



REQUEST FOR PROPOSALS

**United States Institute of Peace
Academy for International Conflict Management and Peacebuilding
Assessment Tools, Analysis System and Training
July 20, 2012**

I. INTRODUCTION AND BACKGROUND

The United States Institute of Peace's Academy for International Conflict Management and Peacebuilding (The Academy) is the education and training arm of the United States Institute of Peace. Through its activities, the Academy strengthens the knowledge and skills of U.S. and international conflict management practitioners—both civilian and military—in ways that increase the impact of their actions; trains local citizens to help build peace in their own conflicts and facilitates their peacebuilding efforts; provides support for educational systems in fragile societies emerging from war; builds the capacity of other institutions and their faculties to educate and train about conflict prevention, management, and resolution; creates and disseminates supporting materials, including case studies, simulations, role plays, and other interactive exercises, reports and books, and study guides and other lessons; and develops courses and activities for U.S.-based students, teachers, and professors including the National Peace Essay Contest.

Purpose of the Request for Proposals

The Academy is currently assessing its evaluation strategy and evaluation activities. Understanding that evaluation feedback is essential to continue to offer relevant courses, improve teaching methodologies, and best allocate resources, the Academy would like to develop a robust evaluation policy and set of tools in line with the Institute's evaluation policy. In this request for proposal, USIP's Academy seeks an independent evaluation consultant or team to conduct an assessment of its current evaluation activities, develop a series of tools for its varied activities, develop a system for utilizing the information collected with these tools, and lead a training for Academy staff in these tools and system, which will ultimately be captured in an online training course.

Intended Audience

The primary audiences for these tools and system are USIP leadership, Academy staff and USIP's Director of Learning and Evaluation. The Academy will use the evaluation tools and system to guide its evaluation activities.

II. GENERAL INSTRUCTIONS

- a. The Academy requests proposals to develop evaluation tools and a system of analysis and training focused on measuring capacity building.
- b. The project will require the evaluation consultant to conduct an assessment of Academy activities, produce written guidelines for using evaluation tools and analysis systems and train Academy staff in these techniques.
- c. The response must be submitted by email to jkrentel@usip.org by Friday, August 16 At 4:00 pm EST.
- d. The Institute is not liable for any costs incurred by the responding firms prior to issuance of an executed agreement with the Institute.
- e. Submissions must be typed or printed, and must follow the organization of the requests for information in the Submission of Proposals section below. No changes or corrections to a response will be allowed after the deadline.
- f. Any questions concerning this Request for Proposals should be directed to Jeff Krentel, jkrentel@usip.org. Pertinent responses will be made available to all proposers by email. No inquiries will be accepted or responses given after 4:00pm EST, August 10, 2012.
- g. Proposed schedule:

| Event | Date |
|--|-------------------------|
| Issue Request for Proposals | July 20, 2012 |
| Questions about RFP accepted via email | July 23-August 10, 2012 |
| RFP submissions due by 4pm | August 16, 2012 |
| Announcement of Selection of Evaluation Team | August 24, 2012 |
| Full performance of contract begins | September 6, 2012 |

III. SCOPE OF WORK

- a. Evaluation services will include: 1) conduct consultations and assessment of Academy activities and current evaluation practices 2) develop a menu of

evaluation tools to measure the effectiveness of capacity building in the Academy's education and training efforts 3) the development of an analysis system using the tools to improve Academy performance and inform programming decisions 4) conduct training for Academy staff in using tools and the analysis system 5) Assist Academy staff in developing an online training course for internal use for utilizing tools.

b. Deliverables

| Deliverable | Date |
|--|-----------------------------|
| Consultations with Academy staff | September 6-17, 2012 |
| Draft of Guidelines for Evaluation Tools | October 5, 2012 |
| Draft of Strategic Plan for Analysis Systems | October 26, 2012 |
| Training of Academy Staff | October 31-November 2, 2012 |
| Develop Online training with Academy staff | November 5-6, 2012 |
| Final Guidelines and Analysis Systems Plan | November 30, 2012. |

Note: An exact date for the final deliverables will be provided to the contractor no later than September 17, 2012.

c. Level of Effort

It is estimated that the level of effort will be as follows:

- 8 days for consultations
- 15 days for development of tools and written guidelines
- 15 days for consultations and development of analysis systems
- 2 days for training preparation
- 3 days of training
- 2 days of recording with USIP staff for online training course

It is envisioned that 65% of the estimated level of effort will be conducted in Washington, DC either at or with access to the USIP headquarters building.

IV. SUBMISSION REQUIREMENTS

To be considered under this RFP, please submit the following:

Technical Proposal (no more than five pages)

The narrative proposal should include the following sections:

- A. Past Experience: Describe at least two projects of similar scope and complexity you have worked on previously. Provide a point of contact with telephone number and email address at the client of each of the described projects.
- B. Overall Approach and Methodology: Based on the information provided, describe your proposed approach to developing an evaluation system and set of tools for educational and training activities.
- C. Specific Expertise: Describe your level of knowledge and expertise in: 1) education and training of practitioners and community members 2) utilizing evaluations to inform programming decisions
- D. Key Personnel and Staffing: Describe the key personnel as well as information on your overall staffing plan for this project. Please note that staff may be non-US citizens and do not require a security clearance.

Curriculum vitae

For each of the key personnel, please provide a CV of no more than three pages. CVs will not count as part of the five pages of the technical proposal.

Cost Proposals

The cost proposal should include a budget summary, a detailed budget, and a budget narrative.

V. GENERAL TERMS AND SELECTION PROCESS

- a. The selection committee will review all submissions received on time using the selection criteria established for the project.
- b. The selection committee reserves the right to reject any submission or to reject all submissions in the best interests of the Institute. The Institute may cancel this Solicitation at any time prior to contract award if it is in the best interests of the Institute.
- c. The successful applicant shall not discriminate against any person in accordance with Federal, state, or local law.
- d. Proposals will be judged as follows:

- i. Technical Proposals will be judged on the following factors in descending order of priority:
 - A. Staffing and Key personnel
 - B. Past experience
 - C. Overall approach and methodology
 - D. Specific expertise
- ii. Cost Proposals are a determinate factor whose value is equal to that of sum of the elements of the technical proposal.