



**International  
Republican Institute**  
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## REQUEST FOR QUOTES

<b>Procurement Number:</b>	AFRICA2018DRC18o
<b>Open Date:</b>	September 17, 2018
<b>Questions Deadline:</b>	September 24, 2018
<b>Closing Deadline:</b>	September 28, 2018
<b>Geographical Area Restrictions:</b>	923
<b>Point of Contact:</b>	Jennifer Linscott, Program Officer, jlinscott@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 conducts democracy and governance projects around the world, including in 23 countries in Africa. IRI is seeking a Long-Term Election Administration Analyst to support the CEPPS International Election Assessment Mission for the December 2018 Congolese elections and specifically providing expertise on technical electoral processes and compliance regulations.

### Period of Performance:

October 21, 2018- January 1, 2019

### Statement of Work:

- The LTA will monitor and provide in-depth analysis on the progress and compliance of the National Independent Electoral Commission (CENI), toward establishing free and fair elections meeting international standards.
- The LTA will report to the Resident Program Director/Chief of Mission (RPDCoM), continuously monitor CENI, government, and other key stakeholder activities related to election administration, regularly produce analytical documents and reports on procedural and logistical issues ahead of the elections, and work closely with the RPD CoM and other LTAs in developing regular reports and analyses. The LTA will also coordinate with the other Kinshasa-based analysts to ensure specific analysis is incorporated into findings and recommendations.
- The LTA will monitor the reports of domestic observation groups and act as the primary focal point responsible for supporting domestic observation groups to improve their coordination and communication strategies. In this function, the LTA

will be partly responsible for facilitating a workshop for members of domestic observation groups.

- The LTA will be based in Kinshasa with occasional travel to other provinces to gather more information on the CENI's progress in preparation for the election.

The LTA will also:

- Provide a qualitative and quantitative analysis of key institutions' preparation for the electoral process, including the pre-election/campaign, Election Day, and post-election logistics, compliance to international election standards.
- Prepare briefing materials and talking points on election logistics and transparency mechanisms, and provide advice to the CoM, LTAs and Short-Term Analysts (STAs) as requested and as necessary
- When relevant, attend meetings and sessions hosted by the CENI, DRC government, civil society organizations (CSOs), political parties or other related bodies
- Work closely with the RPDCoM to ensure that LTAs and STAs are provided guidance, training, and briefings to effectively observe procedures and mechanisms established for the elections in relation to issues in their geographic regions.
- Work closely with the Legal Analyst, and Political & Campaign Environment Analyst to ensure the integration of various issues into the political and campaign environmentthe overall analysis.
- Maintain regular relations with election analysts of other international observation missions, as well as with local CSOs who are monitoring logistical and administrative progress of the election.
- Prepare regular reports as stipulated by the RPDCoM analyzing the electoral process as it pertains to the legal framework.
- Ensure legal analysis is integrated into the STAs' training materials and Election Day observation and forms.
- Collaborate with other Analysts and the Core Team to ensure legal issues are streamlined through all reports, including the preliminary election day statements, final assessment reports and any other statements issued by the mission; as well as reports to the donor.
- Travel to regions throughout the DRC as necessary.
- Support the activity of the mission and of the international observers in any other aspect as necessary.

### **Technical Bid:**

All bids submitted to IRI must include:

1. 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 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. Bidders must provide two writing samples not to exceeding two pages in length for each:
  - a. The first writing sample must be in English demonstrating capacity to write high level briefing notes and external publications
  - b. The second writing sample must be in French demonstrating knowledge of francophone political systems.
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. Bids will not exceed 5 pages ((not including cover page or writing samples), using Times New Roman font, 1" margins.
7. 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.
8. Desired Qualifications:
  - Availability to deploy immediately from October 21, 2018 to January 1, 2019; dates are non-negotiable.
  - Bachelor's Degree in international relations, international law, political science, or related subject; Master's Degree preferred
  - Complete fluency (Native or Advanced professional level) in written and spoken English and French.
  - A minimum of five (5) years relevant professional work experience in Francophone African countries at the national or international level implementing programming in the field of democracy and governance.
  - Previous work experience and proven expertise in election administration and election regulation in Francophone African countries, as well as expertise in international transparency standards in relation to the election processes.
  - Demonstrated ability to work under pressure in a sensitive political environment.
  - Demonstrated ability to work as a member of an internationally and culturally diverse team, while maintaining impartiality and objectivity
  - Exceptional interpersonal and managerial skills and cultural sensitivity to effectively interact with all levels of local stakeholders and foreign government personnel.
  - Excellent verbal and written communications skills to effectively present information in a clear and persuasive manner.
  - Analytical skills for interpreting complex program and political issues
  - Experience living and working in Francophone African Countries strongly preferred.
  - Experience as a long-term observer or long-term analyst on an international observation mission preferred.
  - Experience in analysis of legal frameworks for elections given special consideration.
  - Knowledge of PC-based word processing and e-mail technology

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.

<b>Unit</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Daily 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:

Past experience as an election analyst or observer (or other similar role), in Francophone Africa	30
Demonstrated research or analysis experience and proven expertise in election administration, particularly in the Francophone	30
Advanced French and English written communication skills	20
Price	20
<b>Total</b>	<b>100</b>

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 Jennifer Linscott, at [jlinscott@iri.org](mailto:jlinscott@iri.org) with the subject line "AFRICA2018DRC18o 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 <sup>1</sup> 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 <sup>2</sup> 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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<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.