



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

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|--|--|
| <b>Procurement Number:</b>             | EURASIA2015U03o  |
| <b>Open Date:</b>                      | August 28, 2015  |
| <b>Questions Deadline:</b>             | Questions accepted on an ongoing basis   |
| <b>Closing Deadline:</b>               | Bids accepted on a rolling basis   |
| <b>Geographical Area Restrictions:</b> |  |
| <b>Point of Contact:</b>               | Iryna Bilonizhka,<br><a href="https://fta.iri.org/filedrop/ibilonizhka@iri.org">https://fta.iri.org/filedrop/ibilonizhka@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 1994, the International Republican Institute (IRI) has been at the forefront of working at the regional level to strengthen multi-party political systems, enhance civil society, promote democratic governance and foster unity efforts in Ukraine. IRI-Ukraine works with political parties to foster internal party democracy, to establish transparent and accountable party organizational structures, and to train party activists, staff, candidates, and poll watchers. IRI-Ukraine partners with political parties and civil society to teach the mutual benefits of and facilitate cooperation in addressing issues of concern to local communities. IRI-Ukraine seeks to work with youth and women to encourage their increased political and civil participation, and with local governments' elected officials and staff to teach and nurture good governance. In order to best meet these objectives, IRI-Ukraine conducts a wide variety of activities including trainings, seminars, roundtables, public hearings, exchange trips, and conferences in Kyiv and at the municipal and regional level throughout Ukraine. IRI-Ukraine is seeking to contract with local experts to serve as trainers, facilitators, and consultants for our various programming activities and events, which are currently funded by DFATD, NED and USAID. All contractors will report to and work in close collaboration with IRI-Ukraine program staff who oversee our various programs.

**Period of Performance:**

The period of the contract will vary depending on the need. In some instances, IRI may opt to sign long term contracts. In other instances, bidders will be contacted for a specific training or project (ex. writing a manual).

### **Statement of Work:**

There are eight program areas for which applicants may apply. Applicants should specify which of the following eight programs areas he/she is applying, and specifically for which topics under each program area. Applicants may indicate more than one program area and certainly more than one topic under each program area.

### **Local Elected Officials training**

Additional requirements for applicants to be considered:

- Applicants must have served at least one term as a Ukrainian local councilman.

Applicants must have relevant experience and be able to teach on a minimum of four of the following topics, based upon the Ukrainian legislation on local self-government and the applicant's own practical experience as a member of a local council in Ukraine:

- Powers and responsibilities of local councilmen;
- The budget process within local councils and for local governments;
- The role of local councils in managing communal property;
- Communication between local government bodies and local communities;
- Constituent relations – the relationship between a local councilman and the voters / the local community;
- Effective planning for and conducting council sessions;
- Role of local councilmen in preparing for and conducting sessions of local councils;
- Preparation for the implementation of a council's decisions;
- Legal provisions governing the implementation of a council's decisions;
- Strategic and tactical planning within and for local councils;
- Creating a councilman's public reception room;
- Managing and organizing the work of a local councilman's team;
- The status and organization of a local council's permanent commissions, councilmen groups and factions;
- Decentralization reform in Ukraine and its impact on / implications for the roles and responsibilities of local councils and local councilmen.

### **Municipal Governance training**

Additional requirements for applicants to be considered:

- Applicants must have prior experience working in municipal government or with municipal authorities on the implementation of different good governance policies and realization of reforms which made the local government more transparent, accountable and accessible to the citizens and community.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- Strategic development of a city;

- Engaging local citizens and communities in the local government's decision-making processes;
- New roles and responsibilities of municipalities in light of decentralization;
- Transparent budget and procurement processes;
- The administrative services provision;
- E-governance;
- Local economic development;
- Building an energy-efficient city;
- Improving the transportation infrastructure of a city;
- Ensuring security within a municipality;
- Housing and communal areas;
- Cooperation between municipal authorities and CSOs, housing associations (OSBB), and bodies of self-organization of population (OSN).

### **Political Parties Campaign, Candidates and Organizational Structure training**

Additional requirements for applicants to be considered:

- Applicants must have prior experience as the head of a political party organization or election campaign headquarters, having served in a position within a political party or campaign with decision-making authority or one who has conducted election campaigns, or as an attorney for a political party or campaign.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- Methods for identifying priority issues to citizens / local communities via focus groups and public opinion surveys;
- Fundraising methods and options for local political party branches, local election campaign headquarters, or political party programs/activities designed to benefit the community;
- Incorporating issues of concern to women and disabled persons in issue messages of a candidate's campaign and/or local political party branch;
- Fundamental political party local branch structures, functions, and activities;
- Characteristics of a strong political party local branch both during and between election periods;
- Prioritizing issues, messages and projects for political parties and candidates;
- Issue messaging for campaigns – selecting, defining, crafting and promoting a campaign's issue messages;
- How political parties should strategically craft and prioritize projects and activities designed to reach voters and highlight targeted, priority issues;
- How political parties can design and implement an advocacy campaign on an issue of importance to the local community outside of an election season and strategically use that issue and the party's advocacy campaign as a message during the election;
- Creative methods for working with the media as a key element of political communication;
- Modern methods of using social media for voter contact and message delivery for campaigns and political parties;
- Practical examples of creative and successful vs. unsuccessful political advertising;

- Propaganda and public relations – what is the difference?;
- What is considered manipulation of voters – how to avoid and protect against it;
- How to run a political party branch and a local political campaign with low cost and little funding;
- Ukrainian laws and regulations governing political parties, elections, and campaign finance;
- How to identify, recruit and properly use party members, activists, volunteers;
- How to organize the political party's / campaign's legal efforts on election day;
- What can be learned from political parties in other nations – including, but not limited to, their structure, functions, internal communications, ideology, campaign techniques;
- How to transition from being a civil society activist to engaging with political parties and establishing a future political career;
- Public speaking skills and techniques;
- The organization and work of an effective political party press office;
- Creating a usable, effective database of voters;
- Strategic targeting of voters;
- How to motivate voters to support the party / candidate.

### **Political Parties / Civil Society Cooperation training and facilitation**

Additional requirements for applicants to be considered:

- Applicants must have a strong civil society background with experience of working with political parties and local authorities, AND/OR
- Applicants must have a strong political party background with experience of working with civil society and local authorities.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- The organizational structure, strategic planning, and management of successful, functioning civil society organizations, political parties and local government authorities;
- How to define the key needs of a local community and develop relevant policy proposals;
- How to build and implement a successful advocacy campaign;
- How to engage youth into civic activism;
- How to develop successful cooperation between political parties and civil society organizations in order to achieve mutual goals;
- How political parties and civil society organizations can cooperate to make a local community stronger and its citizens more engaged in the local government's decision-making processes;
- Achieving more transparency of local government authorities, including citizen engagement in public budget processes and organizing anti-corruption campaigns;
- Developing or improving the charter of the city;
- Establishing housing associations (OSBB) and bodies of self-organization of population (OSN);
- Improving the housing and communal areas of a city;

- Attracting economic development and creating a municipal plan for economic development;
- Assuring more efficient waste management;
- Assuring more efficient energy consumption.

### **Political Parties Poll Watcher training**

Additional requirements for applicants to be considered:

- Applicants must have prior experience as having served as a poll watcher for a minimum of two elections, as an attorney for a political party or election campaign, or as a member of an election commission.
- Though not a requirement, an applicant will score higher in the judgement of experience if he/she has a certificate from the Central Electoral Commission as having completed an official training course on poll watching or on serving as a member of a local election commission.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- Ukraine electoral legislation – including, but not limited to, the Constitution, the Law "On elections of deputies of the Verkhovna Rada of the Autonomous Republic of Crimea, local councils and village, town and city chairmen", and other related legislation (on local government, the status of deputies of local council, information media, the Code of Administrative Procedure of Ukraine, Civil Code, Civil Procedure Code, Administrative Code, Criminal Code, etc.);
- Overall administration of elections – including, but not limited to, the system of elections, the authority of election commissions and the authority, role and responsibilities of members of election commissions;
- Functions and work of election commissions – both the day-to-day functions of the commission and official decision-making meetings, including the proper order of commission meetings and the preparation of documents;
- The authority, role and responsibilities of political party poll watchers – how poll watchers are supposed to act / function;
- The process and procedures of maintaining official state voter lists – including, but not limited to, the preparation and updating of voter lists; the acceptance of voter applications; the preparation of special lists for those voters who will cast their ballots outside of their normally prescribed voting station; the process of keeping accurate, amending and expunging voters from the voter list; proper procedures from addressing voter complaints about irregularities in voter lists;
- Organization and preparation for the election – including, but not limited to, obtaining, storing and transporting ballots, and securing voting locations;
- The work of election commissions on Election Day;
- The process for appealing an election based upon a violation of election laws.

### **Public Hearings training and facilitation**

Additional requirements for applicants to be considered:

- Applicants must have prior experience as having conducted, organized or participated in at least one public hearing or civil initiative.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- Local self-government, including the proper organization and implementation of public hearings;
- Development and successful implementation of a city charter (using successful examples of other city charters);
- Decentralization reform;
- E-governance;
- Housing and communal reforms;
- Waste utilization and management;
- City transportation reforms;
- The role and functions of bodies of self-organization of population (OSN);
- The role and functions of housing associations (OSBB);
- Transparent local government budgetary practices and procedures;
- Crimean Tatar-related issues and organizations;
- Issues of importance to and organization of IDPs.

### **Youth Leadership trainings**

Additional requirements for applicants to be considered:

- Applicants must have previous experience as having conducted trainings and/or worked specifically with youth and youth issues in Ukraine.

Applicants must have relevant experience and be able to teach on a minimum of one of the following topics, based upon the applicant's own practical experience in Ukraine:

- The Ukrainian national government – its structure, functions and practices;
- Local self-government – its structure, functions and practices;
- Civil Society – its structure, functions and practices in particular as civil society relates to politics and advocacy;
- Decentralization reform;
- The proper role and use of mass media, social media;
- Civil society's influence on political decision-making through lobbying, the use of public hearings, and the use of civil initiatives;
- The proper role of public relations and communications by political leaders and civil activists;
- Building your personal brand and public image;
- Political campaigning – including, but not limited to, volunteer requirement, door-to-door campaigning, fundraising, messaging, voter targeting,
- Public speaking skills and techniques;
- Styles, skills and attributes of good leadership – including, but not limited to, team-building, the art of negotiations, conflict resolution, problem solving, management;
- Development of good personal skills and attributes – including, but not limited to, time-management, identifying personal goals, conflict resolution, developing a

personal mission statement, networking, problem solving, verbal and non-verbal communications, and good interpersonal skills;

- Management of a non-government organization or an NGO/CSO's projects and/or programs;
- Development and implementation of a strategic plan;
- Gender equality.

### **Miscellaneous Democracy and Governance topics**

- As the political environment of Ukraine changes, the International Republican Institute is always looking to meet the needs of our stakeholders and local partners by providing helpful programming that addresses current challenges and needs. If an applicant has relevant experience as a former or current practitioner of any other democracy and governance-related subject matter in Ukraine that is not listed above, please also specify that in the application.

### **Technical Bid:**

All bids submitted to IRI must include:

1. Interested bidders must present the technical bids outlining the following information: A statement confirming your agreement with all terms, conditions, and provisions included in the solicitation and agreement to perform the services identified above in the program area(s) you specify, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions. A statement of travel availability noting the number of days per week / per month the applicant is willing to travel and any other travel-related restrictions must also be included.
2. The name, address, and telephone and facsimile numbers of the bidder and electronic address;
3. Bidders shall submit 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 the individuals as reference check.
4. Attachment requirements:
  - CV/Resume in English
  - Expert Rate Form. IRI may contact previous clients and employers for professional references and compensation confirmation.
5. There are no page limits for applications.
6. All application documents should be submitted using Microsoft Office programs (Word, Excel, PowerPoint).
7. Bidders should specify for which program area(s) the bidder is interested in serving as a contractor and which topic(s) under each area(s); bidders may indicate more than one program area and more than one topic within each program area.
8. Bidders may also submit letters of reference, a sample report written by the bidder summarizing a training given by the applicant, sample training materials/handouts/manuals written by the bidder, and a sample presentation (PowerPoint or other format) developed and given by the bidder. These letters of reference and writing and presentation samples do not have to be in English. Though

the letters of reference and writing and presentation samples are not required, these will be considered in the scoring of applications.

9. In order to be considered as having relevant experience to serve as a contractor for a program and as a trainer on a subject under that program, bidders shall demonstrate on their resume experience as a former or current practitioner of the subject matter in Ukraine.
10. Written and verbal proficiency in Ukrainian and ability to understand and respond to questions posed in Russian as determined by an interview with IRI and a check of references.

Cost section must adhere to the following criteria:

Bidders should submit his/her daily rate in United States Dollars for days spent dedicated to IRI work. Days spent dedicated to IRI work assumes an eight-hour work day, and will include full days of travel to / from IRI events and days spent at IRI activities and trainings. This daily rate should be based on an eight (8) hour work day. Contractors should expect that time spent less than eight (8) hours per day will yield a prorated rate based on the actual time worked.

If eight hours or more are spent working for IRI in a single day, the contractor will be paid according to the daily rate. When developing and writing a manual, brochure or other publication for IRI programming which may take multiple days to complete, IRI will contract with the contractor for a maximum number of days to work on the project.

IRI will pay directly (to the hotel, airline, train, etc.) for all travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. If it is more feasible for the trainer to use his/her own transportation to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the US Government or DFATD, calculated according to the kilometers traveled and the type of vehicle used. The daily rate submitted by an applicant 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 rate, as no other expenses will be covered or reimbursed by IRI.

All bidders must complete an expert rate form listing prior income in order to justify his/her quoted daily rate. Daily rates must be in line with prior rates charged for similar work. The applicant can request a higher daily rate than previously received only if he/she has worked at a previous rate for a minimum of sixty work days.

| Unit       | Unit Cost |
|------------|-----------|
| 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 on receipt and acceptance of an invoice in USD by way of electronic transfer.
4. The Bidder's initial bid should contain the Bidder's best offer.
5. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.

6. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
7. 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.
8. Bidders cannot be employed by the national or any municipal or regional government in Ukraine.

#### **Evaluation and Award Process:**

1. Bids will be evaluated by IRI for compliance with technical 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 Technical/Price Weighted evaluation and source selection based on evaluation factors listed below. Technical evaluation factors have a total of 90 points; evaluation of price and price reasonableness has a total of 10 points. These factors will serve as the standard against which all technical information will be evaluated, and identify the determining factors that Bidders should address.
5. IRI will conduct the technical evaluation in three parts. Information provided by bidders will be evaluated against numbers 1 through 6 in the table below. Those bidders who meet all required criteria and who score the highest will then be contacted and invited to participate in interviews with IRI. During the interview, IRI will evaluate bidders based on criteria 7, 8, and 9 in the table below. Following the interview, those bidders who have the highest scores will be considered finalists and IRI will conduct a check of references. The final 15 points will be awarded based upon criteria 10, 11, and 12 in the table below.

#### **Evaluation of Bids:**

1. The bids will be evaluated by a technical and price evaluation committee using the criteria shown below. When evaluating the competing bids, IRI will consider

the written technical/capability information provided by the Bidders, and any other information obtained by IRI from the Bidders, from past performance references, or through its own research.

2. IRI will evaluate bids in accordance with the technical and price criteria and weightage shown in the table below. A total 100 points (with a weighting of 60 percent of the total evaluation) are assigned according to the following criteria:

| Criteria   | Points     |
|--|------------|
| 1. Relevant experience in having conducted previous trainings in Ukraine on the subject matter as evidenced by the submitted resume  | 15         |
| 2. Availability to travel as determined by the applicant's statement of travel availability; the applicant shall specify his/her availability and willingness to travel by indicating the maximum number of days per week / per month they are willing to travel and any other travel restrictions (geographic regions, times of the year, etc.)                                     | 5          |
| 3. Experience adhering to financial rules and regulations of international donor organizations   | 5          |
| 4. Experience writing succinct but thorough reports summarizing a training seminar given, as evidenced by a writing sample of such a report  | 5          |
| 5. Ability to develop training curriculum and write valuable, targeted presentations and training materials (manuals, handouts), as evidenced by sample training materials and a sample presentation   | 10         |
| 6. Applicant's daily rate  | 10         |
| 7. The applicant's overall performance during the interview process, demonstrating their professionalism, knowledge of the subject matters on which the applicant wishes to serve as a contractor, and his/her speaking skills   | 15         |
| 8. Demonstration of the applicant's knowledge of the current sociocultural, economic and political environment, including relevant laws and legislation, in Ukraine  | 10         |
| 9. Demonstration of the applicant's commitment to staying abreast of the changing political context within Ukraine and the surrounding international community that may affect programming; demonstration of the applicant's willingness to adapt and adjust training curriculums / presentations / materials to incorporate, meet and address these changing political environments | 10         |
| 10. Trustworthiness, reliability, ability to work as member of a team, ability to work under stressful conditions, ability to professionally solve conflict situations   | 5          |
| 11. Professionalism, respected reputation, and ability to deliver trainings in an ideologically neutral manner within a multiparty environment   | 5          |
| 12. Good public speaking / presentation / training skills  | 5          |
|  |            |
| <b>Total</b>   | <b>100</b> |

**Submission Instructions:**

Bids must be submitted via FTA <https://fta.iri.org/filedrop/ibilonizhka@iri.org> to Iryna Bilonizhka at with the subject line "First Name Last Name Contractor Application". Faxed proposals will not be considered.

### **IRI Obligations**

Issuance of this RFQ does not constitute and award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor 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 "lower-tier subrecipients". 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.

## **CERTIFICATION REGARDING TERRORIST FINANCING**

By responding to this solicitation, the bidder provides the certification set out below:

1. The Contractor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Contractor to comply with its obligations under paragraph 1:
  - a. Before providing any material support or resources to an individual or entity, the Contractor will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC), or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by IRI to the Contractor.
  - b. Before providing any material support or resources to an individual or entity, the Contractor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al-Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Contractor should refer to the consolidated list available online at the Committee's Web site: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
  - c. Before providing any material support or resources to an individual or entity, the Contractor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - d. The Contractor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification –
  - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
  - b. "Terrorist act" means –
    - i. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

- ii. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
  - iii. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
  - iv. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- c. References in this Certification to the provision of material support and resources must not be deemed to include the furnishing of IRI funds or IRI-financed commodities to the ultimate beneficiaries of IRI assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Contractor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- d. The Contractor's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Contractor that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Contractor has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it will be grounds for unilateral termination of the agreement by IRI prior to the end of its term.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL  
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

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

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

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

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

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

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Copies of the regulations may be obtained by contacting the person to which this proposal/bid/application/quote is submitted.

1. By signing and submitting this proposal/bid/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/bid/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/bid/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/bid/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: \_\_\_\_\_

## CONFLICT OF INTEREST STATEMENT

IRI is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity.

IRI does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the U.S. Office of the Inspector General.

IRI employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. IRI employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the U.S. Office of the Inspector General. In addition, IRI will inform USAID and the U.S. Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

By signing this certification, the bidder agrees to:

- Disclose as part of the bid 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.
- Disclose as part of the bid submission 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.
- Certify 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.
- Certify that all information in the bid and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to IRI's prohibitions against fraud, bribery and kickbacks.

Please contact IRI Contracts Officer Halina Manno at [hmanno@iri.org](mailto:hmanno@iri.org) for any questions or concerns regarding the above information or to report any potential violations.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**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<br>POINT OF CONTACT & TELEPHONE # | Employment Period (M/D/Y) |    | Annual Salary <sup>1</sup><br>U.S. Dollars |
|----------------|---|---------------------------|----|--|
|                |   | From                      | To |  |
|                |   |                           |    |  |
|                |   |                           |    |  |
|                |   |                           |    |  |

**SPECIFIC EXPERT SERVICES**

| SERVICES PERFORMED/TITLE | CLIENTS NAME AND ADDRESS<br>POINT OF CONTACT & TELEPHONE # | Service Period (M/D/Y) |    | Units at<br>Rate | Daily/Hourly<br>Rate <sup>2</sup> In U.S.<br>Dollars |
|--------------------------|--|------------------------|----|------------------|--|
|                          |  | From                   | To |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |

**CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

<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.