

CURRICULUM FORMATTERS REQUEST FOR PROPOSALS (RFP)

REFERENCE NO: SI-2202

ISSUANCE DATE: 17 July 2023

CLOSING DATE FOR QUESTIONS: 31 August 2023

DUE DATE: 8 September 2023

Grassroot Soccer, Inc. (GRS) is an adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities.

GRS develops sport-based adolescent health curricula in collaboration with partner organizations, healthcare providers, schools, and other stakeholders on topics such as HIV/AIDS, sexual and reproductive health and rights, mental health, gender, climate, malaria, and financial education. GRS develops and implements innovative and professional curriculum products including Coach's guides, magazines, training materials, and phone-based tools. GRS seeks to engage formatting consultants to format the curricula and other products such that they follow a consistent, professional style, as well as to recreate images and diagrams. Consultants will be requested to complete a formatting exercise as part of the evaluation process.

GRS is soliciting proposals for formatting consultants to join a pool of GRS preferred consultants.

This request for proposals (RFP) will provide a comprehensive and guaranteed pricing structure for related services, and create a process for the utilization of preferred consultants to meet the needs of GRS for both routine and individual assignments.

The services rendered will be funded by various donors, including U.S. Government agencies and/or departments and private funders, and may be subject to applicable U.S. Federal regulations and provisions.

Please submit your most competitive proposal in accordance with:

Part A: Instructions

Part B: Specifications

Part C: Cost Information

Part D: Terms and Conditions

Annex 1: Certifications

Annex 2: Past Performance References

Annex 3: Formatting Exercise Instructions

PART A: INSTRUCTIONS

A.1 Submission

All proposals must be submitted by email by 17:00 CAT on 8 September 2023 to:

Polite Ndlovu
pndlovu@grassrootsoccer.org

All submitted proposals must include technical information as detailed in **Part B: Specifications** and cost information as detailed in **Part C: Cost Information**.

A.2 Questions of Clarification

Interested consultants should direct any questions about this RFP in writing no later than the date specified on page 1.

All questions must be submitted via email to:

Polite Ndlovu
pndlovu@grassrootsoccer.org

All submissions of questions must include the RFP reference number and the interested consultant's name. Questions directed via any other means, including but not limited to telephone, will not be considered.

Responses to questions will be posted on the GRS website on 2 September 2023.

A.3 Formatting Exercise

All interested consultants must complete the formatting exercise as instructed in **Annex 3: Formatting Exercise Instructions**. Completed exercises must be submitted as both a PDF and word document.

A.4 Award Basis

Proposals must be submitted on time and must include all information requested in this RFP to be considered for award, or they may be disallowed from further consideration.

GRS anticipates awarding preferred vendor contract(s) in response to this RFP.

GRS will evaluate responsive proposals considering the following evaluation criteria.

Technical (Total Points - 15)

- Degree to which the services proposed coincide with the required services; are all services proposed and relevant.
- Consultant's related experience and expertise.

Experience and Past Performance (Total Points - 20)

- References from clients who have procured similar services.
- Quality of samples provided.

Formatting Exercise (Total Points - 40)

Price (Total Points - 20)

Responsiveness and Completion of Proposal (Total Points – 5)

PART B: SPECIFICATIONS

GRS's pool of formatting consultants will be tasked with applying the GRS style and formatting guide to Microsoft Word versions of curricula and other products; applying the GRS style and formatting guide to translated products (often in African languages) utilizing the English version as a guide; and applying page breaks, creating tables of contents, inserting citations, and inserting cover pages.

Required specifications are as follows:

Technical Specifications

- Consultant has between three (3) and six (6) years of experience working in Microsoft Office Word in a professional setting.
- Consultant has excellent proficiency in Microsoft Office Suite programs including Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.
- Consultant has three (3) years of experience formatting curricula and other Microsoft Word-based communications products.
- Consultant has a meticulous attention to detail.
- Consultant has exceptional written and verbal skills in English.
- Consultant is able to effectively work remotely and in a cross-cultural setting.
- Consultant is able to meet deadlines often with tight turnarounds.
- Consultant is a team player that can work with a diverse group of internal stakeholders and partners.

Samples

A portfolio of previously formatted work using different Microsoft Office programs should be provided in which the interested consultant was the lead formatter. The portfolio should include a minimum of three (3) pieces of work in PDF and Word formats.

Past Performance

Minimum of three (3) past performance references, who may comment on the interested consultant's ability to perform similar work, should be provided. Each past performance reference must be submitted utilizing the form in **Annex 1: Past Performance References**.

PART C: COST INFORMATION

Interested consultants must provide a quote in U.S. Dollars (USD), including:

- Daily rate for all services quoted
- Proposal validity (in days).

Note: It is the consultant's responsibility to follow all tax laws of their resident country.

PART D: TERMS AND CONDITIONS

D.1 Deadline

Proposals must be received by the designated deadline, or they may not be considered.

D.2 Offer Validity

Your proposal must remain valid for a minimum of sixty (60) days.

D.3 Language

The proposal, as well as all correspondence and related documents, must be in English.

D.4 Negotiations

It is anticipated that contracts will be awarded solely on the basis of information received. However, GRS reserves the right to request responses to questions and conduct negotiations with any potential consultant prior to awarding a contract.

D.5 No Obligation to Award

This document is a request for proposals only, and in no way obligates GRS to make an award. GRS reserves the right to reject any and all proposals received and/or to cancel this RFP. Consultants whose proposals are not selected will be notified.

D.6 Incurring Costs

GRS is not liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the interested consultant.

D.7 Award Type

GRS anticipates awarding a Service Agreement for preferred consultant status.

Work assignments resulting from this award will be issued via separate consultant contracts between GRS and the consultant.

D.8 Assignments

Issuance of an award from this RFP does not guarantee any or a specific volume of work assignments to a consultant. This RFP in no way obligates GRS to issue any assignments under an award resulting from this RFP.

All ensuing work assignment contracts will include a statement of the daily rate, any additional guiding clauses, and invoicing information. Any expenses incurred in excess of the agreed upon amount will be the responsibility of the consultant and not that of

GRS. Therefore, provide the most competitive and realistic cost proposal to cover all foreseeable expenses related to the tasks outlined in this document.

D.9 Period of Performance

The anticipated period of performance for the award will be from 1 September 2023 to 31 August 2025. GRS reserves the right to adjust the period of performance prior to issuance of an award.

D.10 Commitment to Deliver

Proposals must certify as to the financial viability, time commitment, and resources of the consultant to complete the proposed activities within the period of performance and under the terms of payment mentioned below.

D.11 Payment Terms

Payments for assignments under the award will be made on the following basis:

- The consultant will submit an invoice for payment after being notified of receipt and acceptance of the services by the GRS Consultant Manager. Acceptance is predicated upon the compliance of the services with the specifications set forth in the assignment contract.
- The consultant will be paid an amount as stated on the assignment contract. GRS payment cycle is net thirty (30) days upon receipt of consultant invoice.

D.12 Intellectual Property

D.12.1. Ownership of Work Product

The parties hereby acknowledge that the Work Product, and all deliverables, materials, documentation, and other products developed in connection with the Work Product, will, to the extent permitted by Law, be a "work made for hire" within the definition of Section 101 of the US Copyright Act (17 U.S.C. 101) and will remain GRS's exclusive property.

D.12.2. Assignment of Work Product

If and to the extent that any Work Product is not deemed to be a work made for hire within the definition of the Copyright Act, at the completion and acceptance of the deliverable, the consultant shall promptly assign to GRS all its right, title, and interest in and to the Work Product, including any Intellectual Property rights.

D.12.3 Cooperation

During and after the term of the assignment, on GRS's reasonable request, the consultant shall provide all assistance necessary and desirable for GRS to establish, preserve, and enforce its rights, title, and interest in and to the Work Product.

D.12.4 Moral Rights

At the completion and acceptance of the deliverable and to the extent permitted by Law, the consultant shall waive all moral rights relating to the Work Product (including any rights (a) of identification of authorship, (b) of approval, restriction, or limitation on use, and (c) to subsequent modifications).

D.13 Executive Order on Terrorism Finance

The consultant is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of GRS to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at www.treas.gov/offices/enforcement/ofac/sdn.

D.14 Clauses to be Incorporated into the Contract as Applicable

The following clauses will be incorporated by reference in the award. Within the following clauses, the term "Contractor" shall be substituted with the term "Consultant"; the term "Agreement" shall be substituted with the term "Award"; and the term "Company" shall be substituted with the term "GRS".

3.1.2 It is the Contractor's responsibility to follow all tax laws of his/her resident country.

3.2 Invoices for contract work should be submitted upon completion by email.

3.4 Invoices will be processed for payment, after approval, by transfer to/through Contractor's bank/Western Union. Or Invoices will be processed for payment, after approval, by Accounts Payable check and delivered by U.S. Mail. Accounts Payable checks are processed twice a month, on the 15th and last business day of the month.

6. RETIREMENT FUND AND MEDICAL AID

6.1 Contractor will not be provided medical aid nor retirement fund benefits through the Company.

7. AVAILABILITY OF RECORDS AND DOCUMENTATION

7.1 The Company shall at all times during the currency of this Agreement ensure that the Contractor is given all relevant information, records, explanations, documentation and assistance which may reasonably be required by the Contractor in order to enable the Contractor to render the contracting services in terms of this Agreement.

7.2 The Contractor shall in a reasonable amount of time, whenever he/she is requested by the Company, and in any event upon the termination of this Agreement, deliver up to the Company curricula, operations manuals and all

other documents, papers, materials and records which may have been prepared by the Contractor or have come into his/her possession or under his/her control in the course of fulfilling his/her obligations in terms of this Agreement, and the Contractor shall not be entitled to retain any copies thereof, it being recorded that all rights, title, interest and copyright in and to any such curricula, operations manuals, documents, papers, materials and records shall throughout the currency of this Agreement and thereafter subsist in and continue to subsist in the Company.

8. PROPERTY OF COMPANY

8.1 Definition. For the purposes of this Agreement, "Designs and Materials" shall mean all designs, discoveries, inventions, products, computer programs, algorithms, procedures, improvements, developments, drawings, notes, documents, information and materials made, conceived or developed by Contractor alone or with others which result from or relate to the performance of Services.

8.2 Assignment of Ownership. The Contractor hereby irrevocably transfers and assigns any and all of its rights, title, and interest in and to Designs and Materials, including but not limited to all copyrights, patent rights, trade secrets and trademarks, to Company. Designs and Materials will be the sole property of Company and Company will have the sole right to determine the treatment of any Designs and Materials, including the right to keep them as trade secrets, to file and execute patent applications on them, to use and disclose them without prior patent application, to file registrations for copyright or trademark on them in its own name, or to follow any other procedure that Company deems appropriate. The Contractor agrees: (a) to disclose promptly in writing to Company all Designs and Materials; (b) to cooperate with and assist Company to apply for, and to execute any applications and/or assignments reasonably necessary to obtain, any patent copyright, trademark or other statutory protection for Designs and Materials in Company's name as Company deems appropriate; and (c) to otherwise treat all Designs and Materials as "Confidential Information" as defined below. The Contractor hereby irrevocably designates and appoints the officers of the Company as its agents and attorneys-in-fact, coupled with an interest, to act for and on the Contractor's behalf to execute and file any document and to do all other lawfully permitted acts to further the foregoing with the same legal force and effect as if executed by Contractor. These obligations to disclose, assist, execute and keep confidential will survive any expiration or termination of this Agreement.

8.3 Moral Rights Waiver. "Moral Rights" means any right to claim authorship of a work, any right to object to any distortion or other modification of a work, and any similar right, existing under the law of any country in the world, or under any treaty. The Contractor hereby irrevocably transfers and assigns to Company any and all Moral Rights that the Contractor may have in any Services, Designs and

Materials or Products. The Contractor also hereby forever waives and agrees never to assert against Company, its successors or licensees any and all Moral Rights the Contractor may have in any Services, Designs and Materials or Products, even after expiration or termination of the Contract Period.

9. CONFIDENTIAL INFORMATION

9.1 The Contractor shall not, whether during the continuance of this Agreement or at any point in time thereafter, directly or indirectly use to the detriment or prejudice of the Company, nor divulge to any person, any trade secret or any other confidential information (collectively "Confidential Information") concerning the business or affairs of the Company which may have come to the Contractors knowledge during his/her appointment in terms hereof, except and to the extent to which it may be necessary for the proper fulfilment of his/her duties in rendering the contracting services, or as may be required by law from time to time.

11. TERMINATION

11.1 If the Contractor shall:

11.1.1 be or become incapacitated from any cause whatsoever, to such an extent that he is unable to efficiently perform his/her duties hereunder for at least 4 (four) consecutive weeks;

11.1.2 become insolvent, bankrupt or compromised with his/her creditors;

11.1.3 be guilty of misconduct or commit any serious or persistent breach of any of his/her obligations under this Agreement;

11.1.4 refuse or neglect to comply with any lawful order or directions given to him/her by the Company; or

11.1.5 to the extent applicable, fail to provide the contracting services within the time frames agreed on with the Company,

then the Company shall forthwith be entitled, by notice in writing to the Contractor, to terminate this Agreement.

11.2 Prior to the termination date of this Agreement, and subject to the provisions of clause 0 above, this Agreement may be terminated on 1 (one) month's written notice, in the event of a material breach by either party to this Agreement, which breach has not been remedied within 10 (ten) days of receiving written notice from the other party to remedy the breach.

12. ARBITRATION

12.1 Any dispute arising out of this Agreement or the interpretation thereof, both while in force and after its termination, shall be submitted to and determined by arbitration. Such arbitration shall be held in the State of New Hampshire unless otherwise agreed and shall be held in a summary manner with a view to it being completed as soon as possible.

12.2 There shall be one arbitrator who shall be, if the question in issue is:

12.2.1 primarily an accounting matter, an independent chartered accountant;

12.2.2 primarily a legal matter, a practising Counsel who has been admitted to practice in New Hampshire, for 10 (ten) or more years;

12.2.3 primarily a technical or operational matter, a suitably qualified person; and

12.2.4 any other matter, a suitably qualified person.

12.3 The appointment of the arbitrator shall be agreed upon between the parties, failing which, within 14 (fourteen) days of the date on which the arbitration was requested, either party to this Agreement may ask the New Hampshire Office of Mediation and Arbitration, governed by New Hampshire Judicial Branch, to appoint an arbitrator and, in making this appointment, he/she shall have regard to the nature of the dispute.

12.4 The decision of the arbitrator shall be final and binding on the parties and may be made an order of any court of competent jurisdiction. For the purposes of making the arbitrator's decision an order of court, the parties submit to the jurisdiction of New Hampshire.

13 RECORDAL

13.1 It is specifically recorded that the relationship between the parties is one of consultancy and that the Contractor remains an independent Contractor and is not an employee of the Company.

ANNEX 1: CERTIFICATIONS

CERTIFICATION REGARDING CHILD PROTECTION:

For the purpose of this certification, “child” shall mean any person under eighteen (18) years of age, as recognized by the United Nations Convention on the Rights of the Child, regardless of the local age of consent.

By signing and submitting this certification, the prospective consultant provides the certification set out below:

1. The Consultant agrees to:

- a. Treat children with respect regardless of race, color, sex, language, religion, political, or other opinion, nationality, ethnicity, social origin, property, disability, birth, or other status;
- b. Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate;
- c. Not engage a child in any form of unlawful sexual activity or acts;
- d. Not use physical punishment on children;
- e. Maintain and promote a safe environment for child participation in the assignment; and
- f. Consider children’s health, safety, and well-being as paramount in the assignment.

2. The Consultant agrees to store all copies of pictures, videos, materials, and personal information regarding children in a secure database with restricted access.

3. The Consultant agrees that any images or videos of children will be decent and respectful, and avoid stigmatizing or stereotyping a family and/or community. All children, regardless of gender, should be clothed top and bottom.

4. The Consultant confirms that they:

- a. Are not prohibited from working with children;
- b. Have not been charged with or convicted of serious criminal activity. Serious criminal activity includes, but is not limited to: murder, a serious sex offence, an offence committed by an adult involving intentionally wounding or causing grievous bodily harm, indecency offenses, kidnapping, offenses connected with child prostitution or child pornography;

c. Have no history of conviction or treatment for the following behaviors, except in cases of unusual circumstances: alcohol/drug abuse, dishonesty, emotional or behavioral disturbance, prejudice or intolerance, violence or lack of self-control, unable to handle stress appropriately.

5. The Consultant agrees to report any child abuse concerns, whether actual or suspected, immediately to the GRS. Child abuse includes, but is not limited to, all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity.

6. The Consultant agrees not to disclose information about individual children to the public.

(signature)

Consultant Name:

Date:

CERTIFICATION REGARDING TERRORIST FINANCING:

By signing and submitting this certification, the prospective consultant provides the certification set out below:

1. The Consultant, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Consultant to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Consultant will verify that the individual or entity does not

- (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or
- (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by GRS to the Consultant.

b. Before providing any material support or resources to an individual or entity, the Consultant also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Consultant should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Consultant will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Consultant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means:

- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

- (ii) an act of premeditated, politically motivated violence perpetrated

against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID or GRS funds or USAID- or GRS-financed commodities to the ultimate beneficiaries of USAID or GRS assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Consultant has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Consultant's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Consultant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Consultant has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement or award issued as a result of this RFP, and any violation of it shall be grounds for unilateral termination of the agreement by GRS prior to the end of its term.

(signature)

Consultant Name:

Date:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR PROPOSED DEBARMENT:

By signing and submitting this certification, the prospective consultant provides the certification set out below:

By signing and submitting this certification, the prospective consultant provides the following assertion: to the best of its knowledge and belief, the prospective consultant and/or any of its Principals, if applicable, are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.

(signature)

Consultant Name:

Date:

ANNEX 2: PAST PERFORMANCE REFERENCE

| | |
|--------------------------------------|--|
| Name | |
| Title | |
| Organization | |
| Email Address | |
| Telephone No. | |
| Title of Assignment Worked On | |
| Dates of Assignment Worked On | |

ANNEX 3: FORMATTING EXERCISE INSTRUCTIONS

Prospective consultants are required to complete a formatting exercise.

- I. The formatting exercise requires downloading of specific fonts. The fonts may be downloaded at the following links:

- [Ubuntu](https://www.dafontfree.io/ubuntu-font-family/) - <https://www.dafontfree.io/ubuntu-font-family/>
- [Engine](https://www.1001fonts.com/engine-font.html) - <https://www.1001fonts.com/engine-font.html>
- [OldSansBlack](https://www.dafont.com/old-sans-black.font) - <https://www.dafont.com/old-sans-black.font>

- II. You are also required to download Version 4 of the Grassroot Soccer COVID-19 Response curriculum on the link below:

<https://grassrootsoccer.org/resources-covid-19/>

- III. Your task is to replicate the above curriculum formatting on the document below using the fonts and curriculum you downloaded as your guide. Here is the poorly formatted curriculum to format:

<https://docs.google.com/document/d/1gpsgmV7NlvcZgFHzSC0oOh0v1WFwQZzH/edit#heading=h.gjdgxs>

Completed exercises must be saved as both PDF and Word formats with the prospective consultant's name in the document name. Completed exercises must be submitted with the prospective consultant's final proposal.

[End of request for proposals]