REQUEST FOR PROPOSALS

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<th>Procurement Number:</th>
<th>ASIA2018PHI02o</th>
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<td>Open Date:</td>
<td>April 11, 2018</td>
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<td>Questions Deadline:</td>
<td>April 23, 2018</td>
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<td>Closing Deadline:</td>
<td>April 30, 2018</td>
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<td>Geographical Area Restrictions:</td>
<td>Mindanao Province, Philippines</td>
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<td>Point of Contact:</td>
<td>Craig Castagna, Program Officer, <a href="mailto:ccastagna@iri.org">ccastagna@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 requires a local contractor to assist in the facilitation of focus group discussions (FGDs) and in-depth interviews (IDIs) to understand local drivers to violent extremism. Specifically, IRI will conduct six FGDs and 10-15 IDIs to identify the fundamental causes of violent extremism. IRI’s contractor will assist the Institute to conduct focus group discussions and interviews to create an assessment report of the local drivers of violent extremism (LDVE) in the Philippines.

1. **Understand how target audiences view the phenomenon of religious radicalization and violent extremism, its causes and impacts.** Among this target audience (18-29 years old), how do participants describe the nature, causes, and effects of these phenomena on their lives and the country? How serious do they feel these issues are, and why? What do they think can be done to address the problems, by whom/what groups/institutions? How do they assess the efforts made to do so?

2. **Understand what sources target audiences use to learn about and stay abreast of the issues of religious radicalization and violent extremism, and what media outlets’ role can be in addressing these issues.** What are their main sources (media outlets on any platform, other people or institutions) of information about the events and issues involved? Which aspects of the issue may not be covered as fully or as well/objectively as they should be, and why? Ultimately, what are the most important things media can do to help inform people’s views, discussions and actions on these issues? In general, what are the advantages and uses of digital media, especially social media in helping inform and encourage useful
discussion of issues of radicalization and extremism? In particular, which if any online sites (web, social media) have they found valuable to their understanding and discussion of these issues?

All participants should be:

- 18 through 29 years old males
- Recruited from different neighborhoods within the research location cities. Target areas should include Davao City, and at least one other recommended municipality in Mindanao.
- 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:**

- Among each set of sessions in the same city, one group shall be with those are “most concerned” and one with those “less concerned” about religious extremism and radicalization (as specified above).

**Period of Performance**


**Statement of Work**

- Assist IRI implement a risk assessment in the target community in the Philippines.
- Manage the planning and conducting of IRI’s violent extremism focus group discussions, interviews, including arranging dates, delivering invitations, confirming attendance, reserving sites and ensuring all paperwork and context (as needed) is available.
- Provide updates as warranted by developments in Mindanao to IRI staff on the political environment in the country.
- Provide data and analysis of results from the focus group discussions and interviews on violent extremism.

**Specific Roles**

- **Screener.** IRI will provide a draft screening questionnaire within two weeks of contract award based on the specifications above. The Offeror will review offer edits within three working days of receipt. Following IRI approval, the Offeror will translate the screener into local languages as deemed necessary. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants.** Offeror 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 and in depth interview, the Offeror will provide a brief description of the composition of the groups and the interviewees in terms of age, gender, occupation, etc. Offeror 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 four weeks of contract award. Offeror will be welcome to offer suggestions for improvement and is expected to format and
translate the discussion guide into local languages as needed. IRI reserves the right to review the translation(s). At least one week prior to the first planned session, the discussion guide will be piloted with a group of 8-10 pilot participants and 3 in-depth interviewees who fit the recruitment criteria. This pilot will be moderated by the same moderator who will moderate the actual groups. The pilot in-depth interviews will be conducted by the same qualitative interviewers who will conduct the actual IDIs. The pilot session(s) will be video (preferred) or audio recorded and the recording will be provided to IRI. The Offeror 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.** Offeror will provide a trained and experienced moderator for groups in each city. The moderators should familiarize him/herself with the topic of discussion prior to the groups.
- **Observation.** The Offeror will provide for all groups a facility from which IRI staff may unobtrusively observe.
- **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. Offeror will film focus groups and film should be high quality with clear sound. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary of** focus group discussions and in-depth interviews. Offeror 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 and interview. A template will be provided by IRI.
- **Transcripts.** The Offeror 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.
- **Written analytical report.** Offeror will analyze all discussions, and write and edit final analytic report (see Deliverables) for review, editing and acceptance by IRI within four weeks of the final focus group session and interview. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions, while noting to any major differences of opinions between participants and sessions. The report must present actual analysis (i.e. not mere description) and illustrative quotes from participants.

**DELIVERABLES**

- Finalized discussion guide (including translation where applicable)
- Proposed Participant Profile
- Written summary as specified above
- Full transcripts of all discussions and 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
- Analytic report of 25-30 pages in MS Word OR 30-50 slides in MS PowerPoint in idiomatic English, which includes a one or two page/slide executive summary, addressing the research needs outlined above
Technical Proposals

All proposals submitted to IRI must include:

1. List of qualitative projects conducted with similar specifications in this market.
2. Name and explanation of the role of subcontractors (if any).
3. Compliance with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
4. Description of recruitment plan.
5. Description of fieldwork quality assurance measures (if any).
6. Proposed moderator(s) and qualitative interviewer(s) CV/Resume(s).
7. Names, titles, telephone numbers, and electronic addresses of persons authorized to negotiate and act on the Offeror’s behalf with IRI in connection with this RFP and the resulting contract award.
8. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the issuing office.
9. At least three previously executed contracts of a similar nature for the last three years along with the contact details. IRI may contact the firm as reference check.
10. If the Offeror 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 proposals must contain Offeror’s Taxpayer Identification Number.

Proposals should be no more than 10 pages, Times New Roman font, 1” margins.

Price Proposals

Offerors must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Offeror’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 an Offeror 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.

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Evaluation and Award Process

1. IRI may contact any Offeror for clarification or additional information, but Offerors 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 Offerors prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Offerors.

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 Offeror 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.

IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

- Adherence to technical requirements of RFP (page limit, font size, formatting, etc.) - 15 percent
- Past performance and experience in conducting focus group discussions and interviews - 45 percent
- Past performance and experience in conducting research on the drivers of violent extremism - 10 percent
- Price – 30 percent

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

Submission Instructions
Proposal must be submitted via email to at, ccastagna@iri.org with the subject line “ASIA2018PHI02o”.

RFP Terms and Conditions
1. Prospective Offerors 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. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. 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.
6. The Offeror’s initial proposal should contain the Offeror’s best offer.
7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI’s best interest to do so.
8. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
9. By submitting a proposal, offerer 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. Any samples submitted by Offerors will not be returned to Offerors.
11. 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.
12. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
13. 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.
14. 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 Offeror or competitor for the purpose of restricting competition.
15. Offerors agree to disclose as part of the proposal submission:
   o Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror’s mother conducts volunteer trainings for IRI.
   o Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror’s father owns a company that is submitting another proposal, the Offeror must state this.
   o 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 subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor is appropriate and applicable, references to “USAID/Department of State” shall be interpreted to mean “IRI”, “Recipient” to mean “Contractor”, and “Subrecipient” to mean “lower-tier subrecipients”. Included by reference are 2 CFR 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 quotation.

**Required Certifications**
The following certificates need to be signed by all Offerors. 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:

- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Lobbying disclosure
- Authorized Individuals
NARCOTICS OFFENSES AND DRUG TRAFFICKING - KEY INDIVIDUAL CERTIFICATION

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: ____________________________
Date: ________________________________
Name: _______________________________
Title/Position: ________________________
Entity Name: _________________________
Address: ______________________________
Date of Birth: ________________________

NOTICE:
1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.
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.


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: ________________________________________________
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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:

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Signature: ____________________________

Date: ____________________________

Name: ____________________________

Title/Position: ____________________________

Entity Name: ____________________________