



USAID | MACEDONIA

FROM THE AMERICAN PEOPLE

August 15, 2011

USAID Macedonia
Samoilova, 21
1000 Skopje
Republic of Macedonia

SUBJECT: Request for Application (Quotation) for **Technical Advisor Services**

RFQ Number: 165-Q-11-011

Dear Prospective Offeror:

USAID Macedonia invites you to submit an application for **Technical Advisor Services**.

The **deadline** for the receipt of applications is **1600 hours local time on 02 September, 2011**. No applications will be accepted after this time.

On behalf of Andrew Posacki, Contracting Officer

Sincerely,
Rade Knezevic
Procurement Agent

Scope of Work
for two Technical Advisors to coordinate
interethnic integration activities in education

I. Summary

The United States Agency for International Development (USAID) in Macedonia and the Ministry of Education and Science (MoES) seek to procure services of two Technical Advisors (TAs) for up to two years to coordinate and help implement interethnic integration activities in education.

II. Background

On October 5, 2010 the Government of Macedonia (GoM) formally adopted a Strategy toward Integrated Education (SIE) as a huge step towards addressing complex issues related to ethnic division in Macedonia's education system. USAID and the US Embassy fully support the implementation of the Strategy toward Integrated Education. The Strategy offers a carefully balanced and phased approach aimed at 1) integration through joint student activities, 2) integration by increasing the mutual knowledge of each other languages, 3) adjustments of curricula and textbooks, 4) improvement of teachers' qualifications for integrated instruction, as well as 5) preparation of school management and teachers for more effective work in a multi-ethnic society.

In order to accelerate the implementation of the Strategy, the MoES expressed interest to strengthen its capacities for the implementation of the Strategy for Integrated Education. Subject to availability of funds, USAID agreed to provide funding for two technical advisors to assist the MoES to build internal capacities for ethnic integration projects implementation, coordination, and monitoring, for a period of up to two years. USAID and the Ministry of Education and Science (MoES) signed a Memorandum of Understanding (MoU) on June 3, 2011, for the procurement of services of two Technical Advisors to work on interethnic integration activities.

III. Duration and Scope of the Assignment

The Technical Advisors' services will be required for a period not to exceed 24 months from the work start date, 40 hours per week on a full-time basis. The roles of the two Technical Advisors include (but are not limited to) the following:

- (i) Become closely familiar with the pertinent documents for ethnic integration in education, such as: (1) Memorandum of Understanding between USAID and MoES on Interethnic Integration Activities Technical Assistance; (2) Strategy toward Integrated Education (SIE); (3) Implementation Plan for the SIE; (4) Communication Strategy; (5) Multiculturalism and Ethnic Relations in Education in Macedonia (UNICEF); and other relevant studies.
- (ii) Keep abreast with the current and planned ethnic integration activities of the MoES and the donor community;

- (iii) Work together with the MoES officials to build local capacities for writing project proposals and reporting;
- (iv) Provide assistance to MoES and its bodies (such as Bureau for Development of Education, Directorate for Promotion of Languages of Smaller Ethnic Communities, etc.) to develop proposals for ethnic integration activities;
- (v) Regularly update the Implementation Plan for SIE as well as the Communication Strategy;
- (vi) Establish and maintain close professional relations with education and donor community for synergistic work in ethnic integration;
- (vii) Develop Annual Work Plan, Monthly Calendars of Activities and Quarterly Reports;
- (viii) Coordinate MoES's and donors' ethnic integration activities' implementation (organize meetings, site visits, communicate with multiple parties to secure maximum effect and avoid overlap, etc.);
- (ix) Develop Monitoring and Evaluation Plan for the implementation of ethnic integration activities;
- (x) Communicate with donors to check on the status of proposals;
- (xi) Set up System for progress reporting on the ethnic integration activities.

The two TAs will work in MoES's premises. MoES will provide office space, computers and necessary office supplies to the advisors. In addition, especially in the beginning, MoES will assist the advisors in arranging different meetings with appropriate authorities. In order to achieve abovementioned tasks and management activities the two Technical Advisors are required to work closely with MoES, USAID and other donors engaged in ethnic integration in education.

The two TAs' will be subordinated and responsible for their day-to-day work to an assigned official from the MoES. The overall technical guidance and oversight will be provided by USAID. USAID and MoES will conduct joint periodic reviews once every six months to determine whether there is sufficient progress and justification/need to continue the positions, for up to two years.

In addition, TAs regular duties may assume occasional travel within the country.

IV. Deliverables:

The Technical Advisors are expected to provide the following to USAID:

- 1) Annual Work Plan, due within 45 days of beginning of their work.
- 2) Monthly Calendar of Activities, due at the beginning of each month;
- 3) Periodical presentations/briefings for USAID (twice a year; time TBD by USAID).
- 4) Annual Reports, due within 30 days after the completion of the year, or the end of their contract..

The following sections shall be included in the document:

- a. Table of Contents
- b. An Executive Summary – (2 - 4 pages) containing a clear, concise summary of the most critical elements of the report, including observations/recommendations for further steps.

- c. Description of activities: accomplishments, challenges, obstacles, and lessons learned.
- d. Observations/Recommendations for further actions.

V. Minimum Qualification Requirements and Basis for Evaluation

I. General Qualifications

- (i) Bachelor's Degree in Social Sciences is required. Advanced degree in Social Sciences preferred;

II. Specific Experience Relevant to the Assignment

- (i) Working experience in the ethnic relations area;
- (ii) Working experience on a senior management level for minimum 3 years is an advantage;
- (iii) Working experience or demonstrated understanding of the education system in Macedonia;

III. Language and other skills

- (i) Fluency in English (verbal and written);
- (ii) Excellent oral/presentation skills;
- (iii) Excellent computer skills (Word, Excel, PowerPoint);
- (iv) Skills: team work, interpersonal skills, persistence, diplomacy and tact;
- (v) Proven ability to train and disseminate knowledge to local counterparts.

52.212-1 -- Instructions to Offerors

Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. As a minimum, offers must contain --

- (1) Curricula Vitae (Resume)
- (2) One page document to demonstrate understanding of the ethnic relations of the education system in Macedonia
- (3) Diploma of completed education
- (4) References¹
- (4) Salary history²

Interview/Test. Short listed candidates shall be called in for an interview and written test.

¹ The candidates should provide names, current e-mail addresses and telephone numbers of three references that can validate previous experience in the above areas. References shall be checked for quality of work performed.

² The salary history should contain information about up to three previous employers; their names and contacts, and timeframe worked.

Application submission. Applications should reach USAID Macedonia premises by mail, physically delivery, or by e-mail.

- For mail or physical delivery - envelopes containing application materials should be marked "Application Enclosed" and mailed or delivered in a sealed envelope to the following address:

**USAID Macedonia
Samoilova 21
1000 Skopje
Republic of Macedonia
Reference Number: 165-Q-11-011**

- For delivery by e-mail – applications should be sent to rknezevic@usaid.gov. The email subject should state the application reference number i.e. **165-Q-11-011**

The **deadline** for the receipt of applications is **4.00pm (local time) on 02 September, 2011.**

52.212-2 -- Evaluation

The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

FACTOR I - General Qualifications

FACTOR II - Specific Experience relevant to the Assignment

FACTOR III - Language and other skills, and

FACTOR IV - Cost/Price

Relative Importance. The relative importance of each factor is as follows:

- The General Qualifications will be used on exclusive basis to determine offeror's eligibility for further evaluation;
- Specific Experience relevant to the Assignment factors are the most important;
- Language and other skills are about half as important in relation to the Specific Experience factors, but more important than Cost/Price;
- Specific Experience relevant to the Assignment, and Language and other skills factors, when combined, are significantly more important than Cost/Price.

BASIS OF AWARD

This is a competitive, best value, source selection that will be conducted in accordance with the Federal Acquisition Regulation (FAR) 13.106-3. These regulations are available electronically at <http://farsite.hill.af.mil/vffara.htm>

1.1. The Government will select the best overall offer(s), based upon an integrated assessment of *General Qualifications, Specific Experience Relevant to the Assignment, Language and other skills, and affordability in relation to their Cost/Price*. To be eligible for award, the offeror(s) must be deemed responsible in accordance with FAR 9.104; meet all requirements of the solicitation; conform to all required terms and conditions; and include all required certifications.

1.2. The Government intends to award two separate, yet interrelated, contracts as a result of this solicitation, and seeks to award to the offerors who give the USAID the best value in meeting or exceeding the requirements. This may result in an award to a higher rated, higher priced offeror(s), where the decision is consistent with the evaluation factors and the Contracting Officer (CO) reasonably determines that the *Specific Experience Relevant to the Assignment, Language and other skills* of the higher priced offeror outweighs the *Cost* difference.

1.3. While the Government source selection evaluation team and the CO will strive for maximum objectivity, the source selection process by its nature is subjective. Therefore, professional judgment is implicit throughout the entire process.