



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 fax
www.iri.org | @IRIGlobal

REQUEST FOR PROPOSALS

Procurement Number:	AFRICA2017CAR12o
Open Date:	August 28, 2017
Questions Deadline:	September 2, 2017
Closing Deadline:	September 6, 2017
Geographical Area Restrictions:	None
Point of Contact:	Elizabeth Lewis, Deputy Director, AFRICA Div., elewis@iri.org

Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI's Central Africa regional portfolio currently includes programs in the Central African Republic (CAR) and the Democratic Republic of Congo (DRC). Two of these programs are funded by the US Department of State Bureau for Democracy, Human Rights and Labor (DRL) and the National Endowment for Democracy (NED), both of which are scheduled to conclude at the end of Calendar Year 2017. An additional NED program in DRC recently began and is scheduled to run through June 2018. IRI's program in CAR is focused on supporting the CAR National Assembly, its newly elected Deputies (or Members of Parliament) and providing civic education to citizens (in person and via radio) on the roles and responsibilities of both citizens and the National Assembly. IRI's programs in DRC are focused on providing civic and voter education through local partners on DRC's electoral processes.

Period of Performance

September 10 – December 31, 2017 with option to extend twice for a 3-month period each.

Statement of Work

IRI is seeking an individual to manage existing programs in DRC and CAR. In furtherance of that, selected bidder will oversee completion of activities, and closing of grants, as well as manage new business or add-on processes for IRI-programming in Central Africa.

During the period of performance, the selected individual will:

- Submit weekly reports to IRI detailing programmatic activities and providing analysis of political and security developments for CAR and DRC. During periods of

important/rapidly evolving developments, contractor will provide more frequent analysis at the request of the IRI Africa Director/Deputy Director.

- Draft and submit quarterly programmatic reports for IRI's 3 programs in CAR and DRC according to donor requirements and using templates provided by IRI that are unique to DRL and NED donor requirements. Complete draft reports for Q4 FY17, Q1 FY18 and Q2 FY18 must be submitted for review by September 11, 2017, January 10, 2018 and April 10, 2018 respectively. Draft semi-annual and final reports for IRI's remaining NED program in DRC will be due by June 30, 2018. Reports for FY2018 will be requested if the options to extend is included in contract and applied.

Deadlines for submission of additional final reports will be set in consultation with the Africa Deputy Director. Contractor must address written comments provided by IRI within 4 business days. Reports should include information on programming conducted by IRI directly and by IRI-supported sub recipients (which include multiple local and international organizations).

- Submit updated budget pipelines (using IRI provided templates) to the Africa Deputy Director within 5 business days of issuance of IRI financial status reports. Participate in Africa Division monthly budget management discussion, presenting updated budget pipeline and analysis of financial health of three IRI programs in CAR and DRC.
- Review and submit to Africa Deputy Director rolling budgets (to manage cash flow) for IRI's field offices in CAR and DRC, using a template provided by IRI, based on projections developed by IRI field accountants within one business day of receipt from field accountant.
- Serve as Point of Contact for international and local (in coordination with in-country local staff) sub-grant and contractual partners in CAR and DRC, submitting email reports on conversations with partners to IRI Africa Deputy Director within 1 business day.
- Provide remote day-to-day management of four local staff (one accountant and one program staff member in each CAR and DRC), to include weekly teleconferences and daily email correspondence to provide oversight of programmatic activity implementation and field office operations. Submits payroll documentation on a monthly basis.
- Drafts proposals for funding opportunities for IRI in CAR and DRC. Deliverable deadlines will be set and communicated based on donor deadlines when funding opportunities officially conveyed to IRI.
- Develops one entry for publication on IRI's Democracy Speaks blog per month on IRI's programs in CAR and/or DRC.
- Travel as needed for program oversight and implementation; if an immediate need arises, deploys on short-to long-term service in a program in the field to maintain continuity of the programs. Individual scopes of work/deliverables for IRI-sponsored travel will be approved in writing by the IRI Africa Deputy Director or Director at least five days prior to departure.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your proposed specific approach for providing those services to IRI under this contract, including sufficient information to

determine a clear definition of services as it relates to other providers that may be involved.

2. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
 - Other documentation of past experience or ability

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. IRI will also pay directly for other related and pre-approved costs incurred during the performance of the SOW, including supplies, visa fees/expenses. And communication costs. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in United States Dollars (USD), payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
Daily Rate (standard)			
Daily Rate (travel)			

RFQ Terms and Conditions:

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all bids if such is within IRI's interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
5. The Bidder's initial bid should contain the Bidder's best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI's best interest to do so.

7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
9. By submitting a bid, Bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
10. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
11. Bidders agree to disclose as part of the bid submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for IRI.
 - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation and Award Process:

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:
IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	55
<i>Working knowledge of Central African politics and history, particularly focused on the Central African Republic and Democratic Republic of Congo.</i>	10
<i>Demonstrated experience managing legislative strengthening and civic education programs in Central Africa.</i>	20
<i>Demonstrated familiarity with USG processes and regulations for D&G programming</i>	15
<i>Availability to start by September 5</i>	5
<i>Fluency in French and English (written and spoken)</i>	5
Past performance and experience in performing similar projects	40
<i>Demonstrated ability to manage local staff in small field offices remotely.</i>	20
<i>Demonstrated ability to manage sub-awards to local and international organizations</i>	20
Price	5
Total	100

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions

Bids must be submitted via email to Elizabeth Lewis, at elewis@iri.org with the subject line "AFRICA2017CAR12o RFQ by the deadline listed above.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to certain flow down clauses of the prime award. This awarded contract will incorporate one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the contractor is applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subcontractor." Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

IRI Obligations

Issuance of this RFP does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a proposal or quotation.

EXPERT RATE INFORMATION					
Name (<i>Last, First, Middle</i>)			Proposed Rate:		Daily Hourly
Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.					
EMPLOYMENT HISTORY - SALARY					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period (<i>M/D/Y</i>)		Annual Salary ¹ U.S. Dollars	
		From	To		
SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (<i>M/D/Y</i>)		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		
CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.