

REQUEST FOR PROPOSALS

Procurement Number:	EUROPE2020V06o
Open Date:	January 15, 2021
Questions Deadline:	February 12, 2021
Closing Deadline:	February 25, 2021
Geographical Area Restrictions:	N/A
Point of Contact:	Dan Scaduto (dscaduto@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.

To dissect and better understand political identity and support in a shifting world of political competition throughout Europe, IRI will conduct original research on the involvement of women in anti-system political parties, with a focus on their political motivations and social and economic contexts. IRI is searching for researchers to conduct primary source research to better understand political identity in the shifting world of European politics and collect data related to the issue of disaffected voters along gender lines. Using the information collected through interviews, participant observation, and supplemental desk research, researchers will produce analytical reports. These reports of research findings, along with recommendations, will be used to inform IRI's network of mainstream political stakeholders on the issue priorities and identities among women in the populations they seek to serve.

Period of Performance

March 22, 2021 – September 30, 2021

Statement of Work

As an initial activity of the Gendered Research on Fringe Politics, IRI will contract five in-country researchers to study specific issues motivating women to support fringe political parties and movements outside mainstream politics in Austria, Estonia, Hungary, Slovakia, and Germany (Brandenburg, Mecklenburg-Vorpommern, Saxony, Saxony-Anhalt, and Thuringia). Each researcher must be based in their country of study and fluent in the local language. The primary form of research will be participant observation and in-depth interviews with women openly engaging with a range of political parties and movements

within each country. Researchers can also employ native language journalistic sources, available state administrative data, investigative reports, and archived documents as primary means of research. The reports generated from these independent country analyses will collectively lend IRI deeper insight into what issues, political platforms, and messages drive women voters' engagement, and the extent to which women shape these movements as active drivers.

- **Participant Observation:** IRI will develop a plan for researchers to attend public events such as town halls, hearings, political events, protests. Participant observation will aim to contextualize the physical, social, cultural and economic experiences of women, providing IRI nuanced insight into how women interact with fringe parties and politics.
- **In-Depth Interviews:** IRI will arrange a series of interviews with women exercising leadership roles or displaying deep involvement in both fringe and mainstream politics. Interviews will also engage women involved in alternative avenues of political participation, including activism and protest movements. IRI will provide guidance on interview protocol to ensure comparability across researchers.

IRI will seek to gain informed consent from all subjects of participant observation and interviews. Considering circumstances relating to the COVID-19 pandemic, this research may be conducted virtually when necessary and feasible.

1) Design and Analysis

The compiled research in Austria, Estonia, Hungary, Slovakia, and Germany (Brandenburg, Mecklenburg-Vorpommern, Saxony, Saxony-Anhalt, and Thuringia) will address the following core questions:

- How do women perceive themselves as active/passive participants within the political landscape and within broader society? Do women see themselves, either individually or collectively, as exercising political capital?
- Do any individual political issues or a thematic set of issues appeal more widely to women and does political party engagement of these issues motivate participation?
 - Are patterns of issues women care about broadly comparable to those of the wider population, or do they differ?
- How do fringe political parties view the importance of women as a component of the broader electorate? Do these parties use specific tactics to gain women supporters? Do these tactics differ from mainstream political parties?
- To what extent do women and the policy issues they care for feel represented in national politics? Do women believe any party officials represent the needs of women?
- To what extent are women long-term or recent supporters of these parties and movements? Are they attracting women from other parties or women who haven't previously been politically engaged?

Questions to be Addressed in Individual Case Studies

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.

- How do fringe political parties communicate or disseminate information to audiences of women?
 - Do fringe parties use more implicit or explicit approaches to reach the population of women? Do these approaches mirror similar outreach from mainline parties in the area or are they occurring in places where mainline outreach occurs very little, if at all?
 - Do fringe parties utilize women stereotypes or perceived gender norms to dissuade women from supporting mainstream parties?
- What are the goals of women leading fringe political parties? What are their political influences?
 - What societal issues do these women leaders represent that they feel speaks more strongly to women voters within their respective country?
- What are the needs of women overall who are drawn to involvement in fringe political parties? Do mainstream political parties have platforms that attempt to address these needs and, if so, why don't they appeal to the women who are otherwise drawn to fringe parties?
- What are the motivations for women to vote for fringe political parties?
 - Is it possible to identify the roots of these motivations, such as from narratives in local media or online sources?
 - What features of their local culture or community influence their political motivation?
 - Are women differently motivated to support a political party by certain issues or concerns than other portions of society?
- What candidates and candidate profiles are women drawn to?
 - To what extent are those candidates' platforms organized to address the issues important to women in fringe politics?
 - Are women motivated to support women candidates or parties that advocate for equal gender representation? Or do women consistently women issues and policy motivations above considerations of gender representation?
- Which aspects of the party platforms are women drawn to? Are there corresponding features on mainline political platforms and, if so, how do they differ between the two political groups?
 - Do women feel adequately represented by any existing national party?

Selection Criteria: Case Studies

IRI has identified a specific geographic scope of five geographical targets: 4 countries (Austria, Estonia, Hungary, and Slovakia) and the region of five states of the former German Democratic Republic (Brandenburg, Mecklenburg-Vorpommern, Saxony, Saxony-Anhalt, and Thuringia) -- an individual researcher will be responsible for executing a case study of one designated target. Desk research will examine women voting patterns in each geographical target, assessing specifically to what extent women voters are drawn to support political parties. Through observer participation and in-depth interviews, researchers will assess patterns underlying political party strategies to engage women, as well as why women may choose to become more involved in fringe politics as opposed to mainstream politics.

Data Collection and Analysis:

Informed by preliminary research and in collaboration with IRI's Women's Development Network (WDN), IRI will develop a methodology to guide interview questions and draw qualitative insights through participant observation. The methodology will include pre-designated questions designed to establish a consistent baseline across countries of interest in order to conduct a well-defined comparative analysis. Additionally, the methodology will aim to avoid questions, which may be answered within already existing resources. Recent and credible quantitative and qualitative resources accessed in the country's native language may be included in reports to further enrich products.

- Primary
 - Interviews with women in targeted countries
 - Participant observation
 - Native language journalistic sources
 - Available state administrative data
 - Investigative reports
 - Archived documents
- Secondary
 - Academic sources
 - Digital and/or print media

2) Reporting

Expected Deliverables from Researchers

- 10–12-page report addressing research questions with brief description of methodology, exclusive of works cited
- 1-page executive summary on high-level findings including three to five brief recommendations for how political party engagement with women voters in target countries may be expanded

Deliverables

- Workplan
- Raw Data from Interviews/Participant Observation
- Draft In-country Case Study Report
- Final In-country Case Study Report
- Revisions following validation session

3) Suggested Timeframe

From the start of the period of performance, researchers are asked to complete their research within eight weeks. Researchers are asked to share their raw data on interview questions and responses, as well as initial observations for participant observation. Researchers then will have two weeks to compile their country reports and submit to IRI. IRI will validate report results and may request researchers address questions about the report results or clarify certain sections. IRI expects to spend approximately four weeks on data validation and asks researchers to complete follow-up questions within two weeks. Considering researcher needs and the availability of applicable participant observer events, this timeframe is flexible and can be tailored.

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 your 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). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
4. 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.
5. Bidder shall provide two samples of previous work of similar scale and scope for review by IRI. If submission includes the work of several individuals, please explicitly specify your role and contribution.
6. 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.
7. Proposals will not exceed 5 pages (not including cover page).
8. All proposals must be submitted in English.
9. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
10. Bidders must:
 - a. Have a demonstrated capacity in designing and conducting research projects of similar scale.
 - b. Minimum five years of in-country experience conducting research.
 - c. Native language fluency.

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 Euros (€), payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price (€)	Number of Units	Total (€)
Brief workplan (identified events, travel plans, intended primary and secondary sources)		1	

Deliver raw data on interview questions and responses, as well as participant observation		1	
First draft of in-country case study report (8-10 pages)		1	
Final draft of in-country case study report (10-12 pages) and executive summary (1 page)		1	
Revisions on in-country case study report following validation session		1	

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) – 40 percent
 - a. *Demonstrated capacity to conduct in-country research, adhering to international standards and best practices for participant observation and interviews (20 percent)*
 - b. *Methods in place to ensure data integrity and quality (10 percent)*
 - c. *Ability to conduct analysis to high standards (10 percent)*
- b) Past performance and experience in performing similar projects – 25 percent
 - a. *Demonstrable completion of similar projects with a high level of quality and expertise (15 percent)*

- b. Experience working with international and/or non-governmental clients (10 percent)*
- c) Price – 35 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 Dan Scaduto, at dscaduto@iri.org with the subject line "EUROPE2020V06o 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. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
13. 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 (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

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

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

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

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