



Amendment to Request for Applications

What difference do cooperatives make? Peru Country Context Study

Request for Applications No: RG005

Issue Date: March 19, 2019

Amendment No: 1

Effective Date: April 3, 2019

Issued to:

OCDC's member Cooperative Development Organizations

Issued by:

U.S. OCDC
1250 Connecticut Ave. NW
Suite 700
Washington, DC 20036

Dear Vendor:

The following clarification, revisions, and changes have been made to RFA No. RG005 for the "What difference do cooperatives make? Peru Country Context Study":

- 1) This amendment reopens the solicitation and amends the solicitation closing date to: Sunday, April 14, 2019, 11:59 PM EST.
- 2) This amendment changes the start date of the period of performance from April 15, 2019 to April 22, 2019.

All submissions must be sent by: **Sunday, April 14, 2019, 11:59 PM EST** to researchgroup@ocdc.coop.

Please note that all other provisions of the Request for Applications No. RG005 remain unchanged.

Sincerely,

A handwritten signature in black ink that reads 'Paul Hazen' in a cursive script.

Paul Hazen
Executive Director

REQUEST FOR APPLICATIONS (RFA)

RFA Number: RG005

Issuance Date: Tuesday, March 19, 2019

Re-issuance Date: Wednesday, April 3, 2019

Closing/Submission Date: ~~Sunday, March 31, 2019, 12 AM EST~~

Amended Closing Date: Sunday, April 14, 2019, 11:59 AM EST

Submission Location: U.S. Overseas Cooperative Development Council
Research Group
ResearchGroup@ocdc.coop

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1 SECTION A: REQUEST FOR APPLICATIONS (RFA) OVERVIEW

RFA No: RG005

RFA Title: What difference do cooperatives make? Peru Country Research Study

RFA Issued By: U.S. Overseas Cooperative Development Council (OCDC), implemented by OCDC's Research Group, under an NCBA CLUSA sub-award funded by the United States Agency for International Development (USAID) as part of its Multi-Country Research Initiative examining the role of cooperatives in the economic and social well-being of members and communities.

Issuance Date: Tuesday, March 19, 2019

Closing/Submission Date and Time: Sunday, March 31, 2019, 12 AM EST

Instructions for Submission of Applications: In order for an application to be considered, one soft (electronic) copy of the complete technical and cost applications must be delivered to OCDC's Research Group (ResearchGroup@ocdc.coop) by the closing date and time specified in this RFA. See Section E of the RFA for detailed delivery instructions.

Estimated Period of Performance: The estimated period of performance is April 15, 2019 – May 31, 2019.

Award: A cost reimbursable sub-agreement anticipated. Issuance of this request for application does not constitute an award commitment on the part of OCDC. OCDC reserves the right to make one, more than one or no awards under this RFA. OCDC will not pay for costs incurred in the submission of an application. All applications will be evaluated based on their responsiveness to the technical and cost terms of the RFA.

Budget: The ceiling cost (maximum award amount) for this application is USD 20,000.

2 SECTION B: DESCRIPTION OF SERVICES/GOODS

Overview

The OCDC and its member Cooperative Development Organizations selected Peru as the final and fourth country for the multi-country, multi-year research study, "What Difference Do Cooperatives Make?" (WDDCM). The OCDC requires each WDDCM country research study to include the following phased activities: (1) to conduct a Country Context Study; (2) to carry-out an in-country data collection and analyses; (3) to write the final research report along with the USAID legacy report; and (4) to disseminate research findings. **The OCDC is soliciting applications from the interested Cooperative Development Organizations to carry-out the first phase of the activity, the Peru Country Context Study.**

Background

In 2017, the OCDC embarked on a multi-year, multi-country cross regional research study "What Difference Do Cooperatives Make?" on the effect of cooperatives on the social and economic well-being of individuals and communities where they are located. The main focus is on the primary society, but it may also consider the second and third level bodies in all countries. The intention of this research study is to develop evidence that will enhance future cooperative development programs for sustainable, locally owned, and institutionalized results.

As of today, OCDC has completed country studies in Poland and Kenya, and it is in the process of completing the Philippines. Poland was selected as a pilot country given that a number of the OCDC members were actively assisting the Polish cooperative sector since the 1990's allowing to gather information for a timeframe of 20 years, which helped to better understand the long-term effects and the possible legacy from the OCDC members assistance and to pilot approaches and instruments for data gathering and analysis for the multi-country research to be undertaken by the OCDC in other countries. Consequently, the research methodologies from the study in Poland were replicated in both Kenya and Philippines for data collection and analyses.

The goal of the WDDCM research study is to have comparable data from across all cooperative sectors in diverse countries enabling conclusions to be drawn regarding the effects of cooperative development. Conclusions are expected to be able to be generalized across sectors and countries.

Scope of Work

The purpose of the Country Context Study (Peru) is to develop an overview of the present-day situation of the cooperative sector in the selected country, against the background of key historic occurrences in in the period of approximately the last 20 years covered by the research. The Country Context Study will provide a summary of the 'co-operative universe' in the country of focus to facilitate further OCDC research, roll-out and analysis across all selected research countries. The aim of the research is to examine cooperatives or organizations that have open membership and one-member-one-vote governance structures. The Country Context Study will be based on a desktop review of available information, sectoral studies, and other sources, and will be based on the following content outline:

1. **General overview and historic context:** What key events took place within the period of study that impacted the co-operative sector?
2. **Co-operative sector as part of national economy today:** What role does the co-operative sector play in the national economy? What is its role as a social service provider?
 - a. Co-operative sector vis-a-vis other sectors (today) including social enterprises

- b. Observable trends, strengths and/or weaknesses
- c. Characteristics of the cooperative sector – Quantitative data relating to the co-operative sector e.g., distribution across agriculture, housing, health, etc.; how has the sector changed, to the extent that information is available to include:
 - i. Registered and active numbers of cooperatives differentiated by size of membership and revenue to the extent possible
 - ii. Number of cooperative members
 - iii. Distribution and concentration of co-ops in the country (key sectors in which cooperatives are active)
 - iv. Employment numbers
 - v. Cooperative networks
 - vi. Share of GDP
- 3. Enabling and business environment:** What has changed in the legislative framework; what is the situation today?
 - a. Legislative framework today
 - b. Existing support mechanisms
- 4. Public perceptions:** to the extent that information is available to include, how are co-operatives perceived by the public in the focus country?
 - a. Positive and negative examples
 - b. Noticeable changes in the public perception of the sector (within the period of study)
- 5. Key literature:** Selected references, specifically relating to studies of the cooperative sector.

Additionally, as part of the Country Context Study, the Applicant will identify key stakeholders in the cooperative sector in Kenya, potential key respondents to the WDDCM study, and prior and current recipients and beneficiaries of the USAID-funded Cooperative Development Program. The Applicant will also conduct market research on local service providers to assist the OCDC with WDDCM data collection and analysis. This information and contacts will help the OCDC and the CDO to effectively conduct the WDDCM study and write a USAID Legacy report in later stages of the research. Key stakeholders may include individuals and organizations from academia, cooperative community, local and national governments, bilateral and international organizations, geographical or interest group communities, and others who may have interest and can affect cooperatives and cooperative development. The Applicant may require a trip to Peru to verify and establish contacts with key stakeholders and potential local research service providers.

Period of performance:

Work under this Scope of Work will start in April 5, 2019 and end in May 31, 2019.

Deliverables

1. A report on Peru Country Context Study as detailed in the Scope of Work.

2. List of key stakeholders in the cooperative sector, recipients and beneficiaries of the USAID-funded Cooperative Development Program, and contacts of local research organizations that could provide in-country data collection and analysis services to OCDC.
3. A trip report on assessment of cooperative sector stakeholders and potential local partners.

3 SECTION C: APPLICATION AND AWARD PROCESS

WHO CAN SUBMIT APPLICATIONS?

This RFA is open to exclusively OCDC's Collaborative Group member Cooperative Development Organizations (CDOs).

HOW TO SUBMIT AN APPLICATION?

See Section E of the RFA for full instructions on the delivery method and contents of the applications. Incomplete or late applications will not be considered.

WHAT SHOULD WE DO IF WE HAVE QUESTIONS OR NEED ASSISTANCE TO PREPARE AN APPLICATION?

Contact ResearchGroup@ocdc.coop.

WHAT IS THE ESTIMATED TIMELINE FOR SUBMISSION, NOTIFICATION, AWARD, AND IMPLEMENTATION?

Applications must be submitted by the due date indicated on the cover page of the RFA.

The selection process will take place in early April 2019. Awards will be contingent on obtaining USAID approval, if required. Activities are expected to begin around April 15, 2019 pending successful completion of negotiations, the results of the pre-award survey, and the checking of references.

The estimated period of performance is April 15, 2019 – May 31, 2019.

WHAT TYPE OF AWARD WILL BE MADE?

A cost reimbursable sub-agreement will be made.

OCDC will not provide any supplies or equipment to the Subrecipient. The Applicant should include any necessary supplies or services (translation etc.) in the budget in the cost application.

HOW WILL APPLICATIONS BE EVALUATED?

A Selection Committee of experts from the Research Group and OCDC will evaluate applications. The Selection Committee will use the evaluation criteria in Section D of the RFA to make a selection.

WHAT ARE THE MINIMUM ELIGIBILITY REQUIREMENTS FOR AN APPLICATION?

The following requirements need to be met in order for an application to be reviewed:

- The application must be submitted by the due date and time
- The application must be complete
- The application must cover all the services required under this RFA

CAN PROFIT, FEE, OR A 'CONTINGENCY' LINE ITEM BE BUDGETED?

The budget cannot include profit, fee, or a contingency line item.

WHAT WILL BE REQUIRED FOR ISSUANCE OF AN AWARD?

The OCDC's Research Group may request additional information to clarify or substantiate information provided in the application or may request revisions to the proposed approach or personnel. After selection, OCDC will negotiate the award with the selected Applicant.

A sub-agreement will be negotiated after the selected Applicant successfully undergoes a pre-award survey to assess the selected Applicant's management capacity and financial capability and after references have been checked. In addition, a background check of the organization and key personnel will be completed before the award is issued using the U.S. Treasury's Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons List, UN Security Council's Sanction List, and U.S. GSA's System for Award Management's Exclusion List.

WHAT WILL BE REQUIRED AFTER AN AWARD IS MADE?

Section B describes the Services that will be required of the Subrecipient. Periodic meetings with OCDC's Research Group will be required.

4 SECTION D: EVALUATION CRITERIA

Applications will be evaluated in accordance with the criteria set forth below. To facilitate applications, Applicants must organize the sections of their applications in the same order provided in Section E of this RFA.

Technical & Cost Evaluation

Criteria	Maximum Possible Points
A. Technical	
Maximum Possible Points : 60	
Comprehensiveness of application approach. Clarity and appropriateness of proposed activity. Proposed study approach is reasonable, specific, and achievable and seeks to answer the required contents. Implementation plan and proposed timeline include all proposed elements of activity.	(Maximum Possible Points) 35
Past performance: Previous successful experience implementing similar activities.	(Maximum Possible Points) 25
B. Cost Breakdowns	
Maximum Possible Points: 20	
Reasonableness of proposed budget based on scope of activities proposed. Summary budget, detailed budget, and budget notes included.	(Maximum Possible Points) 20
C. Personnel & Management	
Maximum Possible Points : 20	
The Applicants proposed personnel will have appropriate level of qualification and experience to lead and to implement project.	(Maximum Possible Points) 20
Maximum Technical Score:	100

5 SECTION E: APPLICATION OUTLINE AND GUIDANCE

OVERVIEW

To be eligible for consideration, Applicants must use the Application Outline provided in this section.

The completed Technical and Cost applications must be delivered to the submission email (ResearchGroup@ocdc.coop) on or before the submission deadline. After the deadline for submission of applications, the Technical Application shall be reviewed by the evaluation committee. The Cost Application shall remain unopened until the Technical Applications have been evaluated.

The technical application should not exceed 5 pages using the page limit guidance listed below. Attachments and the cost application are NOT included in the page limit.

One soft copy of the technical application must be submitted in pdf format clearly marked "Technical Application – RFA – [Organization Name]." One soft copy of the cost application must be submitted in a separate pdf file clearly marked "Cost Application – RFA – [Organization Name]." The budget should also include an excel document using the template provided (<https://goo.gl/BwhGua>). Please send one email with two separate attachments.

Applicants are reminded that presentation and legibility are important factors. Please do not reduce the size of tables or charts to the point that they are not legible. We suggest that you do not submit applications in color or using high-resolution graphics.

Each page should be numbered.

OCDC is not responsible for any costs incurred by the Applicant for preparing, submitting, or revising the application.

TECHNICAL APPLICATION OUTLINE

The Technical Application must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

Technical Application Checklist	
Section 1: Cover Page	(limit of 1 page)
Section 2: Experience/Past Performance (last three years)	(limit of 2 pages)
Section 3: Proposed Approach	(limit of 2 pages)
Section 4: Management-Implementation	(limit of 1 pages)
<i>Required Attachments to the Technical Applications (no page limit):</i>	
Attachment A: One-page CVs for Key Personnel	

COST APPLICATION OUTLINE

No Page Limits

Cost Application Checklist	
Section A: Cost Application Cover Sheet	(no page limit, use the provided form)
Section B: Budget	(template provided https://goo.gl/BwhGua ; please return in an excel file)
Section C: Budget Narrative	(no page limit)

Application Sections and Contents

The Applicant **must** follow the guidance given in the rest of this section as to required format and contents of the application. The sections have been designed to correspond to the evaluation criteria.

TECHNICAL APPLICATION CHECKLIST

(Please check all that apply and include this page with the application)

Have you submitted your technical and cost applications to OCDC by email including two separate attachments by the required deadline?

Does your Technical application include the following?

- Section 1: Cover Page (not more than one page using the form provided)
- Section 2: Experience (not more than 1 page) Information on Subrecipients, if applicable
- Section 3: Proposed Approach (not more than 2 pages)
- Section 4: Management-Implementation Plan (not more than 1 page)
- Attachment A: One-page CVs for Key Personnel

Technical Application Section 1: Cover Page
[Use this form or create one in this format]

Name of Organization:	Primary Address:
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Contact Name: <i>(This must be an individual with the authority to negotiate and enter into a sub agreement)</i>	Telephone: Email (at least two): Website:
Type of Entity: (check one) Non-Profit For Profit Other (specify)	Year registered:

Authorized Signatory: _____

Name and Title: _____

Date: _____

TECHNICAL APPLICATION SECTION 2: EXPERIENCE

(Limited to 2 pages)

This section should include information on your organization and proposed key personnel. If you will be implementing the program with a Subrecipient, please provide similar information for them. Provide the information in the format provided.

Similar services provided

Please complete the following table with information on the similar services your organization has provided in the last three years.

Country	Programs/Services	Start and End Dates	Funding Source

Provide additional information on how these services are similar to the services required for this program:

Key personnel

Identify the positions you consider key to the success of your proposed approach and the individual who will fill each position. Provide a one-page CV with three references for each named individual as an attachment to the application

Title	Name

Past Performance References for Your Organization

Provide three past performance references for your organization) OCDC reserves the right to obtain past performance information from sources other than those listed below.

Contact (Name and Title)	Organization	Telephone and email	Services and Dates Provided

TECHNICAL APPLICATION SECTION 3: PROPOSED APPROACH

(Limited to 2 pages)

Description of Proposed Approach

Describe your technical approach for providing the services described in Section B of this RFA.

For each type of service or deliverable, describe which individual will be providing the service and a timeline for completion.

TECHNICAL APPLICATION SECTION 4: MANAGEMENT-IMPLEMENTATION

(Limited to 1 pages)

This section requests information on how you will manage the program. Include information about how you will work with proposed Subrecipient, if any.

Description of Proposed Key Management Positions:

Fill out the following table for all program administrators, managers, and supervisors.

Title	Name (or "vacant")	Program responsibility	Who will they supervise?

Who will be managing the program on a day-to-day basis?

How will staff be supervised and by whom?

How will staff performance be measured and improved?

How will you recruit and train new staff?

Commitment letters of availability by Key Personnel

Please include a brief signed letter from each key personnel expressing interest and availability to perform the project from April 15, 20019 to May 31, 2019.

Implementation Challenges

Identify any important external factors beyond your control that may affect the successful implementation of the program.

Internal Monitoring

Describe how you will monitor the performance and the quality of services provided under the subagreement. Also describe your plan to monitor for fraud and malfeasance.

COST APPLICATION CHECKLIST

(Please check all that apply and include this page with the application)

Have you submitted your technical and cost applications to OCDC by the required deadline?

Does your Cost Application include the following?

- Section A: Cost Application Cover Page *(template provided)*

- Section B: Budget (*excel template provided*)
- Section C: Budget Narrative
 - For the Budget, Have You:
 - Included a detailed budget for any subcontracts?

COST APPLICATION SECTION A: COVER PAGE

[Use this form or create one in this format]

<p>Name of Organization:</p>	<p>Primary Address:</p>
<p>Contact Name:</p> <p><i>(This must be an individual with the authority to negotiate and enter into a subagreement)</i></p>	<p>Telephone:</p> <p>Email (at least two):</p> <p>Website:</p>
<p>DUNS Number:</p> <p><i>A DUNS number will be required for this award (https://fedgov.dnb.com/webform).</i></p>	
<p>Type of Entity: <i>(check one)</i></p> <p>Non-Profit For Profit Other (specify)</p>	<p>Year registered:</p>

Authorized Signatory: _____

Name and Title: _____

Date: _____

COST APPLICATION SECTION C: BUDGET GUIDANCE

General

A Budget Template, in an excel document (<https://goo.gl/BwhGua>), has been provided as an attachment to this RFA and should be used by the Applicant. The purpose of this budget is to allow OCDC to assess whether the cost proposed is realistic and allowable.

Information on the amount and source of additional funding from non-Applicant sources should be included in the 'other funding' section and described in the budget narrative. All sources of funding for the program activities described in the application must appear in the budget under either the Applicant section or the 'other funding' section. The budget should be returned to OCDC in an excel document.

Salaries and Benefits

Include job titles and names.

Each position to be funded under the program should be listed in the budget detail and a number of days to be provided under this award.

List all positions on separate lines on the budget.

Consultants

Show the specialty, name, daily or monthly rate, and number of days or months

Travel

Include travel that staff and/or consultants will be taking to support the program at the onset of their responsibilities or as part of their routine activities such as supervision and monitoring.

Include who will be traveling, number of trips, and amount for each trip. Identify point of origin and destination.

Other Direct Costs

Lines have been provided for typical other direct costs such as communications, other line items may be added if needed.

Equipment

Provide the explanation for the need for equipment in the Budget Narrative.

Sub-agreements

Provide a detailed supporting budget for any sub-agreement costs appearing in the "sub-agreement" line item.

COST APPLICATION SECTION D: BUDGET NARRATIVE

Provide a budget narrative as Section D of the cost application. Describe the major assumptions.

Salaries and Benefits:

For management staff, especially at the head office level, state the percentage of time that will be dedicated to the project.

The cost of any benefits for staff should be fully explained -- type, basis of calculation, etc. A breakdown of what is included must be supplied in the budget narrative if you use a percentage rate for benefits.

Consultants

Provide a brief description of the statement of work.

Explain how you arrived at the consultant rate (should be determined using the individual's rate history)

Travel

Explain why travel is being budgeted

Describe per diem policy

Other Direct Costs

Explain how estimations and/or calculations were made for each sub-line item under ODCs.

Equipment

Provide a justification of the equipment needed

Subrecipients

Provide financial information, budget, and budget narrative following this application's format and requirements.

Other Source of Funds

Provide information about any other source of funds to the program, including other donor contributions, government funds, community contributions and private sector contributions.