

REQUEST FOR QUOTES

Procurement Number:	AFRICA2021Ethiopia02o
Open Date:	March 1, 2021
Questions Deadline:	March 5, 2021
Closing Deadline:	March 15, 2021
Geographical Area Restrictions:	935
Point of Contact:	Kiely Ford; kford@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.

The International Republican Institute (IRI) is seeking a Long-Term Analyst (LTA): Legal Framework for the International Election Observation Mission in Ethiopia (IEOME). In partnership with the National Democratic Institute for International Affairs (NDI), the IEOME will assess Ethiopia's 2021 national and regional parliamentary elections and the degree to which they are inclusive, transparent and accountable and are conducted in accordance with international and regional standards for credible elections. **This is a full-time temporary position, and the LTA is expected to work remotely from approximately April through July for a duration of up to five months.** The Long Term Analyst will report to the LTA Coordinator under the supervision of the IEOME Deputy Mission Director and Mission Director and provide support in the design and implementation for all aspects of the long term analysis component. Potential in-person deployment to Ethiopia to be determined on further assessment of local COVID-19 pandemic conditions and global travel contexts.

Period of Performance:

Five (5) months from signature date.

Statement of Work:

Primary responsibilities include monitoring and providing in-depth analysis on the legal framework of the conduct of the 2021 elections in line with the Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers; the African Union Declaration on the Principles Governing Democratic Elections and laws of Ethiopia. The LTA will need to take into consideration the electoral code, the laws establishing the National Elections Board of Ethiopia (NEBE) and other

legislation and regulations governing other aspects of public life related to the electoral process (such as decrees, code of conduct, ordinances, decisions). The LTA will also coordinate with the other analysts to ensure specific analysis is incorporated into findings and recommendations. The LTA will also coordinate with the other analysts to ensure specific analysis is incorporated into findings and recommendations.

Primary Responsibilities:

- Provide a qualitative and quantitative analysis of key institutions' adherence to the legal framework and analyze national legislation and laws as they relate to the electoral process
- Prepare briefing materials and talking points on the performance of NEBE in the legal administration of the elections, and offer advice to the Mission Director, Deputy Director, and other IEOME staff, consultants or volunteers as requested and as necessary
- Attend meetings and sessions hosted by the National Elections Board of Ethiopia (NEBE), civil society organizations (CSOs), political parties or other related bodies
- Work closely with the Mission Deputy Director to ensure that STOs are provided guidance, training and briefings to effectively observe in their geographic regions
- Works with regional facilitators and assigned local research assistant to assess trends and details related to the legal framework
- Work closely with other Analysts to ensure the integration of various issues into legal framework analysis
- Maintain regular relations with legal analysts of other international observation missions, as well as with local CSOs who are monitoring the legal framework
- Prepare regular reports as stipulated by the LTA Coordinator analyzing the legal framework of the elections
- Ensure legal analysis is integrated into the any relevant monitoring or observation training materials and forms
- Collaborate with other Analysts and the Core Team to ensure issues are streamlined through all reports, including the preliminary election day statements, final report and any other statements issued by the mission
- Assists in developing briefing materials and providing briefings for the virtual pre-election assessment mission delegates, and other mission activities as necessary
- Anticipates potential problems, troubleshoots project problems, offers solutions and actively takes part to lead resolution of them with creative and immediate solutions
- Establishes, maintains, and develops productive working relationships with relevant stakeholders (domestic and international NGOs, election administrators, security officials, journalists and other media, and elected and appointed officials), consultants, field and DC staff.
- Produces analytical reports to LTA Coordinator and contributes information to sections of quarterly and final donor reports.
- Provides logistical assistance to IEOME program staff on the election observation mission as necessary.
- Performs other duties as assigned.

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 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 6 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. Bidders must submit one sample of previously written briefing notes or report.
8. Desired Qualifications:
 - Bachelor's degree preferably in international relations, law, political science, gender studies or related subject
 - A minimum of five (5) years relevant professional work experience at the national or international level implementing programming in the field of democracy and governance, with experience during election processes preferred
 - 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 working and living in Africa preferred
 - Experience as a long-term observer or long-term analyst on an international observation mission preferred
 - Experience in analysis of legal framework given special consideration
 - Knowledge of PC-based word processing and e-mail technology
 - Fluent in written and spoken English

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, 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. Rates proposed should include travel medical insurance. Due to the COVID-19 outbreak, travel medical insurance should also include coverage for all COVID-19 related medical expenses. Upon notification of selection, Contractor will be required to provide proof of insurance, failure or inability to provide proof of insurance will result in withdrawal of selection. IRI will not pay nor reimburse Contractor for obtaining travel medical insurance. 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 in Ethiopia			
Daily Rate outside of Ethiopia			

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. By applying to this RFQ, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
12. 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) Technical evaluation, (including technical capabilities, and proposed technical approach) - 40 percent

- Demonstrated legal or analysis experience and proven expertise in legal frameworks in electoral processes preferably in the African context -40 percent.

b) Past performance and experience as a legal analyst or election observer preferably in Africa-50 percent

c) Price - 10 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 Kiely Ford; kford@iri.org with the subject line "AFRICA2021Ethiopia02o" 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.