

Request for Proposals

RFP # AGRO-RFP-001

For the provision of

Rapid Assessment Data Collection and Support

Contracting Entity:

Chemonics International Inc.

Funded by:

United States Agency for International Development (USAID)

Funded under:

the USAID Agriculture Growing Rural Opportunities Activity in Ukraine

Cooperative Agreement No. 72012120CA00001

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among applicants, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Applicants responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an applicant's cousin is employed by the project, the applicant must state this.
- Disclose any family or financial relationship with other applicants submitting proposals. For example, if the applicant's father owns a company that is submitting another proposal, the applicant must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact the AGRO Project Management Unit at: UkraineAGROPMPU@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section I. Instructions to Applicants

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID AGRO, under **Cooperative Agreement No. 72012120CA00001** is soliciting offers from companies and organizations to submit proposals to provide rapid assessment data collection and support.

The purpose of AGRO is to accelerate the economic development of rural Ukrainian communities with the greatest need through a better governed agriculture sector that encourages more productive, modern, and profitable micro, small, and medium (MSMEs) agriculture enterprises that are successfully integrated into competitive markets both in Ukraine and internationally. To achieve this purpose, AGRO is organized by three integrated Objectives aligned with the three elements of the market systems conceptual framework: the core value chain, supporting functions, and rules and regulations.

To determine the specific target geographic areas and value chains for implementation, AGRO will conduct a rapid assessment of possible value chains and geographic focus areas based on reliable data, reasoned analysis, and an understanding of the environment in Ukraine, particularly the political and economic conditions.

Chemonics will issue an award to one company or organization. The award will be in the form of a firm fixed price contract (hereinafter referred to as “the contract”). The successful Applicant shall be required to adhere to the statement of work and terms and conditions of the contract, which are incorporated in Section III herein.

Applicants are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Applicants**, which will not be part of the contract. The instructions are intended to assist interested Applicants in the preparation of their proposal. Any resulting contract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a contract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Proposal Submission Timelines

Interested applicants shall submit their proposals electronically.

Emailed proposals must be received no later than 6 pm Kyiv time on December 11, 2019, at the following address:

AGRO Project Management Unit
UkraineAGROPMU@chemonics.com

Applicants are responsible for ensuring that their proposals are received in accordance with the instructions stated herein. Late proposals may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late proposals will be considered.

I.3. Submission of Proposals

Proposals must be submitted electronically.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The applicant must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Applicants must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Requirements

To be determined responsive, a proposal must include all of documents and sections included in I.4.A and I.4.B.

A. General Requirements

Chemonics anticipates issuing a contract to a local company or organization, which is legally registered and recognized under the laws of Ukraine. and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Ukraine at the time of application.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Ukraine at the time of application. Applicants must be a “going concern.”
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD\$25,000 or more, unless exempted.

Applicants may present their proposals as a member of a partnership with other companies or organizations. In such cases, the contract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all contract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however the different organizations must be committed to work together in the fulfillment of the contract terms.

B. Required Proposal Documents

1. Cover Letter

The applicant's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Type of company or organization
- iii. Address
- iv. Telephone
- v. E-mail
- vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- vii. Taxpayer Identification Number
- viii. DUNS Number if applicable
- ix. Official bank account information
- x. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the applicant is registered;
 - b) Copy of company tax registration, or equivalent document;
 - c) Copy of trade license, or equivalent document, if any;
 - d) Evidence of Responsibility Statement, whereby the applicant certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. A template is provided in Annex 3 "Required Certifications";
 - e) Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this RFP.

2. Technical Proposal

The technical proposal shall comprise the following parts:

- Part 1: Technical Approach, Methodology and Work Plan.
- Part 2: Corporate Capabilities and Past Performance.

Part 2 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Applicants must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the Work Plan. Additionally, applicants must include 3 past performance references of similar work (under contracts or grants) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the applicant's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

Chemonics reserves the right to check additional references not provided by an applicant.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

The total budget of the contract to be awarded will be an all inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, applicants must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Applicants must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in UAH. See Annex 2 for a sample cost structure.

Because AGRO is a USAID funded project and is implemented under a bilateral agreement between Ukraine and the U.S. Government, applicant must not include VAT and customs duties in their cost proposal.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. AGRO reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an applicant's proposed cost.

If it is an applicant's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate. Applicants must explain the rates and the rates' base of application in the budget narrative. AGRO reserves the right to request additional information to substantiate an applicant's indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any contract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol11/pdf/CFR-2012-title22-vol11-part228.pdf>

The cooperating country for this RFP is Ukraine.

Applicants may not propose or purchase any goods, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria. Related services

include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

I.6. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Applicants must strictly follow these deadlines.

RFP announcement	12/04/2019
RFP published	12/04/2019
Proposal due date	12/11/2019
Contract issue date (estimated)	12/20/2019

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Proposal Submission Date. All proposals must be received by 6 pm Kyiv time on December 11, 2019. Late proposals will be considered at the discretion of Chemonics.

Applicant's Presentations. Chemonics reserves the option to ask selected applicants to deliver a presentation of the proposal to the technical evaluation committee. Applicants should be prepared to give a presentation to the technical evaluation committee at the AGRO office within 2 days of receiving notification.

Contract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.7. Validity Period

Applicants' proposals must remain valid for 30 calendar days after the proposal deadline.

I.8. Evaluation and Basis for Award

An award will be made to the applicant whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. The best value will be decided using the tradeoff process.

This RFP will use the tradeoff process to determine the best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics, AGRO will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
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Technical Approach, Methodology, and Work Plan		
	Technical know-how – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	10 points
	Approach and Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently?	15 points
	Sector Knowledge – Does the proposal demonstrate the applicant’s knowledge related to agriculture and market systems required by the SOW?	15 points
Total Points – Technical Approach		50 points
Corporate Capabilities, Experience, and Past Performance		
	Company Background and Experience – Does the company have experience relevant to the project Scope of Work?	50 points
Total Points – Corporate Capabilities		50 points
Total Points		100 points

Evaluation points will not be awarded for cost. The cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, the cost will become the determining factor.

Chemonics will award a contract to the applicant whose proposal represents the best value to Chemonics and AGRO. Chemonics may award to a higher priced applicant if a determination is made that the higher technical evaluation of that applicant merits the additional cost/price.

I.9. Negotiations

It is anticipated that a contract will be awarded solely on the basis of the original proposals received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of applicants in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated applicants, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, applicants may be requested to conduct presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10. Terms of Contract

This is a request for proposals only and in no way obligates Chemonics to award a contract. In the event of contract negotiations, any resulting award will be subject to and governed by the terms and clauses detailed in a contract.

I.11. Privity

By submitting a response to this request for proposals, applicants understand that USAID is NOT a party to this solicitation.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The purpose of AGRO is to accelerate the economic development of rural Ukrainian communities with the greatest need through a better governed agriculture sector that encourages more productive, modern, and profitable micro, small, and medium (MSMEs) agriculture enterprises that are successfully integrated into competitive markets both in Ukraine and internationally. To achieve this purpose, AGRO is organized by three integrated Objectives aligned with the three elements of the market systems conceptual framework: the core value chain, supporting functions, and rules and regulations.

II.2. Scope of Work

To determine the specific target geographic areas and value chains for implementation, in December 2019 and January 2020, AGRO will field a team of experts to travel to Ukraine to conduct an assessment to advise on the selection of possible value chains and geographic focus areas for project assistance based on reliable data, reasoned analysis, and an understanding of the environment in Ukraine, particularly the political and economic conditions.

Value chains selected for AGRO's support will build on previous USAID agriculture programs focused on fruits, vegetables, meat, and dairy value chains, but AGRO will consider additional value chains with a focus on scalability and potential for broad replication. The assessment will also inform private sector partner and consolidate community partners for the Activity.

AGRO requires the assistance of experienced Ukrainian consultants, to be provided by the successful offeror, who will conduct data gathering, quantitative analysis, field research, and on-the-ground interviews, and validate AGRO's assessment findings.

The rapid assessment and selection process will be carried out in three phases:

- 1) Phase 1 (December 2019):** rapid assessment desk research and field preparation. AGRO's assessment team will gather input, preferences, and guidance from USAID and the World Bank, harnessing existing knowledge from the USAID Agriculture and Rural Development Support (ARDS) program, the private sector, consolidated communities (CCs), and other donor and international financial institution projects. AGRO will develop specific criteria as part of the assessment process, with input from USAID, World Bank, and other programs as needed, to inform the selection of geographic areas for implementation and value chains. Selection criteria will also be developed for selection of partner CCs and private sector partners.

AGRO will coordinate with the successful offeror in Phase 1 to design a plan for Phase 2. field work and quantitative analysis.

- 2) Phase 2 (December 2019 – January 2020):** rapid assessment field work and quantitative analysis. The successful offeror will work with the AGRO team to collect and analyze quantitative data and conduct focus group interviews, surveys, and key informant interviews in potential target geographies.

- 3) **Phase 3 (January 2020-):** synthesize, selection, and reporting. The offeror will work with the AGRO team to synthesize assessment findings into a final report and initial list of value chains and geographies for Activity focus, to be presented to USAID and other stakeholders for input and finalization as appropriate. These selections and other findings from the rapid assessment will inform Year 1 implementation.

The successful Offeror will support AGRO by providing technical research and logistical assistance to AGRO's rapid assessment team, primarily focusing on aggregating available industry data, conducting field interviews and qualitative research in target geographies, arranging meeting and logistics coordination, and providing translation support as needed. The contractor will work closely with the AGRO assessment team to ensure well-coordinated activities are implemented to achieve overarching AGRO programmatic goals.

Specific activities to be undertaken by the subcontractor include:

Research and Technical support

- Perform technical research for individual value chains of interest, including gathering data, reviewing existing research materials, and supporting overall assessment scope of work design and development.

The research should include collection of Ukraine's import and export data for the total agricultural crops and food (fresh and processed) and selected value chains/commodities listed in the Annex 5 as well as production levels where data is available. The research should also include analysis of key exports destination markets 2013 – 2019 for selected value chains/commodities. Data should be collected from ITC databases and other available sources.

For the above-mentioned crops/foods, obtain export data (volumes and USD value, if possible) according to the destination markets (e.g., top destination markets and/or regional groupings as follows: EU, Rest of Europe (Non-EU European countries including Albania, Bosnia and Herzegovina, Belarus, Iceland, Kosovo, Moldova, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland etc), Russia, Caucasus region (Georgia, Armenia, Azerbaijan), Middle East, Central Asia, Oceania, China, India, US, Africa (excluding Egypt)

The purpose of this analysis is to determine the extent to which Ukrainian agricultural producer organizations have shifted their marketing/export strategy to new markets.

- Conduct research on appropriate technical issues that arise during key informant interviews and focus groups, drafting meeting/interview notes, and preparing briefs and reports on findings for the AGRO assessment team.
- Assist assessment team in preparing final report, including reviewing value chain analysis, and summarizing key assessment findings.

Operational Support

- Conduct interview and focus group planning, including recommending key stakeholders to meet with, offering relevant insights about local actors and authorities, and offering advice on operational considerations (i.e. transportation and scheduling)
- Develop interviewee lists, and determine necessary requirements for translators, workshop facilitators

- Coordinate and oversee interviewee and focus group outreach. This includes providing prompt communication between the AGRO team of researchers, and any relevant industry interviewees, ensuring all necessary protocols are followed.
- Provide support to plan for and execute specific stakeholder workshops or event management needs and define specific event requirements and expectations.

II.3. Deliverables

The successful applicant shall deliver to Chemonics, AGRO the following deliverables, in accordance with the schedule set forth in II.4 below.

- 1) Deliverable 1: A written report containing import and export data, as detailed above; overview of the markets for each subsector.

The report should be provided in MS Word, to include a written summary of major findings. The report shall include charts (e.g., bar graphs or pie charts) depicting key trends related to the internal and external markets.

- 2) Deliverable 2: Up-to-date interview tracker and meeting notes

This tracker and notes shall be submitted in Microsoft Excel-compatible format and include:

- Time, date and location of meeting
- Name, title, and contact details of interviewees
- Related sector/subsector
- Summary information regarding the company or organization
- Notes and analysis from each interview, focus group discussion, or survey summarizing key takeaways and relevance for the rapid assessment

The tracker should be submitted to AGRO on a weekly basis, or more frequently as relevant, as stakeholders confirm meetings or changes in availability occur.

The tracker shall be written in English.

To minimize travel costs, it is preferred to schedule meetings in proximity to each other. That is, if a cluster of businesses is identified in one of the locations outside of Kyiv, the proposed schedule must include meetings with as many relevant businesses as possible during the visit of that location.

- 3) Deliverable 3: Assessment report reviews and contributions

The successful applicant shall submit proof (i.e. emails, meeting notes, or call logs) that demonstrate they have adequately responded to assessment team members requests, including reviews of report sections, requests for written content, or related data tables. All requests made to the subcontractor by assessment team members will be made in writing and channeled through AGRO at least 1 week before responses are due. AGRO will provide written approval indicating the subcontractor has completed this deliverable and all necessary support to AGRO for this activity.

II.4. Deliverables Schedule

The successful applicant shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Due Date
1	A written report containing import and export data, as detailed above; overview of the markets for each subsector	January 15, 2020
2	Up-to-date interview tracker and meeting notes	January 25, 2020
3	Assessment report reviews and contributions	January 25, 2020

*Deliverable numbers and names refer to those fully described in II.3 above.

Annex 1 Cover Letter

[Applicant: Insert date]

Reference: Request for Proposals AGRO-RFP-001

Subject: [Applicant: Insert name of your organization]’s technical and cost proposals

Dear AGRO Project Management Unit:

[Applicant: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative	_____
Name of Applicant	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 30 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Applicants: It is incumbent on each applicant to clearly review the RFP and its requirements. It is each applicant's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the applicant is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement. (Annex 3)

Sincerely yours,

Signature
[Applicant: Insert name of your organization's representative]
[Applicant: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Contract

The purpose of this annex is to guide applicant in creating a budget for their cost proposal. Because the contract will be funded under a United States government-funded project, it is important that all applicants' budgets conform to this standard format. It is thus recommended that applicants follow the steps described below.

Step 1: Design the technical proposal. Applicants should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Applicants should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal. Each applicant must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget

Design, Production and Distribution of Communication Materials

BUDGET

Applicant Name

RFP Title

RFP Number

Line Item	Units	quantity	Cost per Unit	Frequency (Day, Month)	TOTAL in UAH
I. Design					
A. Annual report	Pack	1	500	1	UAH 500.00
B. Leaflet	Pack	2	200	1	UAH 400.00
Total, Design				2	UAH 900.00
II. Production					
A. Annual report	Each	500	10	1	UAH 5,000.00
B. Leaflet	Each	1000	0.5	1	UAH 500.00
Total, Production				1	UAH 5,500.00
III. Distribution					
A. Car Rent	Day	4	40	5	UAH 800.00
B. Fuel	Liter	400	1.1	1	UAH 440.00
Total, Distribution				6	UAH 1,240.00
IV. Other					
A.				0	UAH 0.00
B.				0	UAH 0.00
Total, Other					UAH 0.00
Grand Total					UAH 7,640.00

Annex 3. Required Certifications – Evidence of Responsibility

The Evidence of Responsibility template will be provided on request.

Annex 4**DUNS and SAM Registration Guidance****What is DUNS?**

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report contracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a contract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, contract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, contracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, contracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, contracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, contracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)

Annex 5. Selected value chains/commodities for analysis (HS codes)

01-05 Animal & Animal Products

01 Animals, Live

- 0102 Bovine animals, live (cattle - cows)
- 0103 Swine, live
- 0104 Sheep and goats, live
- 0105 Poultry, live (ducks, geese, turkeys)
- 0106 Animals, live, not included above (rabbits)

02 Meat and Edible Meat Offal

- 0201 Meat of bovine animals, fresh or chilled
- 0202 Meat of bovine animals, frozen
- 0203 Meat of swine, fresh, chilled and frozen
- 0204 Meat of sheep or goats, fresh, chilled or frozen
- 0207 Meat and edible offal of poultry

03 Fish and Crustaceans

- 0301 Fish, live
- 0302 Fish, fresh and chilled
- 0303 Fish, frozen
- 0304 Fish fillet, fresh, frozen and chilled
- 0305 Fish, dried and salted
- 0306 Crustaceans
- 0307 Molluscs

04 Dairy produce, birds eggs, natural honey

- 0401 Milk and cream
- 0402 Milk and cream concentrated
- 0403 Curdled milk and cream, yogurt, etc
- 0404 Whey and other products
- 0405 Butter
- 0406 Cheese
- 0407 Eggs
- 0408 Egg not in shells, yolks, fresh, dried, steamed, boiled etc
- 0409 Honey, natural

06-15 Vegetable Products

06 Trees and other plants

- 0602 Plants, live, including mushroom spawn

07 Vegetables and certain roots and tubers

- 0701 Potatoes
- 0702 Tomatoes
- 0703 Onions, garlic, leeks
- 0704 Cabbages, cauliflowers, kohlrabi, kale
- 0705 Lettuce
- 0706 Carrots, turnips, salad beetroot, radishes, celeriac
- 0707 Cucumbers

- 0708 Leguminous vegetables
- 0710 Vegetables frozen
- 0711 Vegetable provisionally preserved (not suitable for consumption)
- 0712 Vegetables dried
- 0713 Leguminous vegetables shelled, dried
- 0714 Manioc, arrowroot, artichokes, sweet potatoes

08 Fruit and nuts

- 0802 Nuts (excluding coconuts, brazil nuts and cashew)
- 0806 Grape, fresh and dried
- 0807 Melons
- 0808 Apples, pears and quinces
- 0809 Appricots, cherries, peaches
- 0811 Fruit and nuts frozen, cooked uncooked
- 0812 Fruit and nuts provisionally preserved
- 0813 Fruit dried (not included above), mixtures

09 Coffee, tea, mate, spices

- 0909 Seeds of anis, badian, fennel, coriander etc.
- 0910 Ginger, saffron, thyme, bay leaves etc.

12 Oil seeds and oleaginous fruits, medicinal plants

- 1201 Soya beans
- 1202 Ground-nuts
- 1211 Plants used in perfumery, pharmacy
- 1212 Sugar beet
- 1214 Forage, lucerne, clover

15 Animal and Vegetable Fats and Oils

- 1517 Margarine

16-24 Foodstuffs

16 Meat, fish

- 1601 Sausages and similar products of meat
- 1602 Prepared or preserved meat
- 1604 Prepared or preserved fish
- 1605 Prepared or preserved crustaceans, molluscs and other aquatic invertebrates

17 Sugars

- 1701 Cane or beet sugar
- 1702 Sugars, including lactose, glucose or fructose, sugar syrup, caramel
- 1703 Molasses
- 1704 Sugar confectionery (including white chocolate), not containing cocoa

18 Cocoa

- 1806 Chocolate and other food with cocoa

19 Preparations of cereals

- 1901 Malt extract, flour, groats, meal, starch, malt extract products
- 1902 Pasta, egg spaghetti, noodles, lasagne etc, couscous
- 1903 Tapioca
- 1904 Cereals

1905 Bread, pastry, cakes, biscuits

20 Preparations of Vegetables, Fruit, Nuts, Plants

2001 Vegetables, fruit, nuts prepared or preserved by vinegar or acetic acid

2002 Tomatoes prepared or preserved other than by vinegar and acetic acid

2003 Mushrooms and truffles prepared or preserved other than by vinegar and acetic acid

2004 Other vegetables prepared or preserved other than by vinegar and acetic acid, frozen, other than under 2006

2005 Other vegetables prepared or preserved other than by vinegar and acetic acid, not frozen, other than under 2006

2006 Vegetables, fruit, nuts prepared or preserved by sugar

2007 Jams, fruit jellies, marmalades, puree

2009 Fruit juices and vegetable juices, unfermented

21 Misc Edible Preparations

2103 Sauces

2104 Soups and broths

2105 Ice cream

22 Beverages

2202 Waters with added sweeteners, flavored

2206 Fermented beverages (cider)

2209 Vinegar