



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	MENA2017L07o
Open Date:	March 8, 2017
Questions Deadline:	Questions will be accepted on a rolling basis
Closing Deadline:	Proposals will be accepted on a rolling basis
Geographical Area Restrictions:	937
Point of Contact:	Alexandria Abikhaled, Program Associate, aabikhaled@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 currently works with municipal councils to bridge the divide between communities and municipal elected officials, while mitigating the effects of the population's distrust of Libya's fragile central government. To support this, IRI has assisted the Libyan Ministry of Local Government (MLG) to develop its own capacity to support nascent municipal councils. However, given the political division at the national level, which has begun to affect the MLG's operation, IRI has focused its efforts on directly supporting the municipal councils through training and consultation. Additionally, IRI supports the political engagement of Libyan youth in democratic governance by providing them the necessary skills and opportunities to effectively communicate with local leaders to achieve common goals.

Period of Performance:

One year from Date of Signature

Statement of Work:

Contractor will:

- Build training plans for beneficiaries on the abovementioned consultations.
- Conduct trainings on program areas listed below.
- In coordination for IRI staff in Libya, refine training plans and materials, in addition to facilitation of follow-up consultations and training
- Prepare materials for the trainings and submit an agenda to IRI before the training occurs

- Must submit a detailed report after the training takes place that includes the number of participants broken down by the number of men, women, and youth and a detailed description of what took place at the training.
- Deliver completed final training report that details technical assistance provided to beneficiaries. The report will include an analysis of the development of the beneficiaries, outlining what the participants learned in specific trainings sessions. Further, the report must include the number of consultations and trainings held, the number of participants in attendance (disaggregated by male/female), the municipal council or organization they represent (if applicable), and a substantive description of each event topic and discussion.

There are four program areas for which applicants may apply:

1. Strategic development of a city
2. Municipal Governance training
3. Civil Society – its structure, functions and practices in particular as civil society relates to politics and advocacy
4. Management of a non-government organization or an NGO/CSO's projects and/or programs

The following are the topic areas which the selected contractor will be required to train:

- Strategic development of a city:
 - Engaging local citizens and communities in the local government's decision-making processes;
 - New roles and responsibilities of municipalities;
 - Transparent budget and procurement processes;
 - The administrative services provision;
 - E-governance;
 - Local economic development;
 - Building an energy-efficient city;
 - Improving the transportation infrastructure of a city;
 - Ensuring security within a municipality;
 - Housing and communal areas;
 - Cooperation between municipal authorities and CSOs;
 - Organizational structure;
 - Project management
- Municipal Governance training:
 - Additional requirements for applicants to be considered: applicants must have prior experience as having conducted, organized or participated in at least one public hearing or initiative
 - Public Hearings training and facilitation;
 - Local self-government – its structure, functions and practices
- Civil Society training – its structure, functions and practices in particular as civil society relates to politics and advocacy:
 - The proper role and use of mass media, social media;
 - Civil society's influence on political decision-making through lobbying, the use of public hearings, and the use of civil initiatives;

- The proper role of public relations and communications by political leaders and civil activists;
 - Building your personal brand and public image;
 - Political campaigning – including, but not limited to, volunteer requirement, door-to-door campaigning, fundraising, messaging, voter targeting;
 - Public speaking skills and techniques;
 - Styles, skills and attributes of good leadership – including, but not limited to, team-building, the art of negotiations, conflict resolution, problem solving, management;
 - Development of good personal skills and attributes – including, but not limited to, time-management, identifying personal goals, conflict resolution, developing a personal mission statement, networking, problem solving, verbal and non-verbal communications, and good interpersonal skills
- Management of a non-government organization or an NGO/CSO's projects and/or programs;
 - Development and implementation of a strategic plan;
 - Gender equality;
 - Advocacy;
 - Project management

Technical Bid:

All bids submitted to IRI must include:

1. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
2. Proposals must clearly specify which of the following four program areas he/she is applying, and specifically for which topics under each program area. More than one program area and certainly more than one topic under each program area, may be selected.
3. A statement confirming your firm's agreement with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions.
4. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
5. 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.
6. Attachment requirements:
 - CV/Resume – this should clearly highlight bidder's relevant prior experience to the selected training topics, and must show additional prior experience in conducting, organizing, or participating in at least one public hearing or civil

initiative. In addition, bidder can specify any relevant experience as a former or current practitioner of any other democracy and governance-related subject matter in Libya that is not listed above in the SOW.

- Writing sample – this should be written in English and should indicate the bidder’s ability to articulate and summarize information in a logical, coherent manner.
- Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors’ participation in IRI activities and events. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily rates, as 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.

Unit	Unit Price	Number of Units	Total
Daily Rate			

Justification for daily rate: daily rate is preferable over fixed price because IRI will be referring to a pool of trainers on an ad hoc basis and therefore will need to have the flexibility to only use the trainers as needed and to pay them accordingly, as opposed to relying on a predetermined fixed price. Ceilings will still be included and adhered to within contracts.

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:

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

- a) Relevant experience in having conducted previous trainings in Libya on the subject matter as evidenced by the submitted resume – 35 percent
- b) Ability to develop training curriculums and write valuable, targeted reports and training materials (manuals, handouts), as evidenced by writing samples, and sample training reports and/or materials– 40 percent
- c) Price – 25 percent

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 Alexandria Abikhaled, at aabikhaled@iri.org with the subject line "MENA2017L07o RFP" 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 <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 are 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

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.