



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

<b>Procurement Number:</b>	EUROPE2019BRUS04o
<b>Open Date:</b>	November 19, 2019
<b>Questions Deadline:</b>	December 22, 2019
<b>Closing Deadline:</b>	January 31, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Alex Tarascio ( <a href="mailto:atarascio@iri.org">atarascio@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.

IRI's Beacon Project employs a multi-method research approach to examine the media environment in the Western Balkans in order to determine the penetration and impact of specific narratives used in disinformation campaigns in Europe. IRI is searching for a coordinated team of contracted researchers to use IRI's proprietary >versus< tool to monitor the spread of anti-Semitic narratives in online media, the penetration and impact of those narratives in mainstream political discourse, and the degree to which those narratives spread disinformation, hate speech, and sow societal divisions. Using the information collected through >versus< and through other primary and secondary sources, the researchers will each produce analytical reports about the presence and character of certain anti-Semitic narratives in online media, with details about media platforms that propagate the narratives. The media monitoring analysis will be incorporated into case studies for each country, approximately ten pages in length.

### Period of Performance

Date of signature – December 31, 2020

### Statement of Work

#### 1. Design and Analysis

The compiled research across countries will address the following key questions:

- A. What antisemitic narratives can be identified in the online media space of the case study countries? Who generates these narratives?
- B. Which potential actors seek to influence the audience through the use of antisemitic narratives?
- C. What differences or similarities exist between antisemitic narratives in the online media spaces of each country? What interests/policies/other narratives explain these variations, or lack thereof?
- D. Are there patterns in the prominence of antisemitic or other hate speech-related narratives? For example, do certain events (political or otherwise) affect the frequency of antisemitic narratives?
- E. What kind of factors (including, legal, societal, political, historical etc.) contribute to the spread of antisemitic narratives in these countries?
- F. Which groups of individuals (Jewish and/or non-Jewish) are targeted, implicated, or associated by and with antisemitic narratives?

### **Questions to be Addressed in Individual Case Studies**

1. The following sub questions will be addressed as appropriate by researchers producing country case studies and pending available resources. Not all sub questions must be answered for each country profile. What are the primary/most prominent antisemitic narratives found within the country?
  - a. How or where are anti-Semitic narratives manifested?
  - b. How are these narratives related to other narratives present in the country?
2. What mechanisms are in place to respond to anti-Semitic narratives and other forms of hate speech?
  - a. What legal and policy provisions are currently in place to address anti-Semitism and other forms of hate speech
  - b. What civil society responses currently exist?
3. What are the potential consequences of antisemitic narratives in the online media space?
  - a. What existing social vulnerabilities do antisemitic narratives exacerbate?
  - b. What effects do antisemitic narratives have on feelings around ethnic tensions and genocide?
  - c. Do political extremist movements utilize antisemitic narratives?
  - d. Do antisemitic narratives promote the objectives of a foreign state or non-state actor? If so, how and in what context?
4. To what extent is it possible to identify the target audience of the anti-Semitic narratives?
  - a. Is it possible to identify how and through what narratives the various groups are targeted?
  - b. Is it possible to identify how are such narratives received by various target groups?

## **Selection criteria: Case studies**

Research and case studies will be conducted in the following countries: Albania, Bosnia & Herzegovina, Croatia, Montenegro, North Macedonia, Kosovo and Serbia. Research will examine the prominence and influence of antisemitic narratives in online media within these seven countries. Additionally, research will focus on the public and governmental responses to these narratives.

## **Data collection and analysis:**

Original research will be conducted with IRI's >versus< tool, which IRI will provide thorough training on the use of. Researchers will use >versus< to identify and/or track narratives in the local media environment, as well as to understand the reception of these narratives. The findings of this research, along with research gathered through the use of primary and secondary sources, will make up part of the delivered results and analysis. IRI would additionally welcome the inclusion of qualitative data from interviews with relevant stakeholders in resource countries.

Potential sources of data include:

### Primary

- Native language online journalistic sources
- Public opinion research
- Investigative reports
- State administrative data (such as census data)
- State legislation
- Archived documents
- Internet traffic, data from cybersecurity breaches
- Interviews with established academics/policymakers
- Focus groups

### Secondary

- Academic sources
- Digital/print media

IRI will develop a methodology to synthesize each case study into a full report upon receipt of the first case study. A brief description of individual case study methodologies will be developed by the selected researchers and included in the 8-10-page report.

## **Research Design for Final Compiled Research Product: Structured Comparative Case Studies**

Most Similar Systems Design (MSS): One or more countries that are similar across a range of variables, but which differ on the outcome of interest – whether the target country exhibited resilience to antisemitic narratives

Most Different Systems Design (MDS): One or more countries that differ across a range of variables but share the outcome of interest.

## 2. Suggested Timeframe

From the start of the period of performance, researchers are asked to complete their research within six to seven weeks. Researchers are asked to submit a draft analytical report within 9 weeks (2 weeks after completion of research). Researchers then will have three weeks to compile their country reports and submit to IRI. This timeline, considering researcher needs, is flexible.

Country	Languages(as needed)
Albania	Albanian
Bosnia and Herzegovina	Bosnian-Croatian-Serbian(BCS)(Latin Script)
Croatia	BCS (Latin Script)
Kosovo	BCS (Latin-Script), Albanian
North Macedonia	Macedonian, BCS (Latin script), Albanian
Montenegro	BCS (Latin script), Albanian
Serbia	BCS (Latin-Script)

### 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. A statement confirming agreement with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, specifically identifying any disagreement with or exceptions to the terms, conditions, and provisions.
3. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available).
4. Names, titles, and telephone and facsimile numbers and electronic addresses of persons authorized to negotiate and act on the Offeror's behalf with IRI in connection with this RFP and the resulting contract award.
5. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

6. Bidders may provide a list of up to two 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.
7. 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.
8. Proposals will not exceed 5 pages (not including cover page).
9. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume. Proposals submitted by organizations must contain CV/resumes for individuals that will work on the contract.
10. All proposals must be submitted in English.
11. Bidders must have fluency in one of the local languages (Bosnian, Croatian, Serbian, Albanian, and/or Macedonian).
12. Bidders must have at least two (2) years of regional experience.

### **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. IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved lodging and airfare expenses for the contractors' participation in IRI activities and events. 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 Euros (€), payments under any resulting contract will be made in this currency.

<b>Unit/Deliverable</b>	<b>Unit Price</b>
Agreed methodology submitted to IRI following >versus< training	
Draft analytical report submitted to IRI within 9 weeks (4-6 pages)	
Analytical report addressing research questions submitted to IRI within 12 weeks (8-10 pages)	
Executive summary of findings with included recommendations submitted to IRI within 12 weeks (1-2 pages)	

\* No reimbursement allowed.

### **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
  - Experience and ability to conduct research in target countries (15 percent)
  - Quality of proposed plan (15 percent)
- b) Past performance and experience in performing similar projects – 45 percent
  - Prior experience in media monitoring analysis and research (20 percent)
  - Prior experience researching religious intolerance in the region (10 percent)
  - Experience coordinating research with multiple organizations on similar projects (15 percent)
- c) Price – 25 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 Alex Tarascio, at [atarascio@iri.org](mailto:atarascio@iri.org) with the subject line "EUROPE2019BRUS04o RFP" 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: \_\_\_\_\_

**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 ( <i>M/D/Y</i> )		Annual Salary <sup>1</sup> U.S. Dollars
		From	To	

**SPECIFIC EXPERT SERVICES**

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

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

Signature	Date
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<sup>1</sup> Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

<sup>2</sup> A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.