REQUEST FOR QUOTES

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<tr>
<th><strong>Procurement Number:</strong></th>
<th>AFRICA2018ZIM130</th>
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<td><strong>Open Date:</strong></td>
<td>April 18, 2018</td>
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<td><strong>Questions Deadline:</strong></td>
<td>April 23, 2018</td>
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<td><strong>Closing Deadline:</strong></td>
<td>May 1, 2018</td>
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<td><strong>Geographical Area Restrictions:</strong></td>
<td>937</td>
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<td><strong>Point of Contact:</strong></td>
<td>Victor Robertazza, Program Associate, <a href="mailto:vrobertazza@iri.org">vrobertazza@iri.org</a></td>
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**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 in conjunction with NDI are proposing a joint, comprehensive international observation mission (IOM) that would include the initial deployment of a core team including long-term analysts (LTAs) and a pre-election assessment mission (PEAM) under the CEPPS Rapid Response mechanism, as well as continued in-country presence of the core team (including LTAs), a pre-election gender and election audit, long-term observers (LTOs) assessing the pre- and post-election periods, and an election day delegation of short-term observers (STOs). In Zimbabwe, the IOM would focus on specific thematic areas of concern including: the legal framework, election administration, the campaign and broader political environment and inclusion of marginalized groups, such as women, youth and persons with disabilities (PWDs). By providing independent and impartial assessments of the election process, international election observers can promote more credible elections and expose fraudulent ones when there are serious shortcomings.

With the goal of improving citizen and stakeholder confidence in elections as the legitimate means to select leaders representative of Zimbabwe’s pluralistic interests, the Zimbabwe International Election Observation Mission (ZIEOM) will work to achieve the following objectives:

1. Conduct impartial and ongoing observation, analysis, and reporting on conditions related to the electoral process and, where relevant, make recommendations.
2. Demonstrate international oversight of the electoral process in Zimbabwe.
The 2018 harmonized elections provide an opportunity for Zimbabwe to demonstrate to the international community that the country is on a new path toward consolidating the norms and institutions of democracy through peaceful, inclusive and credible elections. The invitation of international observers presents an unexpected opportunity to enhance the integrity of the electoral process by detecting and exposing irregularities and fraud, mitigating electoral violence, and promoting public confidence and inclusivity. The overall goal of the IOM is to strengthen the integrity of electoral processes in Zimbabwe. The anticipated outcome is that the comprehensive IOM promotes the transparency and integrity of Zimbabwe’s election.

**Period of Performance:**
May 15, 2018 - August 15, 2018

**Statement of Work:**
- The LTA will monitor and provide in-depth analysis on legal framework issues around the elections in line with the Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers, the Southern African Development Community (SADC) Principles and Guidelines Governing Democratic Elections and laws of Zimbabwe. The LTA will need to take into consideration the electoral code, the laws establishing the Zimbabwe Electoral Commission (ZEC) and other legislation and electoral regulations (such as decrees, code of conduct, ordinances, decisions).
- The LTA will report to the International Observation Mission (IOM) Co-Directors, assist in producing analytical documents and reports on legal issues ahead of the elections, and work closely with the Mission Coordinator in developing regular reports and analyses. The LTA will also coordinate with the other Harare-based analysts and the long-term observers (LTOs) to ensure specific analysis is incorporated into findings and recommendations.
- The LTA will be based in Harare with occasional travel to districts to gather more information in coordination with the LTOs.

The LTA will also:
- Provide a qualitative and quantitative analysis of key institutions’ adherence to the legal framework throughout the electoral process, including the pre-election/campaign, election day and post-election environments.
- Prepare briefing materials and talking points on the legal framework issues, and other advice to the Mission Co-Directors, Core Team, LTOs and Short-Term Observers (STOs) as requested and as necessary.
- When relevant, attend meetings and sessions hosted by the ZEC, civil society organizations (CSOs), political parties or other related bodies.
- Work closely with the Mission Co-Directors to ensure that LTOs are provided guidance, training and briefings to effectively observe legal framework issues in their geographic regions.
- Work closely with the Election Administration Analyst, Political & Campaign Environment Analyst and Inclusion Analyst to ensure the integration of various issues into the political and campaign environment analysis.
- Maintain regular relations with election analysts of other international observation missions, as well as with local CSOs who are monitoring legal framework issues.
• Prepare regular reports as stipulated by the Mission Co-Directors analyzing the electoral process as it pertains to the legal framework.
• Ensure legal analysis is integrated into the STOs’ training materials and Election Day observation and forms.
• Collaborate with other Analysts and the Core Team to ensure legal issues are streamlined through all reports, including the preliminary election day statements, final IOM report and any other statements issued by the mission; as well as reports to the donor.
• Travel to regions throughout Zimbabwe as necessary.
• Support the activity of the mission and of the international observers in any other aspect as necessary.

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. 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.
4. Ideal Offeror will have the following qualifications:
   • Bachelor’s Degree preferably in international relations, law, political science, or related subject
   • A minimum of five (5) years relevant professional work experience at the national or international level implementing programming in the field of democracy and governance, with experience during election processes preferred
   • Demonstrated ability to work under pressure in a sensitive political environment
   • Demonstrated ability to work as a member of an internationally and culturally diverse team, while maintaining impartiality and objectivity
   • Exceptional interpersonal and managerial skills and cultural sensitivity to effectively interact with all levels of local stakeholders and foreign government personnel
   • Excellent verbal and written communications skills to effectively present information in a clear and persuasive manner
   • Analytical skills for interpreting complex program and political issues
   • Experience working in Africa preferred
   • Experience as a long-term observer or long-term analyst on an international observation mission preferred
• Experience in analysis of legal frameworks for elections given special consideration * Knowledge of PC-based word processing and e-mail technology
• Fluent in written and spoken English

5. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1” margins.

6. Attachment requirements:
   • CV/Resume
   • Contact information for three professional references with whom the applicant has had a working relationship within the last three years.
   • Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
   • Copy of an EO report prepared by bidder for evaluation

Price Bids must adhere to the following criteria:
All transportation costs and lodging expenses will be taken care of by IRI when the contractor is participating in IRI activities and events. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for the aforementioned expenses. Contractor should submit two daily rates: base rate (rate to complete SOW) and travel rates (rate to complete SOW + other anticipated expenses incurred traveling within Zimbabwe).
Based on receipts and supporting documentation, IRI will reimburse Contractor for the following expenses incurred during organization and implementation of project activities: supplies, visa fees/expenses, communications (phone credit, postage, etc.) Apart from the above stated expenses, no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

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<th>Service</th>
<th>Rate</th>
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<tr>
<td>Daily Rate (base rate)</td>
<td>Per day</td>
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<tr>
<td>Daily Rate (travel rate)</td>
<td>Per day</td>
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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:
   
   - Past experience as an elections analyst or observer, preferably in sub-Saharan Africa - 50 points
   - Demonstrated research or analysis experience and understanding of legal frameworks in electoral processes, preferably in the sub-Saharan African context – 30 points
   - Strong demonstrated English written communication skills - 10 points
• Price - 10 points

**Total 100 points**

IRI intends to evaluate Offerors’ proposals in accordance with these factors and make an award to the responsible Offeror 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 Victor Robertazza at vrobertazza@iri.org with the subject line “AFRICA2018ZIM013o LTA Application” by the deadline listed above.

**IRI Obligations**
Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

**Notice Listing Contract Clauses Incorporated by Reference**
IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement incorporates 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 Bidder is appropriate and applicable, references to “USAID” or “Department of State” shall be interpreted to mean “IRI”, “Recipient” to mean “Contractor”, and “Subrecipient” to mean “the Bidder”. Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.
**EXPERT RATE INFORMATION**

Name (Last, First, Middle)  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**

<table>
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<tr>
<th>POSITION TITLE</th>
<th>EMPLOYER'S NAME AND ADDRESS</th>
<th>Employment Period (M/D/Y)</th>
<th>Annual Salary</th>
<th>U.S. Dollars</th>
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**SPECIFIC EXPERT SERVICES**

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<th>SERVICES PERFORMED/TITLE</th>
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<th>Service Period (M/D/Y)</th>
<th>Units at Rate</th>
<th>Daily/Hourly Rate</th>
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**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.