



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	ASIA2019BD15o
<b>Open Date:</b>	November 25, 2019
<b>Questions Deadline:</b>	November 30, 2019
<b>Closing Deadline:</b>	December 05, 2019
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Tim Rupnarain; <a href="mailto:trupnarain@iri.org">trupnarain@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.

Since 2003, the International Republican Institute (IRI) has supported the development of Bangladesh's democratic institutions through programs that amplify diverse voices, expand political space and foster accountable relationships. IRI will commission a series of focus group discussions with marginalized communities across Bangladesh to understand their daily challenges and needs.

### Period of Performance

Date of signature through March 06, 2019

### Statement of Work

#### OBJECTIVES OF THE RESEARCH

Contractor agrees to provide professional services to IRI that entail data collection and entry for conducting a series of focus group discussions (FGDs) in marginalized communities across Bangladesh, specifically among Urdu-speaking Biharis, plainland ethnic communities, and LGBT persons, to understand their perspectives on daily challenges and needs. Please note that IRI will develop the methodology with feedback from the Contractor.

### IRI'S INFORMATIONAL NEEDS

IRI needs to:

- 1. Understand the perspectives, concerns, and needs of target audiences (i.e. Bihari, plainland ethnic, and LGBTI).** Among this target audience, what are the challenges they face in their lives? What assistance can civil society organizations and the Government of Bangladesh provide to address these challenges?

- 2. Understand how target audiences participate in politics or civic activities.** What political or civic activities does this target audience participate in? What are their barriers/challenges to political participation? What actions do they view as necessary for being a good citizen? Are they aware of all available venues for political participation or civic engagement?

## METHODOLOGY

The Contractor will conduct 24 FGDs, eight FGDs in each marginalized community (Bihari, plainland ethnic, and LGBTI), each lasting approximately 90-120 minutes and attended by 8-10 participants. Because each community resides in multiple locations around Bangladesh, the FGDs will span divisions for each community. The exact locations might be adjusted based on the availability of participants.

FGD Session	Group	Location	Gender	Age
1	Bihari	Saidpur	M	Mixed over/under 30
2	Bihari	Saidpur	F	Mixed over/under 30
3	Bihari	Rangpur	M	Mixed over/under 30
4	Bihari	Rangpur	F	Mixed over/under 30
5	Bihari	Dhaka	M	Mixed over/under 30
6	Bihari	Dhaka	F	Mixed over/under 30
7	Bihari	Khulna	M	Mixed over/under 30
8	Bihari	Khulna	F	Mixed over/under 30
9	Plainland ethnic	Sylhet	M	Mixed over/under 30
10	Plainland ethnic	Sylhet	F	Mixed over/under 30
11	Plainland ethnic	Rangpur	M	Mixed over/under 30
12	Plainland ethnic	Rangpur	F	Mixed over/under 30
13	Plainland ethnic	Mymensingh	M	Mixed over/under 30
14	Plainland ethnic	Mymensingh	F	Mixed over/under 30
15	Plainland ethnic	Rajshahi	M	Mixed over/under 30
16	Plainland ethnic	Rajshahi	F	Mixed over/under 30
17	LGBTI	Dhaka	Mixed	Mixed over/under 30
18	LGBTI	Rajshahi	Mixed	Mixed over/under 30
19	LGBTI	Rangpur	Mixed	Mixed over/under 30
20	LGBTI	Mymensingh	Mixed	Mixed over/under 30
21	LGBTI	Sylhet	Mixed	Mixed over/under 30
22	LGBTI	Barisal	Mixed	Mixed over/under 30
23	LGBTI	Chittagong	Mixed	Mixed over/under 30
24	LGBTI	Khulna	Mixed	Mixed over/under 30

All participants should be:

- Must be recruited from different areas across Bangladesh
- Must self-identify as a member of the marginalized community
- Express strong interest in seeking and sharing views about domestic, regional and global issues and events that they believe affect their lives and the future of their society

Focus group composition:

- FGD composition will should ensure gender and age inclusivity. The composition and recruitment approach will be determined to coordination with IRI.

### **GENERAL RESPONSIBILITIES OF THE CONTRACTOR**

Contractor will be responsible for managing all logistical aspects of the project above and should engage local support staff as necessary to complete the following:

- **Screening Guide** IRI will provide a draft screening questionnaire within two weeks of contract award based on the specifications above. The Contractor will review and offer edits within three working days of receipt. Following IRI approval, the Contractor will translate the screening guide into Bangla or other appropriate languages. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants:** The Contractor is responsible for the following aspects of the focus group discussions process: selecting, in consultation with IRI, moderators with sufficient expertise of the assigned topics areas and language skills to moderate successful discussion; participant selection and development of participant screening guides based on research methodology designed by IRI in collaboration with the Contractor; and organizing and leading all logistics. Participant selection will use random selection (for Bihari and Plainland Ethnic Communities) and snowball sampling (LGBTI)
- **Discussion Guide:** IRI will provide a customized draft discussion guide for each target group (Bihari, Plainland Ethnic Communities, and LGBTI) within four weeks of contract award. Contractor will be welcomed to offer suggestions for improvement and is expected to format and translate the discussion guide into Bangla or another appropriate language. IRI reserves the right to review the translation(s). If feasible under time and funding constraints, the discussion guide will be piloted with a group of 8-10 pilot participants who fit the recruitment criteria. This pilot will be moderated by the same moderator who will moderate the actual groups. The pilot session(s) will be video (preferred) or audio recorded and the recording will be provided to IRI. The Contractor will prepare a 1-2-page pilot report, based on a template provided by IRI. Once IRI has reviewed the template, some modification of the discussion guide may be required.
- **Focus Group Moderator:** Contractor will provide a trained and experienced moderator for groups in each location who has appropriate language skills. The moderators should familiarize him/herself with the topic of discussion prior to the groups.
- **Fieldwork:** The focus group discussions shall be face-to-face. Informed consent (oral is acceptable unless country laws require written) must be sought prior to commencing the interview. IRI will provide draft informed consent language to the Contractor and this template may be updated by the Contractor to conform with the country's legal requirements.
- **Recording and Data Processing:** The Contractor shall audio record all FGD sessions and shall transcribe all FGD sessions into English, providing individual transcripts for each FGD to IRI. Incomplete or poorly transcribed transcripts will be rejected. Upon request, the Contractor will provide audio recordings to IRI of the sessions for review.

- **Written Analytical Report:** In conjunction with IRI and based on IRI-provided template, the Contractor will develop a written, comprehensive report on all FGD findings for each group (Bihari, Plainland Ethnic Communities, and LGBTI) and should be no longer than 5-7 pages each. The reports will be in English and in two formats: full transcripts in Microsoft Word and a cumulative analytical narrative report in Microsoft Word. The analysis is not a simple recitation of the data, this is an analysis that draws out the main takeaway and provides nuanced context. The reports produced will be the full property of IRI and IRI alone.
- **Timeline:** The Contractor will submit an expected timeline of implementation.

### **SUMMARY OF DELIVERABLES**

- Submission of design of FGD methodology, including participant selection and screening strategy and an expected timeline of FGD implementation
- Completion of FGD instrument and facilitator guide including translation
- Completion of FGDs with photographic confirmation (optional), written transcripts translated to English, and audio and/or video recordings of discussions
- Submission of official written reports (in all formats) in accordance with an IRI-developed template. See “Statement of Work” for details.

### **DELIVERY SCHEDULE**

Contractor will advise IRI on a feasible timeline for completing work on this project as soon as possible, with the deliverables listed in the section above to be submitted no later than 3 weeks after the conclusion of fieldwork.

### **Proposals must contain:**

- List qualitative projects you conducted with similar specifications in this market
- Name and explain the role of subcontractors (if any)
- State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alternations, explain.
- Describe recruitment plan
- Describe fieldwork quality assurance measures (if any)
- Describe analysis plan
- Describe anticipated challenges, if any

### **Technical Proposals**

All proposals submitted to IRI must include:

1. 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 may 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 will not exceed 10 pages (not including cover page).
6. CVs/resumes of the lead researcher and proposed research team. Each CV/resume should provide a concise overview of credentials and be no longer than two pages

**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 inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. 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 USD, payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total
Submission of design of FGD methodology, including participant selection and screening strategy and an expected timeline of FGD implementation			
Completion of FGD instrument and facilitator guide including translation			
Completion of FGDs with photographic confirmation (optional), written transcripts translated to English, and audio and/or video recordings of discussions			
Submission of official written reports (in all formats) in accordance with an IRI-developed template			

**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 will conduct a source selection based as follows:

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

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
- b) Past performance in FGDs specific to the parameters set forth in the RFP – 20 percent
- c) Organizational Capacity through in-person visit, or reference check– 20 percent
- e) Price – 30 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder 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 Geoffrey Macdonald, at [gmacdonald@iri.org](mailto:gmacdonald@iri.org) with the subject line "ASIA2019BD15o" 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
- Authorized Individuals

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

### Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_