



**International
Republican Institute**
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REQUEST FOR PROPOSALS

Procurement Number:	AFRICA2018TZ04o
Open Date:	June 6, 2018
Questions Deadline:	June 13, 2018; 6 pm East Africa Time
Closing Deadline:	June 18, 2018; 6 pm East Africa Time
Geographical Area Restrictions:	None
Point of Contact:	Jacob Price, Program Officer, jprice@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 is currently implementing a project funded by the Department of State's Bureau for Democracy, Human Rights & Labor (DRL) entitled "Countering Violent Extremism and Inter-Faith Programming in Tanzania." As part of this program IRI has partnered with Konrad Adenauer Stiftung to train and support a team of "Community Dialogue Facilitators" (CDFs) to facilitate inter-faith dialogue and peaceful conflict resolution in two districts of Mwanza region. IRI also organized two community festivals in Arusha and Dar es Salaam as symbols of community unity and to encourage greater interaction between marginalized communities and local government. Following these festivals, officials in Morogoro organized a similar festival independently of IRI. IRI needs to procure the services of an external evaluator to evaluate specified elements of the project.

Period of Performance

Date of Signature – September 30, 2018

Statement of Work

The successful bidder will propose a clear methodology that addresses both evaluation objectives described below.

- Evaluation Objective One: To identify the extent to which the community dialogue activities conducted by an IRI sub-awardee have achieved the intended outcomes.
- Evaluation Objective Two: To identify the factors that contributed to a documented project outcome – the successful replication of a unity festival activity in a community that was not originally targeted by the intervention.

Please see Figure 1, below, for a list of indicative evaluation questions for both objectives. The evaluator may suggest changes to these questions, to be agreed upon by IRI during the evaluation design phase. Users of this evaluation will include IRI and the project funder, the US Department of State, who intend to use findings to refine future programming and strategy.

Figure 1: Illustrative Evaluation Questions

Evaluation Objective One

- What outcomes have occurred as a result of the community dialogue facilitator (CDF) program?
 - To what extent has the CDF program affected the community understanding drivers of marginalization and conflict, peaceful conflict resolution and inter-religious cooperation in the target communities?
 - To what extent has the CDF program affected conflict resolution in the target communities?
 - What evidence is emerging about the efforts to replicate CDF model outside of the target communities?
 - What evidence is emerging about the effect of the CDF program on the regional inter-religious council's approach to conflict?

Evaluation Objective Two

- What were the motivating factors for replicating unity festival model in Morogoro?
- What outcomes have occurred as a result of the unity festival in Morogoro?
 - To what extent has the festival affected the relationship between local government and the police?
 - How has the festival affected the broader Morogoro community?

The proposed evaluation methodology is expected to include desk review and interviews with IRI staff, sub-awardee-staff, and direct and indirect project beneficiaries. However, IRI is open to proposals that suggest other innovative or emerging qualitative methodologies and approaches as well. Regardless of the methodology chosen, the successful bidder must include a findings validation session with IRI staff in the proposal. Feedback from this validation session must be included in the final evaluation report.

IRI supports the American Evaluation Association's "Guiding Principles for Evaluators" and it expects the successful bidder to abide by these principles as well. In particular, the successful bidder will note the considerations to be taken to ensure that this evaluation will do no harm to participants or other stakeholders. The successful bidder will also note planned data security practices that will ensure the safe storage of evaluation data. These considerations are of particular concern in light of the sensitivities of CVE and religious freedom programming.

Required Deliverables:

1. **Methodology and work plan** to be approved by IRI before data collection begins.

2. **Digital copies of evaluation data**, including full written transcripts of all interviews, or other data collected, such as questionnaires.
3. **Draft evaluation report** submitted in Microsoft Word format, no more than 25 pages (excluding annexes) using IRI’s proprietary template.
4. **Findings validation session** to be conducted with selected IRI staff for the purpose of sharing draft evaluation findings and obtaining feedback. An agenda for session should be shared with IRI staff at least four days before session
5. **Final evaluation report** of no more than 25 pages (excluding annexes) using IRI’s proprietary template.

Non-Disclosure Agreement

Upon signature of the contract, consultant will be required to sign a Non-Disclosure Agreement applicable to all materials, conversations and correspondence related in any way to the evaluation or the underlying projects being evaluated.

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. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. 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.
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 information submitted must contain Bidder’s Taxpayer Identification Number.
5. Proposals will not exceed 12 pages (not including cover page and attachments).
6. Proposals must contain the attached Expert Service Rate Form, as well as updated Resume highlighting relevant experience and language abilities.

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. 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 USD, payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total
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Methodology and work plan		1	
Digital copies of evaluation data		1	
Draft evaluation report		1	
Agenda of Validation Session		1	
Final evaluation report		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)	
<i>Proposal is compliant with methodological requirements stated in SoW</i>	10
<i>Evaluator has a minimum of five years' DRG evaluation experience</i>	5
<i>Professionally fluent in both Swahili and English</i>	5
<i>Evaluator has previous experience with evaluations in Sub-Saharan Africa</i>	5
Past performance and experience in performing similar projects	
<i>Evaluator is a member of a national or regional evaluation association</i>	10
<i>Evaluator has previous experience with religious freedom and/or CVE program evaluations</i>	25
Compliance with security and other administrative requirements	
<i>Compliant with Do No Harm and data security requirements from SoW</i>	10
Price	30
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 Jacob Price, at jprice@iri.org with the subject line "AFRICA2018TZ04o 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.

Required Certifications

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C.”

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____

Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

EXPERT RATE INFORMATION

Name <i>(Last, First, Middle)</i>	Proposed Rate:	Daily	Hourly
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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
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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.