



Request for Proposal (RFP) – FY24 Annual Survey

THAILAND: REGIONAL AGRICULTURE INNOVATION NETWORK (RAIN)

The Regional Agriculture Innovation Network (RAIN) Project is a five (5) year program implemented by Winrock International and funded by the Food for Progress Program of the United States Department of Agriculture (USDA).

Winrock International seeks proposals from qualified local and international firms with experience conducting surveys on agriculture and economic growth-related activities. Qualified firms are those that have been involved in similar engagements in the past, particularly within the last 5 years.

Interested parties may send their proposals as outlined here within.

RFP No.	10008-24-C-02
Issue Date	March 29, 2024
Title	RAIN FY24 Annual Survey
Issuing Office & Email Address for Submission of Proposals	Regional Agriculture Innovation Network, Winrock International. Supol Singhapoom, MEL Technical Lead Email: supol.singhapoom@winrock.org Cc: rain@winrock.org
Deadline for Questions/ Proposals Submission ¹	Questions Due Date: April 17, 2024 Notification of responses to bidders' questions: April 22, 2024 Proposal Due Date: April 29, 2024
Points of Contact	Supol Singhapoom, MEL Manager Email: supol.singhapoom@winrock.org Cc: rain@winrock.org
Anticipated Award Type	Firm Fixed Price Subcontract Budget range: US\$23,000 – 36,000

¹ Submission should not include any zipped files. Winrock will review submitted proposals after the closing date and may request additional documentation after the proposal deadline.

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Introduction

The Regional Agriculture Innovation Network (RAIN) project is a five-year, \$16 million project funded by the Food for Progress (FFPr) Program of the United State Department of Agriculture (USDA) and implemented in partnership with Michigan State University (MSU) and Kasetsart University. Winrock International (Winrock) will implement RAIN in Chiang Rai, Chiang Mai, Lamphun, Nakhon Ratchasima, Chaiyaphum, Khon Kaen, Chanthaburi, Ratchaburi, Samut Sakhon, Chumphon and Nakhon Si Thammarat provinces of Thailand. RAIN participants will include smallholder farmers and other agriculture-focused entities, organizations, and persons, including Royal Thai Government (RTG) representatives, research entities, academic university staff, trade association management, agricultural businesses and entrepreneurs, service providers, extension agents, data and technology businesses, and financial providers. RAIN will identify emerging climate smart innovations (CSi), train and promote CSi to farmers, and ensure sustainability by building capacity of support services for and facilitating market access to CSi. RAIN will work in seven value chains: rainfed rice, irrigated rice, cassava, coconut, durian, longan, and mangosteen.

RAIN's goal is to increase productivity and profitability, improve and expand market linkages and trade opportunities, and contribute to national climate change mitigation and adaptation efforts with reductions in natural resource depletion and GHG emissions.

To achieve RAIN's goal of expanding and strengthening the use of climate-smart agriculture (CSA); facilitating local, regional, and international trade; improving agricultural and farmer income sustainability; and reducing negative environmental impacts in Thailand, RAIN will implement a five-stage process that will 1) source, 2) support, and 3) scale technically and financially validated climate-smart technologies and practices to farmers through customized support service bundles; ensure that selected climate-smart technologies and practices are addressing market opportunities to 4) sell more production locally, regionally, and internationally; and 5) share data, information, and resources related to climate-smart technologies and practices with national and regional stakeholders, programs, and network. Respective outputs and outcomes of these activities contribute to the Food for Progress Strategic Objectives (SO) aligned with the USDA Food for Progress program level results framework.

Scope of Work for Annual Survey

Overview of Participant-Based Survey

As part of assessing RAIN's overall performance, the FY2024 Participant-Based Survey (PBS) will be used as a primary method for measuring progress toward key outcome indicator targets. RAIN reports on 6-7 indicators through the PBS. Indicator definitions are captured in RAIN's Performance Monitoring Plan (PMP) and are further detailed in project-specific Performance Indicator Reference Sheets (PIRS).

The selected firm will survey RAIN participants to gather data and measure outcome indicators for the October 2023¹ to September 2024 period. RAIN's existing surveys from the baseline evaluation and further details about the composition of survey participants will be provided to the selected firm.

"Participants" are individuals who have participated in or have been reached by RAIN interventions, including farmers, people in the private sector, and people in the government.

The firm will be responsible for finalizing a statistically sound data collection methodology in collaboration with RAIN and Winrock’s Home Office team **to ensure that quantitative estimates for indicator values (normalized to the full RAIN participant population for each commodity) and their corresponding datasets in MS Excel are produced for USDA reporting.** Table 1 summarizes relevant outcome indicators to be assessed through the FY2024 PBS. *Note that the targets below are from the proposal and are currently under revision and may change.*

Table 1. Summary of FY2024 PBS Indicators – Proposal Targets

RAIN No.	No.	Indicator	Year 2 FY 2024	LOP Target	PBS
1	SI-1	Yield of targeted agricultural commodities among program participants with USDA assistance			
		Rice	3.10	3.40	PBS-Farmer
		Cassava	22.67	24.83	PBS-Farmer
		Coconut	7.25	7.94	PBS-Farmer
		Durian	5.30	5.81	PBS-Farmer
		Longan	5.03	5.51	PBS-Farmer
		Mangosteen	8.13	8.90	PBS-Farmer
2	SI-2	Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USDA assistance	4,200	24,000	PBS-Farmer
3	SI-3	Number of hectares under improved management practices or technologies with USDA assistance	4,200	24,000	PBS-Farmer
4	SI-4	Number of individuals in the agriculture system who have applied improved management practices or technologies with USDA assistance	7,500	30,000	PBS-Farmer
12	SI-18	Value of annual sales of farms and firms receiving USDA assistance	3,904,877	18,121,638	
		Rice	TBD	TBD	PBS-Farmer
		Cassava	TBD	TBD	PBS-Farmer
		Coconut	TBD	TBD	PBS-Farmer
		Durian	TBD	TBD	PBS-Farmer
		Longan	TBD	TBD	PBS-Farmer
		Mangosteen	TBD	TBD	PBS-Farmer
13	SI-19	Volume of commodities sold by farms and firms receiving USDA assistance	13,025	61,334	
		Rice	TBD	TBD	PBS-Farmer
		Cassava	TBD	TBD	PBS-Farmer
		Coconut	TBD	TBD	PBS-Farmer
		Durian	TBD	TBD	PBS-Farmer
		Longan	TBD	TBD	PBS-Farmer
		Mangosteen	TBD	TBD	PBS-Farmer

Methodology

The selected firm will be responsible for developing the data collection protocols, which should include *in-person survey tools* and a detailed survey plan based on the outline submitted in the proposal; however, all final decisions regarding methodology will be made in collaboration with RAIN. The following methods and tools should be considered:

- **Document Review.** The selected firm is expected to consult a range of background documents related to the agricultural sector in Thailand, apart from project documents to be provided by Winrock.

- **Key Informant Interviews:** Conduct a handful of key informant interviews with farmers who purchase CSi, firms, and potentially with buyers/sellers operating primarily in the cassava value chain. (max. of 10-12 interviews).
- **Participant-Based Survey.** The selected firm will carry out a survey of RAIN participants. The survey process collects data from two types of participants to measure technology application, hectares under technologies, yield, and volume and value outcomes of the project:

(1) *Individual recipients of RAIN services/interventions operating **farms under sole proprietorship (i.e., individual farmers/producers)**.* A final list of producer participants will be produced in July 2024 and the firm will likely be expected to conduct a census of participants. To support data verification, the survey will be conducted in-person, and whenever possible at the respondents' farm or place of business.

Data collected from these participants (i.e., farmers/producers) will measure performance for FFPr 1: Yield of targeted agricultural commodities among program participants, FFPr 2: Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management, FFPr 3: Number of hectares under improved management practices or technologies, FFPr 4: Number of individuals in the agriculture system who have applied improved management practices or technologies, and FFPr 18 and FFPr 19 which cover value and volume of sales of farms and firms receiving USDA assistance.

The survey firm will be required to use a reliable and tested web-based survey application to ensure efficiency in data collection and processing.

Sample and Setting

The selected firm will carry out the annual survey of current RAIN participants to collect the required data. As of March 2024, RAIN began implementing a select number of activities with limited exposure to farmers. **RAIN expects to reach no more than a total of 500 farmers from primarily cassava, rice, longan, and durian, focusing on yield, technology application, finance, sales, and use of RAIN-promoted CSi.** For budgeting purposes, please consider approximately 1 hour to administer each in-person survey. As activities are just beginning, a farmer participant list with the geographic distribution of farmers will be provided in July 2024.

The selected firm is required to conduct data collection using a mobile data collection application to facilitate automation of data processing and minimize human error. The firm will be responsible for selecting the appropriate data collection application, providing their own devices for data collection, and programming the data collection tools.

Roles and Responsibilities

The selected firm will implement the following activities:

- Collect data with an inclusion and gender perspective including collection of socio-demographic data and disaggregation by gender and age among other USDA required disaggregates. The survey firm is responsible for creating an enabling environment for female and male, youth and adult participation.
- Review project documents (participant data, baseline evaluation and previously used data collection tools, USDA performance indicator definitions, etc.)
- In collaboration with RAIN, develop a detailed survey plan including sampling protocols,

data collection tools, data analysis plan and timeline for the execution of the survey tasks.

- Working with RAIN, co-develop the FY24 survey tools (in English and Thai language) ensuring clarity of questions and appropriateness based on the respondent type.
- Conduct pilot testing of all survey tools.
- Hire a field team (supervisors and enumerators), recruiting experienced data collection staff with similar experience in Thailand.
- Prepare reference documents for training and data collection, then train enumerators.
- Work collaboratively with RAIN to arrange fieldwork logistics.
- Oversee data collection and any required data entry or transcription, using appropriate quality control measures and providing supervision.
- Consolidate participant-based survey data into an Excel database, ensuring anonymity of data, human subject research concerns (Do No Harm - dignity, right, safety, and privacy concerns), and confidentiality.
- Submit cleaned datasets using the prescribed USDA complex indicator template.
- Submit to RAIN all the documents related to the data collection (electronic versions of the collected data in English, enumerator training materials, fieldwork logs, clean datasets, etc.)
- Hold weekly status calls with RAIN and HO MEL technical staff.
- Working with RAIN, prepare a short stand-alone summary brief describing the survey design, sampling, and summarizing FY24 results for each indicator (~8-10 pages total). The summary should be written in a language that is easy to understand by non-technical staff and with appropriate graphics and tables. A template will be provided.
- Prepare frequency tables for key questions/variables included in the annual survey. Frequency tables may be prepared separately from the summary report.

In addition, the survey firm will be required to comply with the following **ethical** considerations:

- Meet all local and international standards of ethics in human subject research and follow Winrock's policy on anonymity and confidentiality, ethics child (youth) safeguarding policy, and privacy and personal data protection policy.
- Ensure all respondents are taken through the informed consenting process before being interviewed. All data shall be anonymized and no personally identifying information shall be disclosed to any external parties.

RAIN will:

- Provide access to survey-related materials and background information (Monitoring and Evaluation Plan, indicator definitions, baseline evaluation and previously developed survey instruments, RAIN's participant database, etc.).
- Ensure that the selected firm receives timely feedback and guidance on survey design, all data collection tools, translations, sampling strategy, and other methodological components.
- Provide a complete list of:
 - Indicator definitions relevant to the survey effort
 - RAIN's direct participant database(s), as available
 - Firms/associations/cooperatives that receive support and grants from the project
 - Implementing partners and government partners

- Recommend and provide introductions to key stakeholders as well as an introduction letter, upon request.

General Instructions to Offerors

Offerors wishing to respond to this RFP must submit proposals in English in accordance with the following instructions. Offerors must review all instructions and specifications contained in the RFP. Failure to do so will be at the offeror's risk. Issuance of this RFP in no way obligates Winrock to award a subcontract. Offerors will not be reimbursed for any costs associated with preparation of submission of their proposal. Winrock shall in no case be responsible or liable for these costs.

Submission to Winrock of a proposal in response to this RFP constitutes an offer and indicates the offeror's agreement to the terms and conditions of this RFP and any attachments hereto. Winrock reserves the right not to evaluate a non-responsive or incomplete proposal.

Submission Details

Proposal Submission Deadlines

Proposals must be received no later than before the date and time indicated on the cover page of this RFP. Late submissions will not be accepted. Winrock International may request additional documentation after the bid deadline. Winrock will review all submitted proposals after the closing date and may conduct in-person or remote interviews with firms under consideration.

All submissions are to be made electronically to Supol Singhapoom at supol.singhapoom@winrock.org and CC: rain@winrock.org.

Questions Submission Deadline

Inquiries/questions must be received no later than the date and time indicated in the cover page of this RFP and must be submitted via e-mail to Supol Singhapoom at supol.singhapoom@winrock.org and CC: rain@winrock.org. Winrock will review and respond to all potential offers as soon as possible.

Proposal Structure and Required Documentation

Offerors should submit 2 sets of proposals, including a technical proposal and financial proposal in separate files, with all pieces of the proposal labeled clearly. Each proposal should be typed in 12-point font. Submissions must be in English and typed single-spaced. All pages should be numbered and include the RFP reference number and name of organization on each and every page.

The proposal submission should include each of the following sections in the specific order listed below in order to be considered for this assignment:

Technical Proposal

The technical proposal (not to exceed 8 pages) shall include:

- **Organization Information (maximum of 1 page):** The applicant shall list legal business name, authorized contact including address, phone number and email; proof of business registration. Briefly describe the history, vision/objectives of the organization,

legal/registration status, and organizational structure. A photocopy of the organization’s registration certificate should be attached as an annex. This section should also state the organization’s legal status in Thailand, if applicable.

- **Proposed Approaches/Methodologies (maximum of 2 pages):** Describe the proposed approaches and methodologies for the survey effort. Describe the proposed sampling methods for the quantitative survey. This section should include information on how both quantitative and any qualitative data will be analyzed, including the software to be used and the analytical approach taken. Explain the perceived risks related to the assignment and proposed actions to mitigate them.
- **Work Plan (maximum of 1 page)** The applicant shall propose an activity-based work plan that is consistent with the timeline, technical approach, and methodology described in this Scope of Work, structured around key milestones of the annual survey process. The work plan should follow the example illustrated in the table below. A Gantt chart can also be used to illustrate the work plan.

Table 2. Illustrative Survey Workplan

Activity Milestones	Week 1	Week 2	Week 3	Week 4	Week 5	(Etc.)
Phase I – Engagement						
Kick-off meeting						
Survey planning						
Survey field plan development						
<i>(Etc. as proposed by applicant)</i>						
Phase II – Survey Data Collection						
Survey plan approval						
Prep., training & pilot testing						
Data collection						
Data cleaning						
Data analysis						
<i>(Etc. as proposed by applicant)</i>						
Phase III – Analysis and Reporting						
Develop indicator reporting tables and frequency tables of all key variables included in the survey.						
Develop summary report						
<i>(Etc. as proposed by applicant)</i>						

- **Proposed Level of Effort (1 page):** For the SOW response, the applicant shall propose the total number of person-days required at that skill level to fulfill each of the survey activities. The table below presents an example of how to document activity-based effort

across the team:

Table 3. Illustrative Schedule of Activity-based LOE for Survey Team Members

Activity Milestones	Survey Team Leader	Statistician/ Data Analyst	Field Mgmt. Staff	Junior Field Staff
Phase I – Engagement				
Kick-off Meeting	## person-days	## person-days	## person-days	## person-days
Survey Planning				
Survey Field Plan Development				
<i>(Etc. as proposed by applicant)</i>				
Phase II – Research and Data Collection				
Survey Plan approval				
Prep., training & pilot testing				
Data collection				
Data cleaning				
Data analysis				
<i>(Etc. as proposed by applicant)</i>				
Phase III – Analysis and Reporting				
Develop indicator reporting tables and frequency tables for key survey variables				
Develop summary report				
<i>(Etc. as proposed by applicant)</i>				
TOTAL DAYS:				

- Technical Experience and Past Performance References (maximum of 1 page):** The applicant shall provide a summary of the organization’s technical capacity to conduct surveys. The applicant should include details of contracts, grants, or cooperative agreements involving similar assignments within the last five years. Reference information must include the location, a brief description of the scale (i.e., sample size(s), survey geography covered) and scope of work performed, total compensation value, and the current contact phone number of a responsible and knowledgeable representative of the organization. Winrock reserves the right to contact these projects as an organizational reference as part of the selection process.
- Personnel and Team Composition (maximum of 2 pages):** The applicant shall list and briefly describe the names, qualifications, and functions of the proposed survey team. This must include at least three key personnel – a Survey Team Leader, a Statistician/Data Analyst and at least one other professional. The Evaluation Team Leader must meet the qualifications and experience described in **Appendix A – Recommended Survey Team Composition.** The skills and qualifications for other key personnel are subject to the applicant’s discretion. CVs of all three key personnel (not to exceed 3 pages for each) must be included as an annex to the technical proposal.

- **Sample Technical Output (Annexed/Attached):** The applicant shall include one or more examples of a survey report or deliverable submitted to a client that relates to project monitoring and evaluation (ideally, an engagement involving a survey effort). The authors of the report(s) and/or deliverable(s) must include the Team Leader and other key personnel named in the Personnel and Team Composition section of the proposal.

Financial Proposal

The offeror must present a detailed financial proposal in MS Excel that covers the following items and includes a narrative on the assumptions behind the estimates.

- Salaries. Includes personnel for technical assistance, data collection, data, data entry, and analysis, (e.g., staff, enumerators, supervisors, others).
- Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during training and during survey field work, mode of transportation, vehicle rental, gas.
- Printing. Includes survey questionnaires (if applicable), other study tools, reports.
- Communications. Includes calling cards, computers, etc.
- Supplies and fieldwork materials. *Note that the provision of mobile devices for data collection is the sole responsibility of the survey firm.*
- Enumerator training costs (to include modest venue, lunches during enumerator training)
- Other relevant costs

Cost quoted must include unit price and total price in Thai Baht. In addition, costs must also be converted and presented in US Dollars.

Evaluation criteria

Proposals must clearly demonstrate alignment with the SOW described above with an adequate level of detail.

A Proposal Evaluation Committee designated by Winrock will review the technical and financial proposals, assess, score, and rank them according to the technical and financial evaluation criteria shown in the tables below. Proposals will be scored according to the points shown for each criterion. The technical proposal will carry 70% weight, and the financial proposal will carry 30% weight. Only firms that obtain at least 45 of 70 possible points in the technical proposal will have their financial proposal reviewed.

Criteria for Technical Evaluation

The technical criteria and allocated points are summarized below.

Table 4. Technical Criteria – Annual Survey

No.	Technical Criteria	Points
1	Experience of the Survey Team & Team Composition (composed of 1a, 1b, 1c)	30
1a	Minimum of 5 years of demonstrated experience in designing and conducting surveys for agricultural, economic growth and/or food security related activities. Demonstrated	10

	knowledge of RAIN promoted value chains (rice, cassava, coconut, etc. desired).	
1b	Experience collecting data for USG (USDA preferred or USAID) performance monitoring systems and conducting surveys in agriculture and related fields.	5
1c	Survey Team Leader and Statistician/Data Analyst with demonstrated experience on similar assignments (ideally, USDA indicators, as described in this scope of work).	15
2	Experience with Survey Design/Approaches/Methodologies, Data Collection, Data Analysis and Findings (composed of 2a, 2b)	25
2a	Appropriateness and quality of proposed survey sampling approach/method(s)	15
2b	Demonstrated experience managing multiple, complex datasets and indicator reporting on USDA – Food for Progress projects and/or USAID-Feed the Future or similar funder	10
3	Evaluation Planning and Management	15
3a	Proposed work plan activities and timeframe.	10
3b	Verified references.	5
Total technical points (1 + 2 + 3)		70

Criteria for Financial Evaluation

The financial proposal (submitted in MS Excel) shall include a calculation of total compensation based on the level of effort (LOE) described and the daily rates proposed for the various positions. All other direct costs (e.g., travel, logistics, materials, etc.) will be negotiated with the applicant after selection based on the LOE and daily rate criteria.

The financial evaluation criteria and allocated points are detailed below.

Table 5. Financial Criteria – Annual Survey

No.	Financial Criteria for Selection	Points
1	Sufficiency, reasonableness, and accuracy of detailed expenditures including per unit cost, with budget per unit cost budget clearly defined in USD.	15
2	Budget explanation and clear justification of costs for each line item.	15
Total financial Points (1 + 2)		30

Award

Winrock will review all proposals, and make an award based on the technical and financial criteria stated above and select the offeror whose proposal represents the best value to RAIN. Winrock may also exclude an offer from consideration if it determines that an offeror is "not responsible",

i.e., that it does not have the management and financial capabilities required to perform the work required.

Cost will primarily be evaluated for realism and reasonableness. Winrock may award a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

Winrock may award an offeror without discussions. Therefore, the initial offer must contain the offeror's best price and technical terms. An award can only be made to firms with a Unique Entity Identifier (UEI) who are registered with SAM.gov. More information on the application process for UEI can be found [here](#).

Anticipated Deliverables, Payments, and Completion Dates

Deliverables

All deliverables under this assignment are internal to the survey team, Winrock and USDA, unless otherwise instructed by Winrock. Key deliverables are as follows. The table below provides a list of key milestones and dates.

1. Weekly Updates

To ensure ongoing communication, the Survey Team Leader will provide weekly updates, submitting a short, bulleted weekly email to RAIN reporting on progress. Any delays must be communicated immediately to Winrock to allow quick resolution and to minimize disruptions to the survey process. Weekly check-in calls will also be coordinated with the selected firm to ensure RAIN provides timely support and technical guidance throughout the entire process.

2. Survey Plan

This plan will serve as a guiding framework for the survey process. At a minimum, the selected firm will develop a plan that includes 1) a brief description of the project and purpose of the PBS, 2) communications plan, 3) workplan for the PBS, 4) team roles and responsibilities, 5) a description of the survey methodology/sampling approach, 6) data collection, quality assurance, analysis and reporting plans, 7) draft survey instruments, and 8) field visit details.

3. Training Report

After approval of the survey plan (including the final survey methodology and data collection instruments), the selected firm will train enumerators for data collection activities. The training event should include 2 days of training at a minimum and dedicate time to pre-testing survey instruments. Training activities should be documented in a training report that includes 1) agenda for enumerator training, 2) participant attendance lists from training, 3) screenshots of Winrock Ethics Training Certificates, 4) presentation slides (PPTs, etc.) and/or handouts provided during training, 4) logistics plans for data collection, 5) revised data collection tools incorporating post-pilot testing changes, etc.

4. Reporting Tables and Datasets

Final PBS indicator data will be aggregated and reported in Excel tables, including all required USDA disaggregates. A detailed template and examples tables from the recent baseline data collection will be provided to the selected firm. The firm is also responsible for submitting final, anonymized clean PBS datasets (in Excel) and a supporting codebook.

In addition to indicator data tables, the firm is requested to submit frequency tables of key survey variables.

5. Survey Brief

The survey team will work collaboratively with RAIN and Winrock's Home Office MEL team to jointly develop a short stand-alone survey brief (~8-10 pages) describing the survey design, sampling, and summarize FY24 results for each of the six indicators. The brief should be submitted to Winrock electronically in English and be free of personally identifiable information (PII) and proprietary information. A survey brief template will be provided to the firm upon award.

Payments and Completion Dates

Upon award, the deliverables and deadlines detailed in the below table will be submitted to Winrock. Payment will be made within 30 calendar days upon acceptance and approval of a deliverable and Invoice by Winrock. Throughout the life of the award, the Survey Team Leader will provide short, written weekly email updates to RAIN and Winrock Home Office outlining survey progress.

Table 6. Key Milestones and Anticipated Dates

Key Milestones	Anticipated Due Date	Deliverables	Amount (% of Total)
1. Award and contract signing	June 24, 2024	Fully executed contract	
2. Kick-off meeting with RAIN team to discuss the survey process and gain alignment on requirements.	July 2, 2024		
3. Desk review of RAIN MEL-related documents, including USDA MEL Policy, performance indicator definitions, MEL Plan, Baseline Evaluations, etc.	July 9, 2024		
4. Draft survey plan for data collection and analysis, including agreed methodologies, communications, data quality assurance plan, data collection tools, enumerators training, timeline, field logistics, etc.	July 22, 2024	1 st draft of the Survey Plan	
5. RAIN feedback on the draft survey plan received	July 29, 2024		
6. Final survey plan approved	August 2, 2024	Approved Survey Plan	40%
7. Training report covering project background, confidentiality and Do No Harm, data collection tools using a mobile app, and interviewing skills, etc.	August 15, 2024	Approved Training Report	
8. Field work completed for the PBS among private sector beneficiaries	September 9, 2024		
9. PBS data consolidation and table drafting. Organize all data collected; consolidate survey data into RAIN-prescribed MS Excel template. Ensure anonymity of data, Do No Harm (dignity, rights, safety and privacy) concerns, and confidentiality.	September 20, 2024	Consolidated quantitative survey data in Excel template	

Key Milestones	Anticipated Due Date	Deliverables	Amount (% of Total)
10. RAIN feedback on draft PBS reporting tables and datasets	September 25, 2024		
11. Final reporting tables and datasets approved.	October 1, 2024	Approved final reporting tables and datasets in Excel	40%
12. Collaborative survey brief development (8-10 pages) describing the survey design, sampling, and summarizing FY24 results for each of the survey indicators.	October 10, 2024		
13. Final survey brief approved.	October 20, 2024	Approved survey brief	20%

Please note that:

- ***The fixed price for the deliverables is inclusive of all taxes.***
- ***The anticipated deliverables and associated payments may be adjusted based on agreement between the firm and Winrock International (after successful firm is selected)***

Appendix A. Recommended Survey Team Composition

The survey team shall be composed of technically qualified, gender-balanced, and culturally sensitive staff of professionals with a proven track record of working in rural agricultural communities.

Survey Team Leader. The Team Leader will provide overall leadership for the team in Thailand, and will lead on weekly check-ins, development of the survey plan, coordinate activities, arrange weekly meetings with RAIN/Winrock, consolidate input for the indicator tables survey brief. The Team Leader will report to RAIN's MEL Manager and coordinate in the field with RAIN staff to acquire necessary information, contact respondents for the PBS. It will be the responsibility of the Team Leader to ensure the communication and coordination needed for the survey effort to produce the data required for reporting.

Minimum qualifications include:

- a post-graduate degree in agricultural economics, agribusiness management, enterprise development, economics, or an applicable social sciences field – or 7-10+ of similar experience at the senior level.
- demonstrated experience leading at least three large surveys (total sample size >500) with similar scope and complexity within the past 5-7 years.
- familiarity with market systems and value/supply chain development ideally in RAIN's target commodities.
- familiarity with USG regulations and systems, including performance monitoring.
- fluency in English and excellent communication skills – particularly writing.

Statistician/Data Analyst: The Team Leader will be supported by a team consisting of one or more members possessing a diverse and complementary set of technical capacities, including a Statistician/Data Analyst skilled in the following:

- sampling and survey design – including experience creating data collection tools, calculating sample sizes and determining appropriate sampling methods, and working with large datasets (total sample size >500) ideally for USAID-Feed the Future and/or USDA – Food for Progress projects.
- qualitative and quantitative approaches and methodologies for data collection, quality assurance, an analysis.

Field Management Staff: The survey team will be supported by field management staff skills well versed in the following:

- technical and/or data collection experience related to RAIN commodities or similar commodities.
- experience developing and managing mobile data collection instruments.
- experience working in a multicultural environment, hiring and managing qualified field-survey personnel.

Junior Field Staff: The evaluation team will be supported by a staff of junior-level enumerators and data collection agents – to be recruited and managed by the survey firm.

Appendix B. Confidentiality Statement / Certification of Independent Price Determination

Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Where no notice is given, all information contained herein is Copyright 2021 Winrock International.

Certificate of Independent Price Determination

(a) The offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that:

- (1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
- (2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

Appendix C. General Provisions

- 1) Independent Organization. Vendor shall be an independent organization and shall not claim to be an agent, officer, or employee of Winrock International and shall not have authority to make any commitments on behalf of Winrock International, except to the extent that such authority shall be expressly conferred by Winrock International in writing.
- 2) Winrock complies with all the laws wherever we work as well as our funders' requirements. We also have requirements for how we conduct ourselves in the workplace, set forth our Code of Conduct.
- 3) Insurance. Vendor shall maintain comprehensive general liability and automobile liability insurance coverage to cover itself for all activities undertaken under this Purchase Order. Vendor is solely responsible for all applicable taxes, benefits, worker's compensation insurance or equivalent, health, all risk property insurance and a comprehensive general liability insurance with financially sound and reputable insurance companies, and other insurance as required under the applicable laws. Vendor must hold a valid work permit and ensure that it operates in compliance with applicable laws.
- 4) Publicity. No advertising or publicity having or containing any reference to Winrock International, or in which the name of Winrock International is mentioned, shall be used by Vendor without the written approval of Winrock International. Vendor shall not use Winrock International's logo or title block on any correspondence or written matter without the written approval of Winrock International.
- 5) Communication with the Funding Agency. All contact, communication and dealings with the Funding Agency and its agent and representatives by Vendor and any of its personnel, Vendors, or Vendors, on matters subject to this Purchase Order shall be through or approved by Winrock International.
- 6) Terms of Payment. Subject to any superseding terms on the face hereof, Vendor shall invoice Winrock International at address and contact listed on Purchase Order and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid no later than thirty (30) days unless otherwise negotiated in terms and conditions of the Purchase Order after Winrock's receipt of an acceptable invoice or Winrock's receipt of the completed products/services, together with any required documents. Drafts will not be honored.
- 7) Compliance with Law. Vendor's performance of work hereunder and all products to be delivered hereunder shall be in accordance with any and all applicable executive orders, Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended. Unless otherwise agreed, governing law shall be that of the State of Arkansas.
- 8) Assignment Prohibited. Vendor may not assign or subcontract any part of the activities described in the Purchase Order without the prior written consent of Winrock International. Where such prior written consent is given, it shall not relieve the Vendor of any of its responsibilities under this Purchase Order.
- 9) Indemnification. Vendor hereby agrees to indemnify, hold harmless, and defend each and every Winrock Indemnified Party from and against any and all Claims arising out of, relating to, or in connection with (i) any injuries (including death) to persons and for damage or loss to property caused by, arising out of, or relating to Vendor performing the Contract Work or otherwise providing of any goods and/or services covered by this Agreement in whatever manner and by whomever the same may be caused; (ii) any wrongful act, omission, misconduct, or violation of Laws by Vendor or by any agent, servant, or employee of Vendor or any Vendor and any party retained by any Vendor; (iii) any negligent, wanton, willful, or intentional act or omission of or by Vendor, any Vendor, anyone directly or indirectly employed or retained by any of them, or anyone for whose acts any one of them may be liable under any Law; (iv) any breach of Warranty; and (v) any breach or violation by Vendor of, or default by Vendor with respect to, any other terms and conditions of this Agreement or Vendor's duties, obligations, and responsibilities under this Agreement. The indemnity provided in this Section is intended for the benefit of Winrock and each Winrock Indemnified Party. Vendor's indemnification obligations will in no way be limited by the limitation on amount or type of damages or by any compensation or

benefits payable by or for Vendor or any Vendors, under any worker's compensation act, employer liability act, disability act, or other employee benefit act. The indemnification provided in this Section will survive the expiration or termination of this Agreement.

- 10) Title and Risk of Loss. Title to and risk of loss of, each product and/or service to be delivered/provided hereunder shall, unless otherwise provided herein, pass from Vendor to Winrock upon acceptance of such product/service by Winrock.
- 11) Stop Work Order. Winrock International may at any time, by written order to the Vendor require the Vendor to stop all, or any part, of the work called for under this Purchase Order for a period of 90 days after the order is delivered to the Vendor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop work order is delivered to the Vendor, or within any extension of that period to which the parties shall have agreed, Winrock International will follow the guidelines as described below:

(1) Cancel the stop-work order; or (2) Terminate the work covered by the order as provided in the Termination clause of this contract. (a) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the vendor shall resume work. Winrock International shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if— (3) The stop-work order results in an increase in the time required for, or in the Vendor's cost properly allocable to, the performance of any part of this Purchase Order; and (4) The Vendor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if Winrock International decides the facts justify the action, WI may receive and act upon the claim submitted at any time before final payment under this Purchase Order.

- 12) Debarment and Suspension. In accepting this Agreement, the Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any US Federal department or agency. Any change in the debarred or suspended status of the Vendor during the life to this Agreement must be reported immediately to Winrock. The Vendor agrees to incorporate the Debarment and Suspension certification into any lower-tier award that they may enter into as part of this Agreement.
- 13) Termination. Winrock International shall have the option to terminate this Purchase Order in the event of termination of the Prime Agreement by the Funding Agency for whatever reasons. In the event of such termination, Vendor shall be entitled to receive all supporting funds as described herein for those expenditures justifiably incurred to the time of termination of this Purchase Order, including commitments which cannot be reversed or mitigated, to the extent that said funds are available to Winrock International under its Prime Agreement.

Either party shall have the option to terminate this Purchase Order if either party fails to perform its obligations under this Purchase Order and fails to cure any such default in performance within thirty (30) days unless otherwise noted in Purchase Order Terms & Conditions after written notification by the other party thereof. In the event termination is due to fault of Vendor, Winrock International may hold it liable of reimbursement for expenses incurred due to said fault and of any penalties, damages or interest which are incurred by Winrock International as a result of said fault; provided that Winrock International delivers adequate documentation to Vendor evidencing the expenses, penalties, damages, or interest which have been incurred. Any such expenses may be deducted from any sums due to Vendor, and Vendor shall promptly pay any deficiencies upon demand of Winrock International.

In the event of termination of this Purchase Order, Vendor shall, upon receipt of notification of termination, immediately take all steps required to minimize additional costs incurred during the termination of performance hereunder.

- 14) Applicable Law. This Purchase Order shall be enforced in accordance with the body of law applicable to procurement of goods and services by the Federal Government. To the extent that Federal law does not exist, the laws of Arkansas shall apply. By accepting this agreement Vendor agrees to waive any rights to invoke the jurisdiction of the local national courts where this contract is performed.
- 15) Drug Trafficking. Winrock reserves the right to terminate this Purchase Order to demand a refund or take other appropriate measures if the Vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
- 16) Disputes. Any disputes arising out of this Agreement or from a breach thereof shall be submitted to arbitration in Little Rock, Arkansas, and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. The arbitration shall be held under the standard form of the applicable Rules of the American Arbitration Association. The law of Arkansas shall apply, and the statutes of limitation thereunder apply to any arbitration as if it were an action in a court of competent jurisdiction.
- 17) Liens. Vendor agrees to deliver/provide the products/services which are the subject-matter of this order to Winrock free and clear of all liens, claims, and encumbrances.
- 18) Access to Accounting Records. Vendor agrees that Winrock International, the Funding Agency, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Vendor which are directly pertinent to the services provided hereunder, for the purpose of making audits, examinations, excerpts and transcriptions upon prior written request and during normal business hours.
- 19) Confidential Information. The Vendor may become privy to confidential information either provided by to the Vendor by Winrock International or discovered by the Vendor without the knowledge of Winrock International. The Vendor agrees to treat such information as confidential and to use such information only for the purposes of carrying out the scope of work under this agreement. The Vendor further agrees that such information will not be disclosed to any third party without the prior written consent of Winrock International and return to Winrock International all original and copies of such information upon completion of this agreement or whenever requested by Winrock International, whichever occurs first. No news release, public announcement, denial or confirmation of any part of the subject matter of this agreement shall be made without the prior written consent of Winrock International. The restrictions of this article shall continue in effect upon completion, or the parties may mutually agree upon termination of this Agreement for such period as in writing. In the absence of a written established period, no disclosure is authorized.
- 20) Intellectual Property. Unless otherwise provided for in the Primary Contract, if Vendor first conceives of, actually puts into practice, discovers, invents, or produces any intellectual property subject to patent or copyright exclusively in connection with Vendor's performance pursuant to the Purchase Order (the "Intellectual Property"), it shall report that finding to Winrock International. Vendor shall also assist Winrock International in obtaining governmental protection for rights in the intellectual property. Winrock International shall retain ownership of all patents and copyrights for intellectual properties created as the result of this Vendor Agreement, either in part or in whole. In the case of copyrighted materials created as a result of this Vendor Agreement, Winrock International shall grant to Vendor a nonexclusive, royalty-free right to use, publish, reproduce or distribute those materials for educational purposes.
- 21) Work Product Presumptive Property. All writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to Winrock shall be considered a work made for hire, or otherwise Winrock property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that Winrock may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (Winrock shall pay all related expenses). Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.

- 22) Affirmative Action. Unless this Purchase Order is exempted by rules, regulations or orders of the Secretary of Labor, Vendor agrees to comply with the provisions of paragraph 91) through (7) of Part 202 of Executive Order 11246, as amended; the affirmative action for handicapped workers clause set forth in 41 CFR 60-741.5; and the affirmative action for disabled veterans and veterans of the Vietnam era clause set forth in 41 CFR 60-250.4, which are by reference incorporated herein.
- 23) Force Majeure. Vendor's failure to perform the terms and conditions of this Purchase Order, in whole or in part, shall not be deemed to be a breach or a default hereunder or give rights to any liability to Winrock International if such failure is attributable to any act of God, riot, public enemy, fire, explosion, flood, drought, war, sabotage, an action by governmental authorities or any other condition beyond the reasonable control.
- 24) Rights in Data. The Vendor understands and agrees that Winrock may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that Winrock may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by Winrock). The Vendor shall identify all materials it intends to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify, and hold harmless Winrock against all claims, suits, costs, damages, and expenses that Winrock may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim or suit has been settled or withdrawn, Winrock may withhold any sums due the Vendor under this agreement.
- 25) United States Executive Order 13224 – Anti Terrorism. The Vendor is reminded that U.S. Executive Orders and U.S. Law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Vendor to ensure compliance with these Executive Orders and laws. This provision must be included in all lower-tier awards. A list of individuals and organizational names that are the subject of this Executive Order can be found at the web site of the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury. The address of this web site is <http://treasury.gov/ofac>.
- 26) Computer Software Licenses. Vendor agrees to specifically identify to Winrock International any and all computer software licenses ("including shrink-wrap") as may convey to the Winrock International. The Vendor agrees that any and all computer software developed in the performance of this order using Winrock International monies shall, unless otherwise agreed, become and remain the property of Winrock International.
- 27) Anti-trafficking in Persons Directive. Vendor acknowledges that WI International is opposed to human trafficking, prostitution, and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this Agreement may be used to engage in trafficking in persons or to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
- 28) Conflict of Interest. Vendor must establish safeguards to prevent employees, Vendors, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Each Subcontracting institution receiving funds must have written policy guidelines on conflict of interest and avoidance thereof. These guidelines should reflect country and local laws and must cover conflict of interest situations regarding financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. Winrock International must be informed of any conflict of interest or appearance of conflict of interest by the recipient. If organizational or management systems cannot

be structured to neutralize such conflict, Winrock International may choose to terminate the relationship with the Vendor.

- 29) No Improper Payments: Vendor agrees and represents that, in connection with its performance hereunder, it has not and will not make any payments or gifts or any offers or promises of payment or gifts of any kind, directly or indirectly, to any official of any government, government agent, government instrumentality or to any political candidate. This agreement will become null and void if the recipient organization makes any such offer, promise, payment or gift in connection with performance of this agreement.
- 30) Compliance with the US Foreign Corrupt Practices Act: Vendor shall comply with all laws and regulations in the jurisdictions where it is performing under this Agreement. Vendor is familiar with applicable anti-corruption, anti-bribery, anti-kickback, laws and regulations and will not undertake any actions that may violate these laws and regulations. Vendor is familiar with the U.S. Foreign Corrupt Practices Act (the "FCPA"), its prohibitions and purposes, and will not undertake any actions that may violate the FCPA.
- 31) Insurance & Work on Winrock's or Winrock's Client Premises. When Vendor performs work on Winrock's premises during the performance of this order, the Vendor agrees to maintain General Liability Insurance in the amount of at least \$500,000 per claim/occurrence unless otherwise noted in the Purchase Order Terms & Conditions and such other insurance as may be required in writing by the Winrock Client. Vendor, however, shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on Winrock's facilities and agrees to be liable for all damages & claims arising against Winrock for which the Vendor is responsible.
- 32) Severability. If any provision or any portion of a provision of this Agreement shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable legal requirements or court order, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or portion of the provision hereunder, which shall remain in full force and effect as if the unenforceable provision or portion were deleted.
- 33) Laws and regulations within the General Provisions apply to all Purchase Orders. Special provisions that apply to a specific Purchase Order activity can be found in the Terms and Conditions section of this agreement. It is the responsibility of the vendor to read and accept the terms and conditions included in the Purchase Order.
- 34) Liquidated Damages. If the Vendor fails to deliver the supplies or perform the services within the time specified in this agreement, Winrock may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) unless noted in the Purchase Order Terms & Conditions of the agreement value for each day of delay. If Winrock terminates this agreement in whole or in part for default, as provided under section 11 above, Vendor is liable for liquidated damages accruing until such time that Winrock reasonably obtains delivery or performance from another Vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.
- 35) U.S. Export Control Laws. Vendor shall at all times comply fully with all United States export control laws and regulations as they apply to any goods, software, or information, or the direct product of such information, provided under this Agreement. Vendor shall not at any time sell, deliver, or divert any goods other than in strict compliance with all applicable U.S. export control laws and regulations.
- 36) Waiver. A waiver of a breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of that provision or a breach of any other provision of this Agreement. The failure of Winrock to enforce at any time or from time to time any provision of this Agreement shall not be construed as a waiver of any of Winrock's rights or the Vendor's duties.
- 37) Clauses Incorporated by Reference. Work performed under this Agreement is pursuant to a contract or grant from the U.S. Government, or other funding sources, and all relevant flow-down clauses from the contract or grant shall be deemed to be incorporated in this Agreement: (a) in such manner as to make the Vendor subject

to those clauses, as applicable; and (b) to the extent necessary to enable Winrock International to perform its obligations under the contract or grant and to enable the funding source to enforce its rights hereunder. This agreement incorporates the following FAR, and agency regulations (AIDAR) as applicable. To the fullest extent that these clauses flow-down or apply to the Vendor, they are incorporated herein by reference with the same force and effect as if they were given in full text. Where appropriate and applicable under these clauses, reference to the "Government" shall be interpreted to mean "Winrock International" and "Vendor" to mean "Vendor."

- 38) Entire Purchase Order. The Purchase Order document and all attachments incorporated therein represents and constitutes the entire Purchase Order between parties and shall not be explained, modified, or contradicted by any prior or contemporaneous negotiations, representations, or agreements, either written or oral. Only a written instrument signed by each party may amend this Purchase Order.