**REQUEST FOR PROPOSALS**

**USAID JORDAN LOCAL ENTERPRISE SUPPORT PROJECT (LENS)**

**FILMING AND PRODUCTION OF SHORT VIDEOS**

**HOME-BASED BUSINESSES (HBBs)**

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| **RFP Date of Issuance:**  | **June 15, 2017** |
| **Due Date for Questions:** | * Submission of questions or requests for clarification in writing via email to **RFP@jordanlens.org**by June 22, 2017 **15:00 Hours local time in Jordan**
* Answers to inquiries will be shared on the projects website on July 04, 2017.
* Please note that inquiries and answers to inquiries will be shared with all registered Offerors.
* Please do not contact any USAID Jordan LENS or NMB employees regarding this RFP. **Contacting individual employees shall be cause for disqualification.**
* **NO TELEPHONE INQUIRIES WILL BE ANSWERED.**
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| **Deadline for Proposals:** | Proposals (including technical proposal and budget) are due by July 20, 2017 **15:00 Hours local time in Jordan** via email to**RFP@jordanlens.org**. Emailed submissions must contain the subject: “HBB Video RFP”  |
| **Anticipated Start Date:** | **July / August, 2017** |

# PURPOSE STATEMENT

The purpose of this Request for Proposal (RFP) is to solicit proposals from media companies and/or freelancers specializing in video production, describing their ability to film and produce short 3-5-minute videos (4 short videos) to showcase four different, compelling home-based business (HBB) stories, part of a wider awareness campaign about home-based businesses that will be implemented by USAID LENS in mid-2017. This RFP is issued as a public notice to ensure all interested, qualified, and eligible companies legally registered in Jordan have a fair opportunity to submit proposals.

The company/freelancer will be commissioned to shoot four videos, taken in different locations across Jordan depending on the location of the HBB owners. From the same content four teaser videos will be produced. These videos will be used to highlight compelling personal stories about how being an HBB allowed these women to have income for their family, paid for their children’s education or gave them a chance to work when they were not allowed to work outside their home.

The video can also be seen as an opportunity to encourage other HBBs to license from home by showing them how to register and access micro-finance funds, and portraying the great impact that these things can have on the business itself and the lives of those involved.

The USAID LENS Project anticipates awarding a fixed price contract for the implementation of this activity with an estimated cost not exceeding 40,000 JOD. Revealing the estimated cost ceiling does not mean Offeror[[1]](#footnote-1) should strive to meet this maximum amount. Offerors must propose costs they believe are realistic and reasonable for the work.

# PROGRAM BACKGROUND

The USAID Jordan Local Enterprise Support Project (USAID LENS) is a five-year project funded by the United States Agency for International Development (USAID), Award No. AID-278-LA-14-00001, to encourage the long-term sustainable economic growth of underserved Jordanian communities.

USAID LENS focuses on the development of several sectors, one of which is home-based businesses (HBBs). HBBs are underdeveloped and are mostly operating on a micro level as part of the informal sector run almost exclusively by women. These businesses have a substantial potential to grow, generate more revenue, and to create more job opportunities in and across local communities nationwide. In 2015, USAID LENS conducted extensive research to build a Value Chain Analysis (VCA) of home-based businesses in the food processing sector. The findings of this analysis noted that home-based businesses sector could potentially contribute more than JOD 10 million directly to the national economy and JOD 40 million indirectly.

Home-based businesses are a vital source of income for many women in local communities; they have enormous potential in terms of talent, business skills and high quality products. For most women—whether due to transport difficulties, family responsibilities or their own personal preference—the most convenient or the only option is to work from their home. Home-based businesses in Jordan are run almost exclusively by women, and with the right incentives and legal protections, they promise to multiply job opportunities and spur growth nationwide. Women-owned businesses constitute 10% of all businesses in Jordan, a very small percentage. However, women-owned businesses hire women nine times more often than male-owned businesses and increase female economic participation and empowerment. When women become business leaders, they create job opportunities for many, many other women.

To shed light on these stories and share them with the audience, USAID LENS proposes the production of videos that present stories of these women, struggles they have overcome, dreams, achievements, etc. These videos will reflect the goals of the project and narrate the tales and stories of women HBB owners. It will also include women who started as HBBs but were able to successfully expand their business to outside of the home.

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The aim of these videos is that viewers will learn and understand the crucial role that these women play in their local communities, and will recognize how much HBBs matter and what impact they have on the economy.

# SCOPE OF WORK/TASKS/ACTIVITIES

The Offeror is expected to produce 8 videos for home-based businesses (4 videos for female home-based business owners, and 4 short “teaser” videos (30-60 seconds each) to give a glimpse of the videos). The Offeror will be responsible for the following tasks:

1. **Concept**

The Offeror is expected to develop a thematic concept for the videos, which will be presented in the Application, showing all the elements that will be carried out throughout. Although each video will be unique in content, the video elements used should be consistent (example: text in video, subtitles, voiceover, graphics etc.) and thus the concept should reflect all the mentioned elements which will be used.

1. **Storyboard**

In coordination with USAID LENS, the Offeror will develop a storyboard comprised of steps for each video. The stories must showcase the stories of the featured women to allow for a connection between them and the viewers. USAID LENS will provide the Offeror with profiles of the women and information of what they do, and the Offeror will present the storyboard based on that. The storyboard should cover the following scenes (suggestions by the Offeror can also be added):

* Scenes of women talking about experiences, past stories, etc.
* Getting there: on the road, women commuting to work
* Working: shots of women at work
* Home: moments spent at home

USAID LENS must give final approval on the storyboard before filming commences.

1. **Filming the stories**

The Offeror should be directly responsible for filming the women’s stories, following an approach that considers all the information in Attachment D – Home-Based Business Proposed Video Subjects.

. It is the Offeror’s responsibility to do the following:

* Coordinate with the women for the best time and date for filming. This must be done in consultation with the USAID LENS team
* Organize suitable transportation to and from the locations.
* Take care of all equipment related to shooting the videos.

The Offeror must handle all filming and editing and must provide a filming crew and high quality HD film equipment. This should include cameras capable of producing at a minimum 1080p footage shot at 60 fps, however, preferences are made to higher resolution cameras and footage. Booms, external and/or wireless mics are also required for interviews, with the potential addition of lighting rigs. The Applicant is expected to clearly state the details of all the recording and post-production equipment and software in the application. After reviewing Attachment D (which includes a list of the selected women), an idea of the locations and types of ideas for videos will be acquired, therefore the Offeror must provide USAID LENS with a proposed filming schedule that details the required number of days of filming, the amount of time needed to finalize the editing which should all be reflected in the proposed budget.

A USAID LENS team member will be on location with the film crew when possible, therefore the Offeror should expect close coordination with the USAID LENS team.

1. **Editing and Post Production**

 The Offeror will edit and produce the videos taking into consideration the following:

* Use of royalty free music, or music which the firm has a commercial license to use
* Use of subtitles (Arabic and/or English) throughout the entirety of the video: the Offeror must acquire the services of a professional translator and consult with USAID LENS during the production of the subtitles to ensure use of correct language and terms
* Branding: the Offeror must abide by USAID branding regulations in the production of the video, including showing the USAID logo at the end of the video in addition to showing a disclaimer which will be provided by USAID LENS.
* 4 videos of women’s stories: each short video duration is not to exceed 5 minutes, but no less than 3 minutes. Please watch the following videos to see an example that resembles the desired style of videos:
* <https://www.usaid.gov/news-information/videos/just-bring-chair>
* <https://www.usaid.gov/news-information/videos/node/184051>
* Teasers: 4 teaser videos will be produced taking short glimpses of the videos, 30-60 seconds each.

The Offeror must put forth in their proposal the names and CVs of the crew that will work on the filming and production of this video and provide evidence of their past work. In addition, the Offeror must specify the type of camera and equipment that they will use during shooting, in addition to any software licenses they will use relating to post-production.

1. **Delivery**

The Offeror must deliver the videos in a high-resolution, digital (compressed for internet purposes) and hard copy, high resolution (DVD) format upon completion. ***All unused clips and raw footage must also be submitted on a separate DVD or hard-drive. USAID LENS can supply the hard drive if needed.***

**USAID LENS will have ownership rights to all the videos produced.**

# DELIVERABLES

The Offeror shall understand the seasonality and the busy schedule of some of these women being an MSE owner, therefore should present a time-plan considering these aspects. The Offeror is expected to film the video, edit the video and send the video right away, rather than film all videos then edit and send them all at once.

The table below is a list of deliverables will require approval from USAID LENS:

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| --- | --- | --- |
| **No.** | **Deliverables** | **Due date** |
| 0 | Award | July / August 2017 |
| 1 | Delivery of full detailed concept, implementation strategy with exact timeline | Two weeks from Award Date |
| 2 | Submission of draft storyboard  | Two weeks from Award Date |
| 3 | Submit final storyboard for USAID approval | Three weeks from Award Date |
| 4 | Filming on location | 4 weeks from Award Date  |
| 5 | Submission of first video draft after editing and post production | 5 weeks from Award Date |
| 6 | Submission of final draft of first video for USAID approval | 6 weeks from Award Date |
| 7 | Submission of the remaining videos | The dates below are tentative at this point, however the average time between each video submission is approximately 10 days:Video 2: 6 August 2017Video 3: 15 August 2017Video 4: 24 August 2017Teasers (4 videos): 3 September 2017 |
| 10 | Submission of all videos, unused edits, clips to USAID LENS  | September 10th 2017 |

# SUBMISSION INSTRUCTIONS

This section contains general and specific requirements for submitting the technical and cost proposals. Please ensure the following forms are completed and submitted with your proposal:

* **Evidence of Responsibility and Independent Price Determination (Attachment A)**
* **Copy of your legal registration.**

Failure to submit these forms will result in disqualification from consideration.

1. This RFP is open to all qualified, interested firms and organizations registered in Jordan. The lead staff involved in this activity and those communicating with USAID LENS must be fluent in both English and Arabic. Jordanian firms or international firms registered in Jordan are encouraged to apply. If the Offeror includes a group of firms and/or subcontractors, one lead organization or firm must be clearly identified and is responsible for handling all reporting and coordination with USAID Jordan LENS. The Offeror must also propose a Project Manager that serves as the primary Point of Contact (POC) for USAID LENS.
2. The Offeror is requested to submit a proposal directly responsive to the tasks, terms, and conditions of this RFP. The overall proposal shall consist of two (2) physically separated parts: Technical Proposal and Cost Proposal. Technical Proposals shall not make reference to cost or pricing details.

### Alternative proposals will not be considered. Proposals not conforming to this solicitation may be categorized as unacceptable and eliminated from further consideration.

### Offerors are allowed to submit one proposal. If an Offeror participates in more than one proposal, all proposals involving the Offeror will be rejected.

### Proposals shall be written in English. Cost proposals shall be presented in Jordanian Dinar.

### Proposals must remain valid for a minimum of **sixty (60) days**. The Offeror may submit its proposal by the following means:

* Electronically - Internet email with up to two (2) attachments per email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

RFP@jordanLENS.org.

1. The person signing the Offeror’s proposal must have the authority to commit the Offeror to all the provisions of the Offeror’s proposal.
2. The Offeror shall submit its best proposal initially as FHI 360 intends to evaluate proposals and make an award without discussions. However, FHI 360 reserves the right to conduct discussions should FHI 360 deem it necessary.
3. Proposals must be clearly and concisely written and must describe and define the Offeror’s understanding and compliance with the requirements contained in the STATEMENT OF WORK/TASKS/ACTIVITIES. All pages must be sequentially numbered and identified with the name of the Offeror and the RFP number.

**PART A: TECHNICAL PROPOSAL**

The Technical Proposal shall be straightforward and concise describing how the Offeror intends to carry out and satisfy the TASKS/ACTIVITIES described above. No cost or pricing information is to be included in the technical proposal.

Technical proposals are limited to 14 pages in total, **not including** the Organizational Information, CVs of proposed personnel and annexes. Pages in the Technical Proposal in excess of 14 pages will not be read or evaluated.

***ANNEX: Offerors are encouraged to send a DVD compilation of previous similar work. They may also send a write-up of links to previous work that are available on any online, accessible media sharing platform, such as Youtube, Vimeo, including a brief description of each video and when/where it was filmed.***

The technical proposal shall be formatted using the following sections:

1. **Organizational Information (not part of page limit):**
* Organization’s legal name
* Contact name and position or title
* Organization’s e-mail address, physical address and telephone number
* Evidence of Responsibility and Independent Price Certification Form (includes confirmation that firm is a USAID-designated Geo Code 937 country – meaning Jordan, the US, and other developing countries)
* Copy of legal registration authorizing organization to do business in Jordan
1. **Technical Approach – narrative not to exceed six (6) pages.**

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the RFP, in a structure addressing the following:

 **2.1 Understanding of the work required – narrative not to exceed three (3) pages**

The Offeror shall demonstrate its understanding of the work required in the realm of HBBs, and its understanding of how important it is to give their stories justice. Moreover, the Offeror is expected to demonstrate its ability to work with remote local communities, and that the team will be culturally sensitive when dealing with these local communities. The Offeror must propose creative ideas and approaches in this section.

 **2.2 Approach to conducting the work – narrative not to exceed two (2) pages**

The Offeror shall outline the approach to conduct the work required, having considered the required deliverables, the locations and the expected delivery of videos. This section should include a timeline or a Gantt chart reflecting the execution of the work, along with a narrative description on how the work will be done. It is crucial to refer back to Attachment D in order to come up with an effective approach. Creative approaches that can save time and cost are appreciated as long as the quality of the videos is not compromised.

 **2.3 Specific work undertaken by Offeror – narrative not to exceed one (1) page**

The Offeror shall indicate what activities will be done directly by the Offeror, and what activities will be out-sourced, by identifying specific vendors for production and post-production services if needed.

The Offeror shall clearly explain how it proposes to structure, design, manage and execute the work required The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this event. In addition, the Offeror must also identify specific vendors for production and post-production services if needed.

1. **Capability Statement -** **narrative not to exceed two (2) pages.**

The Offeror shall demonstrate its specialized competence with regards to the requirements of the tasks/activities. The Offeror shall demonstrate it has the necessary organizational systems, vendors, and personnel to successfully comply with the contract requirements and accomplish the deliverables. Do not reference past performance examples (the following section is designated for examples). Instead provide an overview of the firm’s experience in similar work from a capability and competence angle.

1. **Past Performance – Narrative not to exceed three (3) pages.**

The Offeror shall provide at least three (3) examples of past performance of organizing similar production in Jordan or the region as being requested in this RFP, through links to videos. The past performance examples must be within the last three (3) years and shall be similar to what is being requested in this RFP. The Offeror must provide references for each example, including the name, title, phone number and email address of specific clients for whom the videos belong to – using **(Attachment F)- PPR template**

1. **Personnel/Staffing – narrative not to exceed three (3) pages.**

A summary describing the proposed staff for project including up to three team leaders. The summary shall include names, relevant qualifications of similar experience and the proposed role for each individual. A Project Manager must be identified with a minimum of five years’ experience in film production.

The Offeror must also include the CVs of key staff members involved in the Project, including the Project Manager and up to 3 Team Leaders. Each CV should not exceed three (3) pages. Note: Again, CVs do not count towards the proposal page limitation.

**PART B: COST PROPOSAL**

The Offeror shall propose realistic and reasonable costs for this work in accordance with the Offeror’s technical approach. The Offeror shall provide a complete budget based on cost elements described below using (***Attachment B) - Budget Template***. Offerors are allowed to make necessary changes to the attached Budget Template.

The detailed cost proposal for implementing the work is broken down by task area and the Offeror shall include all costs necessary to implement the work. A concise description and justifications for each line item must be included in the Budget Narrative (Attachment E). The budget narrative shall be presented in such a way to succinctly and sufficiently explain each cost from the proposed budget so FHI 360 may review the proposed budget for reasonableness, allocability and allowability. (***Please use Attachment E – Budget Narrative Template.)***

The Offeror must include the following in their cost proposal:

* 1. Proposed unloaded staff, rates, number of days needed to accomplish the work.
	2. Fringe rates for which the organization or firm has an established, written policy.
	3. Costs of local travel, detailed with # of trips, estimated mileage.
	4. If per diem is budgeted, it shall be based on the organization’s internal written policy and in compliance with USAID and USG Per Diem policy.
	5. Cost of supplies and other direct costs not captured above.
	6. Costs of management and set up
	7. Vendors and costs for equipment and supplies
	8. **No Indirect Costs will be accepted**

**Please note that no international travel will be funded through this award so all Offerors must propose staff based in Jordan.**

Biodata forms (use Attachment C) must be completed for proposed personnel.

All projected costs must be in accordance with the organization’s standard practices and policies.

Offers including budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project or based on a methodology that is not adequately supported, may be deemed unacceptable.

**Additional Guidelines:**

1. Cost proposals shall be presented in Jordanian Dinar.
2. Offer must indicate the inclusion/exclusion of any applicable taxes such as VAT.
3. Staff rates should be based on hourly or daily rates
4. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred as aligned to the categories noted above.
5. Cost proposal must be exclusive of any taxes

# EVALUATION CRITERIA

This solicitation is open to Jordanian firms and international firms registered in Jordan specializing in film production. Proposed key staff, including the Project Manager, must be fluent in English and Arabic. The selected Offeror will be responsible for designing and executing all activities outlined in this Request for Proposal in cooperation with USAID Jordan LENS.

Proposals will be evaluated based on a Trade-Off Methodology assessing non-cost and cost factors. In order for proposals to be evaluated for technical merit, proposals must meet the mandatory requirements as follows:

* Be legally registered to do business in Jordan; Offeror must provide a copy of registration document
* Submitted the Evidence of Responsibility and Independent Price Determination
* Nationality of Offeror meets USAID Geographical Code 937 requirement.
* Technical proposal is within the page limit established

Proposals meeting the mandatory requirements will be then evaluated for technical merit based on criteria in the below chart. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost effectiveness.

The Cost Evaluation, worth 20 points, will include a cost comparison to other offerors, cost reasonableness (noting that low offers may be deemed unrealistic or unreasonable to accomplish the intended results of this RFP), and sufficient explanation of budget items and notes.

|  |  |  |
| --- | --- | --- |
| Section | Description | Maximum Points |
| Technical Approach | Proposed structure and narrative of video taking into consideration the time limit, the main objectives and number of interviewees. * Creative approach and ideas for the videos
* Suggested approach to filming and location scouting.
* List of main filming equipment that will be used, with their specifications
* Identify specific vendors for production and post-production services that the Offeror may use for the purpose of these films, including voiceovers, animation and music.
* Timeline or Gantt chart of the activities required to execute the event

*Please note that USAID LENS strongly encourages original language and concepts, and points will be deducted if Offeror copies and pastes any text from this RFP into their proposal* | 30 |
| Capability Statement  | - Demonstration of the necessary organizational systems, vendors, and personnel to successfully comply with the contract requirements and accomplish the expected results. (10 points) | 10 |
| Past Performance | - Inclusion of at least 3 relevant past performance examples of similar events in Jordan or the region. (10 points) - References provided by past clients for these examples and their evaluation of the Offeror’s ability to deliver on time and within quality and budget expectations. (10 points) | 20 |
| Personnel/Staffing | - Qualifications and past relevant experience of the Project Manager and up to 3 team leaders proposed to perform the requirements of this scope of work. (20 points)  | 20 |
| Technical Evaluation Threshold | ***Only offers that receive a technical evaluation score above 65 points (out of 80) will be considered for cost evaluation.*** | 80 |
| Cost Evaluation | - Details and clarity of the actual costs proposed. (5 points) - Comparison of the Offeror’s cost to other Offerors for Cost Evaluation. (5 points)- Cost Realism to consider whether the proposed costs and human and other resources are sufficient to effectively carry out the stated tasks. (10 points)Please use the attached Cost Template to prepare the budget.  | 20 |
|   |
| Total Points |  | 100 |

**COMPETITIVE RANGE** – If FHI 360 determines that discussions are necessary, FHI 360 may establish a Competitive Range composed of only the most highly rated proposals. FHI 360 may exclude an offer from the competitive range if it is so deficient that it does not meet the requirements of this RFP, and/or if the price is so unreasonable that the Offeror would not be able to complete the work for that price. FHI 360 may exclude an offer that would require extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

**Oral presentations:**

Following the technical and cost evaluation, the selection committee reserves the right to require shortlisted applicants to present key parts of their submitted applications to the committee. Based on those presentations, the selection committee will make the final decision.

The Offer that scores the highest will be determined the most responsive to the RFP and the

Project’s needs.

FHI 360 reserves the right to award one or more contracts under this RFP on the basis of initial offers without discussions or without establishing a competitive range.

***NOTE:*** *FHI 360 will not compensate the company for its presentation of response to this RFP nor is the issuing of this RFP a guarantee that FHI 360 will award a subcontract.*

# GENERAL TERMS AND CONDITIONS

1. Any proposal received in response to this solicitation will be reviewed **strictly** as submitted and in accordance with Section VI, Evaluation Criteria.
2. EXECUTIVE ORDER 13224 ON TERRORIST FINANCING

Offerors are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

Firms or individuals that are included on the Excluded Parties List System ([www.epls.gov](http://www.epls.gov/)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

1. CONTRACT MECHANISM

FHI 360 anticipates to award a fixed price contract to the Offeror whose proposal will be evaluated based on the evaluation criteria described previously.

1. WITHDRAWALS OF PROPOSALS

Offerors may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by an Offeror or his/her authorized representative if the representative’s identity is made known and if the representative signs a receipt for the proposal before award.

1. RIGHT TO SELECT/REJECT

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

1. DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal. FHI 360 reserves the right to negotiate with any or all firms, but with respect to price, costs and/or scope of services. FHI 360 has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

1. REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 60 (sixty) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

1. OFFER VERIFICATION

FHI 360 may contact Offerors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

11. FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

1. CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of Jordan. Failure to provide full and open disclosure may result in FHI 360 having to reevaluate selection of a potential Offeror.

1. RESERVED RIGHTS

All RFP responses become the property of FHI 360, and FHI 360 reserves the right in its sole discretion to:

* To disqualify any offer based on offeror failure to follow solicitation instructions.
* FHI 360 reserves the right to waive any deviations by Offerors from the requirements of this solicitation that in FHI 360’s opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
* Extend the time for submission of all RFP responses after notification to all Offerors.
* Terminate or modify the RFP process at any time and reissue the RFP to whomever FHI 360 deems appropriate.
* FHI 360 reserves the right to issue an award based on the initial evaluation of offerors without discussion.
* FHI 360 reserves the right to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
* FHI 360 will not compensate offerors for preparation of their response to this RFP.
* Issuing this RFP is not a guarantee that FHI 360 will award a subcontract.
* FHI 360 may choose to award a subcontract to more than one offeror for specific parts of the activities in the RFP.

# ATTACHMENTS

* Attachment A: Evidence of Responsibility and Independent Price Determination Form
* Attachment B: Budget Template
* Attachment C: Biodata Form
* Attachment D: Video subjects - Shortlisted Women
* Attachment E: Budget Narrative

**[END OF RFP]**

1. Offerors refer to either companies or freelancers, and will be used throughout this document. [↑](#footnote-ref-1)