



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	ASIA2019BRM17o
Open Date:	December 12, 2019
Questions Deadline:	February 15, 2020
Closing Deadline:	February 21, 2020
Geographical Area Restrictions:	N/A
Point of Contact:	Jeremy Liebowitz jliewowitz@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.

Having received funding from USAID ahead of Burma's 2020 elections, IRI will require an experienced international consultant to co-design and implement campaign management trainings and to further facilitate activities for IRI's Political Party Academy (PPA), Political Party Campaign Schools (PPCS) and Leadership Training Schools (LTS) for youth and women

Period of Performance:

Date of Signature through August 2020.

Statement of Work:

- Travel extensively within Burma to implement trainings focused on campaign management;
- In order to contribute to monitoring and evaluation of program impact and outcomes, write 1-page report following each day of training, which should include interviews with participants, key observations, quotes, and notes on training process;
- Ensure compliance with IRI and donor regulations;
- Represent IRI at events and meetings as specified;
- Provide information and text for specified semi-annual, quarterly and final reports, new proposals and work plans;
- Draft Weekly Report to send to headquarters by COB Burma time every Monday;
- Contribute to the development training materials for the PPA, PPCS, and LTS workshops, enumerated below:

Political Party Academies (PPA)

IRI's PPA supports the development of institutional and human capacity in Burma's political parties through three phases of comprehensive programming. Currently, IRI has begun Phase III of the PPA, which focuses on constituent engagement and campaigning ahead of the 2020 elections. Key competencies to develop in training curricula should include:

- Campaign management
- Messaging and communications development, with emphasis on use of social media
- Voter outreach and engagement
- Get-out-the-Vote strategies

As with all IRI's political party work in Burma, IRI places special emphasis on achieving gender parity, recruiting youth and members of other marginalized groups to participate in programs, and creating inclusive training materials.

- *Number of PPAs:* 12 before August 2020
- *Duration:* 2-3 days each
- *Number of participants:* Approx. 30-80 political party members (varies by location)
- *Location:* Will require travel from Yangon to cities in Burma's 14 states and regions, e.g. Mandalay, Naypyitaw, Myitkina, etc.

Political Party Campaign Schools (PPCS)

PPCS are complementary to the PPA series of campaign schools for candidates, campaign managers and party activists. PPA and PPCS target all states/regions and emphasize techniques to campaign inclusively, focusing on priority policy issues of constituents, how to use digital campaigning in an issue-focused way that limits the spread of disinformation and hate speech in campaigns, and designing outreach and communications in targeted, culturally competent ways. The consultant will develop portions of each PPCS curriculum and facilitate the events.

- *Number of PPCS:* 11 events before August 2020
- *Duration:* 2-3 days each
- *Number of participants:* 25-45 political party members
- *Location:* Will require travel from Yangon to cities in Burma's 14 states and regions, e.g. Mandalay, Naypyitaw, Myitkina, etc.

Women's and Youth Leadership Training Schools (LTS)

LTS is designed to identify, train and prepare women candidates for the 2020 elections. The program will target women in six states/regions who have exhibited leadership potential and who typically do not have the opportunity to attend leadership trainings in Yangon, reaching more women from a diverse range of parties like the newly-merged ethnic parties in Chin, Kachin, Mon, Kayin, and Kayah states. Complementary to the program are quarterly alumni activities, which provide more specialized leadership skills and opportunities to apply those skills through activities such as constituency visits, participation in mock debates and policy development.

IRI will also hold a series of eight YLTS at the state/region level to provide young candidates, potential candidates and campaign managers with the opportunity to enhance their leadership skills and their campaign management and communication skills. YLTS will employ interactive methods that build on youth's comparative advantages in campaigning through digital media, popular culture and peer networking.

- *Number of LTS:* 12 trainings before August 2020
- *Number of YLTS:* 8 trainings before August 2020
- *Duration:* 2-3 days each
- *Number of participants:* 15-20 political party members
- *Location:* Yangon and Naypyitaw

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. Information addressing your experience and competency with direct voter contact, door-to-door campaigning, get-out-the-vote campaigns, communications and messaging for political campaigns, organizing and managing a team of volunteers, and fundraising.
3. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
4. 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.
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), 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.

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. 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. The daily and hourly 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 and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in, payments under any resulting contract will be made in this currency.

Unit	Unit Price	Number of Units	Total
Daily rate within Yangon			
Daily rate outside of Yangon			

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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent
 - b) Past performance and experience in performing similar projects – 40 percent
 - o Considerable practical experience in political campaigning (ideally in range of contexts including Asia);
 - o Prior experience working on political issues in SE Asia
 - c) 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 Catharine Struss, at cstruss@iri.org with the subject line "ASIA2019BRM17o" 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
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 ¹ 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 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	

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.