

REQUEST FOR QUOTES

Procurement Number:	EURASIA2020U11o
Open Date:	April 7, 2020 (9 AM EST)
Questions Deadline:	May 1, 2020 (6 PM EST)
Closing Deadline:	May 15, 2020 (6 PM EST)
Geographical Area Restrictions:	110
Point of Contact:	Nika Lomidze (Ukraine2020Elections@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 is currently recruiting a Long-Term Observation (LTO) Coordinator for the upcoming Ukrainian election. It is expected that deployment for the selected candidates will take place approximately 10 weeks ahead of Election Day which is expected to be held at the end of October 2020 and will remain on the ground for approximately 2 weeks after the election successfully concludes. The deadline for candidate applications is May 15, 2020 and applications are assessed on a rolling basis.

The LTO coordinator will be responsible for supervising and providing material, administrative and logistical support to IRI's LTO teams based across the country. From IRI's Kyiv office, the coordinator will collect and analyze the LTO's weekly election observation reports and write the final election observation report upon the conclusion of the elections. 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, the LTO coordinator will be instrumental in shaping the Short-Term Observation (STO) strategy. The LTO Coordinator will report to the Resident Program Director (RPD), also based in Kyiv.

Period of Performance:

Date of signature – November 15, 2020.

Statement of Work:

- Supervise the work of the Long-Term Observation teams.
- Provided any necessary logistical support to the teams.

- Prepare a weekly report of electoral preparation and implementation, specifically on meetings with pertinent government officials, political party representatives, civil society activists, prospective voters and election officials. The report should be a summary and compilation of the weekly reports submitted from the field by each LTO team. Weekly templates, interview protocols and observations checklists will be provided by IRI.
- Keep the RPD apprised on the activities of the LTO Teams on a regular basis and as needed.
- Prior to and on Election Day, assist the Resident Program Director as needed in implementing the Election Observation Mission.
- Assist with preparation of all statements and reports as requested.

Deliverables

- Weekly summary reports submitted to the RPD in Kyiv. Weekly reports must include photographs with captions which IRI staff will use to create media content (i.e. tweets, blogs, videos, or Instagram posts).
- Verbal consultations to assist with STO deployment strategy, briefing materials and pre-election observation reports.

PLEASE NOTE: LTO Coordinators 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 Ukraine, 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 Bid:

All bids submitted to IRI must include:

1. Cover letter containing 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. 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.
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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 10 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume

- Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. In bids submitted, Bidders must confirm their availability during the period of performance specified above.
 8. Ideal candidates will possess some or all of the following qualifications:
 - a. Minimum of two to three years of relevant professional work experience at the national or international level with experience in organizing and/or observing election processes;
 - b. Demonstrated expertise in at least one of the following areas: political analysis, human rights, post-conflict transition, elections or voter registration;
 - c. Interest in supporting Ukraine's electoral and democratic processes and in learning more about current political dynamics at the local level;
 - d. Excellent organizational and coordination skills;
 - e. Excellent analytical and drafting skills;
 - f. Demonstrated ability to work under pressure in a sensitive political environment;
 - g. Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity.
 - h. Political impartiality;
 - i. Cross-cultural understanding, strong interpersonal skills, and the ability to work well in a small team;
 - j. Ability to live in difficult conditions, perform well under stress, and maintain professionalism;
 - k. Familiarity with Windows and Office products;
 - l. Excellent written and oral communication skills in English;
 - m. Timely and concise communication etiquette;
 - n. Previous experience in applicable election observation logistics and operations (desirable but not required);
 - o. Strong background in the politics and culture of Ukraine (desirable but not required);
 - p. Knowledge of local languages, including Romanian and/or Russian (desirable but not required).

Price Bids must adhere to the following criteria:

Bidders must propose a weekly rate based on the assumption of a six-day work week. 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, translation, long-term 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.

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. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. IRI will also pay directly for long-term lodging, transportation, and translation as needed. The weekly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses to/from the program country, or long-term lodging/transport/translation. All other personal expenses should be included within the weekly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in US Dollars (USD), payments under any resulting contract will be made in this currency.

Unit	Unit Price
Weekly Rate	

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) Resume/CV (including education, experience, and other qualifications listed)– 40 percent
- b) Past performance and experience in performing similar projects, including reference checks – 20 percent
- c) Availability for duration of the requested Observation timeline – 20 percent
- d) Price – 20 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 Nika Lomidze, at ukraine2020elections@iri.org with the subject line "EURASIA2020U09o RFQ" 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 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 (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period (M/D/Y)		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
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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.