

INSTRUCTIONS TO OFFERORS

Counterpart’s Rights and Notification of Award

1. Only shortlisted Offerors will be contacted.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, site visits, request copies of previous contracts, paystubs...etc.
3. Counterpart reserves the right to accept or reject:
 - i. Any Offer
 - ii. Late Offers
4. Counterpart may cancel this RFIC at any time.

Contents of Offer/Submission Requirements

The following Documents must be included in the Offer:

1. Offeror’s resume (CV)
2. Offeror’s Rate Sheet (Attached) **DO NOT** submit USAID 1420 “Personal History Form”
3. Two recommendation letters from previous employers/consultancy within the past three years **or** contact information for references
4. Signed cover letter with the following statement:

“I hereby certify that, to the best of my knowledge and belief:
 I have no close, familial, or financial relationships with any Counterpart or Armenia 1115 Civil Society in Action project staff members.
 I have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFIC; and
 The prices in my offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
 All information in my offer and all supporting documentation is authentic and accurate.
 I understand and agree to Counterpart’ prohibitions against fraud, bribery, and kickbacks.
 I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.”

Offers Validity Period

Offers shall remain valid until 7/31/24 which is thirty (30) days after the offer deadline. An offer valid for a shorter period shall be rejected as non-responsive.

Evaluation Criteria

Counterpart anticipates awarding an Independent Consultant Agreement (ICA) to the responsible applicant(s) whose Offer is deemed acceptable based on the evaluation criteria below:

Evaluation Criteria	Description	Points
Qualifications and experience	Academic, years of experience	30
Past performance and relevant experience	Experience, recommendations letters, reference check results, technical capabilities	40
Daily/Hourly Rate	Daily or hourly rate is reasonable and consistent with similar qualifications and expertise in the market	30
Total:		100

Expected Results and Deliverables

The bidder is anticipated to ensure the following results and provision of the following deliverables:

- Enhanced oversight of grants projects awarded to local CSOs.
- Accurate and timely tracking of project activities, ensuring compliance with USAID requirements.
- A detailed schedule for monitoring visits to CSA grant project sites within Armenia, updated regularly to reflect any changes.
- Comprehensive reports for each monitoring visit, including observations, recommendations, and adherence to reporting requirements.