



**SPECIFIC PROCUREMENT NOTICE**

**ADDENDUM #1**

to

**REQUEST FOR PROPOSALS**

for

**Data Quality Review Consultant**

Addendum Date: <b>June 12, 2020</b>	Ref# Number: <b>Ref#: 4A1506/ME/006</b>
RFP Date: <b>May 13, 2020</b>	Project Name: <b>Monitoring and Evaluation</b>
Country: <b>Liberia</b>	Funding Agency: <b>Millennium Challenge Corporation</b>
City/Locality: <b>Monrovia</b>	Buyer: <b>Millennium Challenge Account – Liberia (MCA-Liberia)</b>

The following are changes to the above-mentioned Request for Proposals (RFP):

1. Section II, Proposal Data Sheet, ITC 12.5, is deleted in its entirety and replaced with the following text:

ITC 12.5	Per diem and in-country travel must be included in the total price in form FIN-2 and must be comparable to the per diem rates stipulated in Annex 13 of the MCA-Liberia Fiscal Accountability Plan (FAP) presently in force.  <a href="https://www.mca.gov.lr/index.php/en/documents/policies-1/386-mca-fiscal-accountability-plan/file">https://www.mca.gov.lr/index.php/en/documents/policies-1/386-mca-fiscal-accountability-plan/file</a>
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2. Section II, Proposal Data Sheet, ITC 17.2, is deleted in its entirety and replaced with the following text:

ITC 17.2	Written Power of Attorney or the Authorization Letter is required. Sample Authorization Letter is attached to Form TECH-1.
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3. Section IV A, Technical Proposal Forms, Form TECH-1, Technical Proposal Submission Form, is modified to include the Sample Authorization Letter at the end attached hereto as Appendix 1.

4. Section V, Terms of Reference, Item 2, 2.1.2 (*Role of Data Quality Reviews (DQRs)*), is modified to include the following text at the end:

“Based on the current COVID-19 pandemic we propose 70% in field and 30% remotely with the submission of a proposed COVID-19 Response Implementation Plan that will guide and commensurate with the period of implementation. Such COVID-19 Response Plan will require MCA-L ad MCC review and approval before implementation. 70% in field consists of all deliverables under Task 2 and 30% comprise of all deliverables under Task 1. 30% covers Phase I while 70% covers Phases II to IV.”

5. Section V, Terms of Reference, Item 2.5 (Reporting Requirements), is deleted in its entirety and replaced with the following text:

“Throughout the assignment, the Consultant will work closely with LEC Senior Management and authorities at the Ministry of Public Works in consultation with MCA-Liberia M&E Director. The Consultant will report to the MCA-Liberia M&E Director.”

6. Section V, Terms of Reference, Item 2.6.2.1 (Orientation/ Kick-Off Phase), Deliverable 1b – Draft Inception Report, the report sections, is modified to include the following text at the end:

“(4) Section IV: COVID-19 Response Plan.”

7. Section V, Terms of Reference, Item 2.6.2.1 (Orientation/ Kick-Off Phase), Deliverable 1c- Initial Stakeholder Workshop or Meetings, is modified to include the following text at the end of the first paragraph:

“MCA-L will work with stakeholder institutions to ensure participants’ list does not exceed 50 persons.”


8. Section V, Terms of Reference, the First Sentence Under Table 1 that reads “\* MCA-Liberia Review of Draft Skills Requirements and Capacity Building Report is concurrent with Consultant Drafting of Data Quality Review Manual”, is deleted in its entirety.

9. Section V, Terms of Reference, Item 3 (Deliverable and Payment Schedule), the first paragraph, is deleted in its entirety and replaced with the following text:

“It is estimated that not more than six (6) months of services will be required for the base period study. During these six months, the Consultant is expected to provide 100 working days’ worth of services. The Contract will become effective within twenty-eight (28) days after contract signing to enable the Consulting Firm to mobilize their staff.”

10. All other sections and paragraphs of the subject Request for Proposals remain unchanged.

Yours Sincerely,

A handwritten signature in black ink, reading "Monie R. Captan". The signature is written in a cursive style with a horizontal line underneath it.

**Mr. Monie R. Captan**  
**Chief Executive Officer**  
**MCA-Liberia**

**Appendix 1**

**SAMPLE AUTHORIZATION LETTER**

**FIRM'S LETTERHEAD  
FIRM'S ADDRESS  
FIRM'S CONTACT INFORMATION**

[Your Name]  
[Your Position]  
[Your Contact Information]

[Date]

**Mr. Monie R. Captan**  
**Chief Executive Officer**  
Millennium Challenge Account - Liberia  
F&F Building, 2<sup>nd</sup> Floor  
63 United Nations Drive  
Coconut Plantation, Mamba Point  
Monrovia, Liberia  
Email: [captanm@mca.gov.lr](mailto:captanm@mca.gov.lr)

(With a copy to Procurement Director: [cholopraya@mca.gov.lr](mailto:cholopraya@mca.gov.lr))

**Authorization Letter for Signing of Documents**

As the [Insert Position] of [Insert Name of Firm], I warrant that I am duly empowered to designate an individual to represent [Insert Name of Firm] with reference to [Description of procurement you submit proposals for].

Accordingly, I hereby grant [Name of designated person to sign documents] the authority and right to sign any document related to [Description of procurement you submit proposals for] on behalf of [Insert Name of Firm] and perform any related actions as needed.

Mr. [Name of designated person to sign documents]'s identification details and signature are provided below for your reference and verification purposes.

Authorized Person: \_\_\_\_\_

Identity Document Number: \_\_\_\_\_

Authorized Person's Signature: \_\_\_\_\_

I affirm that it is necessary for [Insert Name of Firm] to submit this Authorization Letter because COVID-19 restrictions that have been instituted by [Insert Name of Governing Authority] prevents the notarization of power of attorneys.

**Endorsed by: [signature]**

**[Insert name]**

**[Insert position]**