



**International  
Republican Institute**  
1225 Eye St. NW, Suite 700  
Washington, DC 20005  
(202) 408-9450  
(202) 408-9462 fax  
www.iri.org | @IRIGlobal

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	ASIA2017TL07o
<b>Open Date:</b>	April 7, 2017
<b>Questions Deadline:</b>	April 17, 2017
<b>Closing Deadline:</b>	April 24, 2017
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Chelsea Catsam, Senior Program Associate, <a href="mailto:ccatsam@iri.org">ccatsam@iri.org</a>

### 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 will be conducting a long-term election observation mission in Timor-Leste to observe the electoral process before the country's 2017 parliamentary elections. IRI is currently recruiting candidates for two Long Term Observer (LTO) positions, plus alternates. It is expected that deployment for all selected candidates will take place at least 30 days ahead of Election Day which is tentatively scheduled for July 8, 2017, but is subject to change. The deadline for candidate applications is April 24, 2017 and applications are assessed on a rolling basis.

LTOs will be assigned to the eastern or western region in Timor-Leste and will travel to each municipality in their assigned region to conduct pre-election observation activities. LTOs are given significant independence and are expected to maintain high standards of professionalism, impartiality and cultural awareness at all times. LTO safety is a serious priority for IRI and candidates must be willing to carefully follow all communication and security protocols. LTOs will be managed by and report directly to IRI's Resident Program Director in Dili.

The LTOs serve as the backbone of IRI's observation project and are expected to observe, assess and report on key local-level indicators of the electoral process. The LTO teams will conduct ongoing analysis of the electoral environment through engagement with election stakeholders such as political party supporters, domestic and international groups, Timorese election management bodies and elected and non-elected officials. Teams will deliver weekly reports to the Resident Program Director at IRI's field office in Dili. This information will be used to generate public and private reports in order to build confidence in the democratic process and to highlight areas requiring additional attention to domestic and international stakeholders. In addition to conducting

observation of election processes, LTO teams will be instrumental in shaping the Short Term Observation (STO) strategy and IRI's pre-election observation report.

## **Period of Performance**

June 9, 2017 - July 10, 2017 (subject to change depending on the official announcement of Election Day)

## **Statement of Work**

### **LTO Responsibilities**

- Observe and assess key indicators of the electoral process.
- Maintain positive relationships with interlocutors in the geographical placement region, and distribute and seek feedback on IRI's public reports at the local level.
- Prior to Election Day, provide weekly assessments of electoral preparation and implementation, specifically on meetings with pertinent government officials, political party representatives, civil society activists, prospective voters and Timorese election officials. Assessments should be emailed by the end of the week to the IRI field office in Dili. Weekly templates, interview protocols and observations checklists will be provided by IRI.
- Prior to Election Day, provide observations of electoral preparations, such as the storage and transport of ballots, the set-up of polling centers (with an emphasis on access for disabled voters) and other factors related to electoral preparation as directed by the IRI field office in Dili. These observations are to be included in the weekly written reports.
- On Election Day, identify any electoral violations (ballot fraud, manipulation of voting results and the use of bribery, coercion or violence) and provide a disincentive against such practices by their presence.
- On Election Day, document the general atmosphere at each polling station visited using IRI opening, voting and closing checklists.
- On Election Day, assess the voting process and speak with willing election officials and voters to gauge such issues as how the Election Day has progressed, if there have been problems at voting locations and types of problems encountered. In the event of excessive violations, LTOs will send Incident Reports to the IRI field office in Dili containing specific information on the incident or violation.
- Assist with preparation of all statements and reports as requested.

### **LTO Deliverables**

- Weekly summary reports submitted to IRI Resident Program Director in Dili. Weekly reports must include photographs with captions which will be used by IRI program staff in creating media content including tweets, blogs, videos, or Instagram posts.
- Verbal consultations to assist with STO deployment strategy, briefing materials and pre-election observation report.

## **LTO Qualifications**

Ideal candidates will possess some or all of the following qualifications:

- Minimum of two to three years of relevant professional work experience at the national or international level with some experience in organizing and/or observing election processes;
- Demonstrated expertise in at least one of the following areas: political analysis, human rights, post-conflict transition, elections and voter registration;
- Interest in supporting Timor-Leste's electoral and democratic processes and in learning more about current political dynamics at the local level;
- Excellent organizational and coordination skills;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity.
- Political impartiality;
- Cross-cultural understanding, strong interpersonal skills, and the ability to work well in a small team;
- Ability to live in difficult conditions, perform well under stress, and maintain professionalism;
- Familiarity with Windows and Office products;
- Excellent written and oral communication skills in English;
- Previous experience in applicable election observation logistics and operations (desirable but not required);
- Strong background in the politics and culture of Timor-Leste (desirable but not required);
- Knowledge of local languages, including Tetum and/or Portuguese (desirable but not required).

**PLEASE NOTE:** Though LTOs are expected to produce media content for IRI dissemination, LTOs will NOT be permitted to publicly speak to media or blog about mission findings, on behalf of IRI or in their personal capacity, for the duration of the mission, unless the communication has been thoroughly vetted by IRI (either relevant staff in Timor-Leste, or program staff in DC). LTOs will be permitted to maintain their regular social media accounts, provided that proprietary IRI information and findings are not disclosed. Failure or inability to adhere to these restrictions will result in termination.

## **Technical Proposals**

All proposals submitted to IRI must include:

1. Cover letter containing 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 must 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 must contain the attached Expert Service Rate Form.
6. In bids submitted, Bidders must confirm their availability during the period of performance specified above.

## 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 reflect costs for professional service, inclusive of all costs to perform, including personal meals, incidentals and income taxes. IRI will follow U.S. State Department rates and pay all international travel (economy class airfare only), local transportation, lodging, and associated costs related to the execution of this statement of work. Associated costs include approved expenses such as visas, vaccinations and airport transfers. Rates proposed should not include such travel, lodging or associated costs.

Per diem rates will be paid for any time required outside of the contract dates, including time spent in pre-deployment orientation and transit to and from Timor-Leste.

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 U.S. Dollars (USD), payments under any resulting contract will be made in this currency.

**PLEASE NOTE:** Due to budgetary constraints, IRI is unable to accept bids greater than \$930 USD/weekly for the duration of service (approx. 4 weeks). Bids over this ceiling will be either disregarded or reduced to the ceiling, at IRI's discretion.

Unit/Deliverable	Unit Price
Weekly summary reports prepared in the IRI-provided template to contain information on social media content and verbal consultations conducted	

## 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 intends to make an award to the responsible Bidder based on the following evaluation factors:
  - a) Resume/CV, (including education, experience, and other qualifications listed above) – 50 percent
  - b) Past performance and experience in performing similar projects, including reference checks – 20 percent
  - c) Availability for duration of required term – 20 percent
  - e) Price – 10 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder (or bidders) 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 Chelsea Catsam, at [ccatsam@iri.org](mailto:ccatsam@iri.org) with the subject line "ASIA2017LO7o 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 a 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

## **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: \_\_\_\_\_



EXPERT RATE INFORMATION					
Name ( <i>Last, First, Middle</i> )		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					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period ( <i>M/D/Y</i> )		Annual Salary <sup>1</sup> 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 <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

<sup>1</sup> 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.

<sup>2</sup> 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.