,

Ruth Beyene  
Director of Finance and Administration, USAID Gender LEAD Program  
USAID Gender LEAD Program  
ECODIT



- I. **Bidder's Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to Gender LEAD of a quote will constitute an offer and indicate the Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. Gender LEAD reserves the right to award a purchase order without discussion and/or negotiation; however, Gender LEAD also reserves the right to conduct discussions and/or negotiations, which among other things may require a Bidder(s) to revise its quote (technical and/or price). Issuance of this RFQ in no way obligates Gender LEAD to award a purchase order, nor does it commit Gender LEAD to pay any costs incurred by the Bidder in preparing and submitting the quote.
  
- II. **Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

**Sections of RFQ**

- Section 1 Quotation Instructions
- Section 2 Project Background
- Section 3 Description of Services
- Section 4 Eligibility Criteria
- Section 5 Evaluation Criteria

**Appendices**

- Appendix A: Summary of Relevant Capability, Experience and Past Performance

## **SECTION I – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION**

The Bidder shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidder. Use the template in Appendix A.
2. Bidder shall submit financial quotes in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown by type of services needed as outlined in Section 3.3. The Bid shall clearly indicate commercial hourly rate or price list for proposed services indicated below. Bidders should include a description and rationale for proposed costs. ECODIT may request supporting documentation for any proposed costs.
3. Bidder shall submit company profile, relevant capability, experience, and past performance as per Appendix B.
4. Bidders must fulfill the following criteria and submit supporting documentation:
  - **Businesses**
    - Valid business License (Commercial Register Certificate)
    - Tax Identification number details (Tax registration Certificate)
    - Contact person, telephone, and e-mail
    - Vendor profile form
  - **Consultants**
    - Biodata form
    - Vendor profile form



## **SECTION 2 – PROJECT BACKGROUND:**

The Gender LEAD Activity provides technical assistance and forward-leading programmatic support, thought leadership, and knowledge dissemination in gender integration to USAID Missions and Bureaus across sectors and focus areas. This Activity will support Operating Units (OUs) in the implementation of the 2018 Women’s Entrepreneurship and Economic Empowerment (WEEE) Act and USAID’s Gender Equality and Women’s Empowerment Policy as operationalized through ADS 205. This activity corresponds to GenDev’s role as an Agency lead in promoting gender equality and women’s empowerment across USAID’s program cycle.

The Gender Equality and Women’s Empowerment Hub (GenDev), based in USAID’s Bureau for Inclusive Growth, Partnerships and Innovation, views gender equality and women’s empowerment as fundamental for the realization of human rights, and such rights are key to effective and sustainable development outcomes. To achieve gender equality and women’s empowerment globally, GenDev collaborates with OUs across the Agency in support of USAID’s programming in all sectors. USAID’s vision is a world in which women and girls, men and boys, and gender-diverse individuals enjoy economic, social, cultural, civil, and political rights, and are empowered to secure better lives for themselves, their families, and their communities. Identifying and addressing restrictive gender norms and inequalities fosters community growth that is resilient to environmental, economic, and social shocks and stressors.

## **SECTION 3 – DESCRIPTION OF SERVICES REQUESTED**

### **3.1 DESCRIPTION OF SERVICES**

ECODIT is seeking the services of a security vendor (company or consultant) to provide information on the security contexts of Gender LEAD in-country activities.

### **3.2 OBJECTIVES OF THE ASSIGNMENT**

The main objective of the assignment is to provide Gender LEAD staff, international consultants, and in-country consultants with an overview of the security environment in existing and to be determined country assignments. In particular, the vendor will provide information on the security context, including, but not limited to: preparing a security plan and risk assessment matrix for each country requested; regular updates on general security incidents and threats; pre-travel security briefings for all travelers; and a brief on the customs, culture, and religion of local contexts in regards to sexual orientation, gender identity and expression, and attitudes towards women and girls.

### **3.3 PROPOSED ACTIVITIES**

The security vendor is requested to:

1. Establish and conduct a security briefing system for all Gender LEAD travelers
2. Send a daily status update on the countries where Gender LEAD is operating during
3. Before activity kick-off, provide a synopsis of overall in-country operating environment, including specific gender considerations
4. Provide a pre-travel security briefing to Gender LEAD travelers
5. Review and provide feedback on Gender LEAD security plan
6. Before activity kick-off, fill out country-specific Gender LEAD Risk Assessment Matrix
7. Research and understand the common gender-based threats in the operating environment



### **3.4 Deliverables**

The service provider is expected to prepare the following deliverables:

1. Final Gender LEAD Security Plan
2. Completed Risk Assessment Matrix for each requested country
3. Pre-travel security briefings
4. Regular updates on general security incidents and threats



## SECTION 4 – ELIGIBILITY CRITERIA

The following types of organizations are not eligible under this RFQ:

- Public International Organizations.
- Organizations with active exclusions in the System for Award Management (SAM) – refer to [www.sam.gov](http://www.sam.gov);
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities.
- Political parties or institutions.
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee.
- Any entity whose name or individual executives appears on any exclusions lists maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) or UN’s master list of prohibited individuals or entities.

## SECTION 5 - EVALUATION CRITERIA

Gender LEAD will conduct a selection based on evaluation factors listed below. These factors will serve as the standard against which all information will be evaluated and identify the factors that Offerors should address. Gender LEAD intends to evaluate Offerors’ proposals in accordance with Section I of this RFQ and make an award to the Offeror submitting the most responsive, reasonable offer that offers the best value to Gender LEAD.

Item	Criteria	Point value
1	Qualifications and Capacity	40
2	Past Performance and References	25
3	Price	35
	Total	100

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## APPENDIX A

### SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Offerors shall have:

1. Extensive experience in providing security briefings for diverse global contexts
2. Ability to research and communicate security issues to the client regularly and as they occur
3. Knowledge of gender-specific security considerations
4. Experience with risk assessment tools/matrices
5. Knowledge of security plan development

Bidders shall include: (1) hourly rate and/or price list of service offered (2) expected level of effort (LOE) per activity and deliverable (3) all other forms and information outlined in Section I - Quotation Instructions / Additional Information (4) expected outcomes and (5) timeline in their proposal.

Bidders shall also include projects that best illustrate experience(s) relevant to this RFQ or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years.

Item #	Project Title and Description of Activities	Location	Client Name/ Tel #	Completed on Schedule (Yes/No)
1				
2				
3				