



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	AFRICA2018K01o
Open Date:	January 31, 2018
Questions Deadline:	February 8, 2018
Closing Deadline:	February 10, 2018
Geographical Area Restrictions:	937
Point of Contact:	Jesse Adelman, Program Officer, jadelman@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 has an office in Nairobi and regularly conducts programming activities throughout the city and surrounding areas. IRI plans on conducting focus group discussions and key informant interviews to ascertain the potential effect the 2017 elections may have on future citizen political participation and political polarization, and to identify possible topics of interest to inform any future national dialogue.

Period of Performance

February 12, 2018 – March 31, 2018

Statement of Work

IRI is seeking the services of a research firm that has expertise in conducting qualitative research in the Kenyan context. The primary objective of the research is to ascertain Kenyans' perception of how the 2017 elections may impact future citizen political participation.

IRI'S INFORMATIONAL NEEDS

IRI seeks to answer the following questions:

1. How might the 2017 elections impact future citizen participation in political processes? Answering this question will involve understanding what citizens believe has been done incorrectly in the past and what they think would be good to change going forward, exploring citizen expectations, trust and the value they place in national level institutions and political processes including elections especially with regards to any differences that may be observed across demographics.

2. What do Kenyan citizens perceive to be the prospects for mitigating political polarization? Answering this question will involve exploring what Kenyans think may be the solution to the political problems associated with elections in Kenya. Further, answering this question, will explore the degree to which Kenyans believe that the national institutions and the 2010 Constitution can play a role in solving the problems of political polarization and gaining an understanding of citizens' perceptions of marginalization, dialogue efforts and national cohesion. KIIS will include questions regarding participant's views on the implementation of Agenda Item 4 of the National Accord and Reconciliation Act.
3. What differences exist, if any, between the way citizens perceive the standard of governance at the national and subnational levels? This question will explore governance by seeking to understand the way citizens perceive corruption, identity politics, land ownership, marginalization and other historical injustices with regards to how they may drive political participation and how they may be effectively addressed at the national versus subnational levels. This question will also look into service delivery, especially that at the county level, will be explored with regards to how well citizens believe devolution is working, accountability, public participation and corruption.
4. Given that citizen trust in national level politics may be lacking, to what degree do people trust subnational government institutions and politicians? What types of factors lead to any differences in perception that Kenyan citizens may feel with regards to national level government and political institutions relative to subnational government and political institutions?

METHODOLOGY

The questions above are best addressed by a combination of a Focus Group Discussion (FGD) study plus Key Informant Interviews (KII).

Nine groups of 8-10 regular citizens should take place, each lasting approximately 90-120 minutes. In addition, there will be 12 KIIs, each lasting approximately 60-90 minutes. These KIIs will be held with representatives of political parties, CSOs, analysts, experts etc. IRI will provide a list of potential KII candidates, but encourages the bidder to go beyond the list as necessary.

All FGD participants should be:

- At least 18 years' old
- Must be recruited from different neighborhoods within the research location counties
- Be fluent Swahili speakers
- Express a clear willingness to discussing news about domestic and local politics and events that they believe affect their lives and the future of their society
- Participants in the same focus group session may not know one another.
- No participants may have participated in a focus group or in-depth interview study in the past 12 months.

Focus group composition and location:

Pro-government	Opposition	Mixed pro-government and opposition
Mixed youth (18-35)	Mixed youth (18-35)	Mixed youth (18-35)

Women 36+	Women 36+	Women 36+
Men 36+	Men 36+	Men 36+

Locations for focus groups will be chosen collaboratively by the Bidder and IRI. Using the research objective, the Bidder and IRI will identify 3-4 specific counties to conduct FGDs and KIIs in areas that are considered pro-government, pro-opposition, and a mix of pro-government and pro-opposition. Some of the FGDs should be conducted in regions considered traditionally marginalized.

GENERAL RESPONSIBILITIES OF THE BIDDER

Bidder will be responsible for managing all logistical aspects of the project above and should engage local support staff as necessary to complete the following:

- **Screener.** IRI will provide a draft screening questionnaire within two weeks of contract award based on the specifications above. The Bidder will review offer edits within three working days of receipt. Following IRI approval, the Bidder will translate the screener into Swahili. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants.** Bidder will recruit all participants according to the screening criteria listed above. At least one week prior to the start of the first focus group session or KII, the Bidder will provide a brief description of the composition of the groups and the interviewees in terms of age, gender, occupation, ethnicity, area of residence, etc. Bidder should recruit 8-10 participants for each group as well as 2-3 alternates in case any of the original participants are unable to participate.
- **Discussion guide.** IRI will provide the draft discussion within two weeks of contract award. Bidder will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into Swahili. IRI reserves the right to review the translation(s)
 - Provide separate pricing option for: At least one week prior to the first planned session, the discussion guide will be piloted with a group of 8-10 pilot participants who fit the recruitment criteria. This pilot will be moderated by the same moderator who will moderate the actual groups. The pilot session(s) will be video or audio recorded, and the recording will be provided to IRI. The Bidder will prepare a 1-2 page pilot report, based on a template provided by IRI. Once IRI has reviewed the template, some modification of the discussion guide may be required.
- **Focus group moderator and qualitative interviewer.** Bidder will provide a trained and experienced moderator for FGDs and KIIs. The moderators should familiarize him/herself with the topic of discussion prior to the groups. The moderators will participate in a training of up to 4 hours with IRI staff. The moderator and interviewer must be fluent in language of discussion.
- **Observation.** The Bidder will provide for all groups a facility from which English-speaking IRI staff may unobtrusively observe. Bidder will need to provide simultaneous translation.
- **Recording of focus group discussions and in-depth interviews.** Audio and/or video record all aspects of research necessary for full and accurate data collection, transcript generation and inclusion of illustrative samples in the final analytical report. Bidder will video or audio record focus groups and the recording should be high quality with clear image and sound.

- **Written summary of** focus group discussions and in-depth interviews. Bidder will provide a 2-3 page written summary of the focus group discussions and in-depth interviews in idiomatic English within one week after the final focus group session or interview. A template will be provided by IRI.
- **Transcripts.** Within a week of the completion of all data collection, the Bidder will provide IRI with full verbatim transcripts in English of each group and interview that will identify each participant speaker by number or first name to link each comment to the participant's gender, exact age, education level, city and occupation.

DELIVERABLES

- Written summary as specified above.
- Full transcripts of all discussions interviews, as described above.
- Video/Audio recordings of the discussions and interviews, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.

TIMING

The focus group discussions and in-depth interviews should be held in February 2018; the exact timing needs to be determined in close consultation with IRI. The bidder will provide a timeline that details the work-plan from start to finish, including recruitment, training, field work, transcription, data analysis and any other required work.

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's 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. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
3. 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 information submitted must contain Bidder's Taxpayer Identification Number.
4. Proposals will not exceed 10 pages (not including cover page), in 12-point Times New Roman font, and should address the following:
 - a. List qualitative projects you conducted with similar specifications in this market
 - b. Name and provide an explanation of the role of subcontractors (if any)
 - c. State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - d. Describe recruitment plan
 - e. Describe fieldwork quality assurance measures (if any)
 - f. Provide proposed moderator(s) and KII interviewer(s) CV/Resume
 - g. Describe anticipated challenges, if any, along with a challenge mitigation plan.

- h. The name, address, telephone and email address of the Bidder. If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. Include in the bids pricing for administrative and logistical costs, including transportation, and materials necessary to conduct a focus group. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in Kenya shillings (KES), payments under any resulting contract will be made in this currency.

Unit/Deliverable	# of Units	Unit Price	Total
Deliverable: Submit recruitment screener in Swahili	1		
Deliverable: Submit participant recruitment list per group (9 focus groups)	9		
Deliverable: Submit translated discussion guide	1		
Deliverable: Submit audio and/or video record of pilot session and 1-2 page report	1		
Deliverable: Submit audio and/or video record and English transcripts of each focus group discussions (9 focus groups)	9		
Deliverable: Submit audio and/or video record and English transcript of each interview (12 key informant interviews)	12		
Deliverable: Submit audio and/or video record of each focus group discussions (9 focus groups)	9		
Deliverable: submit a 2-3 page written summary of the FGDs and interviews in idiomatic English	1		

Evaluation and Award Process

1. 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 proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. 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 is 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 proposal 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 proposal 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 Bidder based on the following evaluation factors:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	40
<i>Proposed technical approach in-line with CISR research standards</i>	20
<i>Proposed moderator(s) and interviewer(s) are qualified to conduct qualitative research in-line with CISR research standards</i>	10
<i>Recruitment plan and fieldwork quality assurance measures are in-line with CISR research standards</i>	10
Past performance and experience in performing similar projects as evidenced by a list of qualitative projects conducted which highlight ability to perform this project.	20
Price	40
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 Jesse Adelman, at jadelman@iri.org with the subject line "AFRICA2018K01o RFP" by the deadline listed above.

RFP 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 proposals if such is within IRI's interest.
3. 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.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror 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.
11. Offerors confirm that the prices in the proposal/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.
12. Bidders agree to disclose as part of the proposal submission:
 - Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if an Bidder's mother conducts volunteer trainings for IRI.
 - Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
 - Any other action that might be interpreted as potential conflict of interest.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to certain flowdown 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.