



**International
Republican Institute**
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REQUEST FOR PROPOSALS

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| Procurement Number: | EURASIA2018P33o |
| Open Date: | March 28, 2018 |
| Questions Deadline: | April 7, 2018 |
| Closing Deadline: | April 8, 2018 |
| Geographical Area Restrictions: | None |
| Point of Contact: | Karol Kasiński, Program Manager, kkasinski@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.

Developing capable young leaders and engaging youth effectively in party activities have proved challenging for pro-democratic parties across the Eurasian region, and trainings targeted at youth leadership development often lack a structured follow-up component to help youth utilize their newfound skills in a productive way. IRI has designed its regional youth program to alleviate these issues by focusing on building leadership skills and issue-based activism with a heavy emphasis on mentorship and network building to keep youth engaged. In the current program, IRI wants to conduct a series of consultations and a five-day training to empower the most active members of the youth organizations / young professionals affiliated with the political parties in Georgia, Ukraine and Moldova through the development of their core leadership and project management skills.

Period of Performance

April 10, 2018 – August 15, 2018

Statement of Work

The successful bidder will conduct a series of activities collected in three cycles: PRE, DURING and POST. The expert should submit progress reports, as well as a final report summarizing all the activities and including expert's conclusions and recommendations, (IRI will provide him/her with report templates).

It is IRI's preference that selected trainer /-s will conduct training on the following topics:

- Project Management in politics

- Career management in politics
- Leadership styles and challenges
- Efficient ways to share knowledge and motivate others
- Increasing the size and effectiveness of a group
- Creating other leaders, not the followers
- Public speaking

The training should be possibly practical, including presentation of specific methods and tools.

The program will consist of three cycles:

1. PRE (second part of April 2018) – preliminary online consultations with participants (the successful bidder will help participants in designing / drafting project proposals or ideas that they would further develop during the second stage of the program. Moreover, the trainer will collect information about the functioning of the targeted youth organization. Necessary condition: the trainer should have sufficient knowledge about the region, in particular functioning of the parties);
2. DURING (second part of June 2018) – conduct a five-day Youth Leadership School training (the trainer should be able to adapt an individual approach to each of the participants so that they could shape their personal leadership styles by playing to their strengths and understand how to grow their potential. The successful bidder will be expected to help IRI in organizing side meetings with Polish social activists, MPs or people who would serve as a role model of a leader in the context of training's theme: the Solidarity movement, European integration, European values);
3. POST (July 2018) – post-event online consultations (following the training, the winning bidder will conduct regular ongoing, remote consultations with participants for the remainder for the grant period. The purpose of the consultations will be to monitor the participants' progress in developing and implementing their projects).

The final scope of work will be adjusted based on negotiations conducted with the bidders.

The trainer will be obliged to deliver reports within up to three weeks upon conclusion of the training / online consultations.

Milestones:

PRE

1. Provide Pre-Training online consultations
2. Provide written report on conducted consultations
3. Prepare training outline

DURING

4. Conduct training in Gdańsk, Poland
5. Provide written report from the training including assessment of participants' engagement and their plans for career development

POST

6. Provide online consultations with all participants
7. Collect final projects developed by participants

8. Provide written report summarizing the entire training cycle (including the assessment of developed projects and functioning of targeted youth organizations) and recommendations for IRI in terms of future trainings

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 an entity, name(s) should be provided for individuals authorized to conduct business on behalf of the organization.
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 seven pages (not including cover page and past training materials). The bidder should suggest a draft of the agenda and provide a short description of practical methods/tools that he/she would like to present during the training.
6. The bidder must include CV or resume in English and highlight relevant professional experience in their application. The CV must include contact information for a minimum of two professional references with whom the bidder has had a working relationship within the last 24-month period.
7. The bidder will submit a sample report written by the bidder summarizing a training given by the bidder, sample training materials/handouts/manuals written by the bidder or a sample presentation (power point or another format) developed and given by the bidder. Samples must be in English.

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

| Deliverable * | Unit Price | Number of Units | SUM |
|--|-------------------|------------------------|------------|
| 1) Progress report on consultations; Draft Training Outline | | | |

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| 2) Report on results of five-day training in Gdańsk | | | |
| 3) Final report summarizing the entire training cycle (including the assessment of developed projects and functioning of targeted youth organizations) and recommendations for IRI in terms of future trainings | | | |
| TOTAL: | | | |

*The deliverables include all of above-described milestones.

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:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 35 percent
 - *Proficiency in English*
 - *Ability to develop training curriculum, prepare presentations and training materials*
 - *Expertise in Eastern Partnership region (in particular, Georgia, Moldova and Ukraine)*
 - b) Past performance and experience in performing similar projects – 45 percent
 - *Experience working with political parties/youth organizations*
 - *Experience in conducting leadership/project management trainings*
 - *3 references*

e) Price – 20 percent

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 POC, Karol Kasiński, Program Officer, kkasinski@iri.org (with copy to snarloch@iri.org) with the subject line "EURASIA2018P33o" 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 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 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.