



**International
Republican Institute**
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REQUEST FOR PROPOSALS

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| Procurement Number: | MENA2019IRAQ05o |
| Open Date: | July 31, 2019 |
| Questions Deadline: | August 7, 2019 |
| Closing Deadline: | August 19, 2019 |
| Geographical Area Restrictions: | N/A |
| Point of Contact: | Iraqbids@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.

IRI seeks to understand the key factors related to poor service delivery and dissatisfaction with poor quality of governance in Basra—specifically as it relates to the actions taken or not taken by the Provincial Councils (PC) and the way that Provincial Councilors exercise their authority, communicate with other levels of government, and engage with citizens. IRI has defined the factors that potentially affect the way that Provincial Councils plan and budget for service delivery as subnational revenue management capacity, corruption, coordination/lack of coordination with other levels of government and malign influence.

Period of Performance

Three months from the date of signature

Statement of Work

IRI needs to:

1. Understand how effectively the PC is using their authority to obtain, plan and allocate resources.
2. Understand what mechanisms the PC and local government are using to message to citizens what they are doing (regarding revenue management and planning), and the process for ensuring that citizens receive sufficient services.
3. Understand how citizens perceive the mandate and effectiveness of the Basra Provincial Council, specifically related to subnational revenue management and budgetary authority over service delivery.

4. Understand what motivates citizens to push for certain policy outcomes: What would get you to constructively engage in government? What would encourage citizens to advocate for change?
5. Understand how Basrawis view the role of civil society (NGOs, activists, journalists, etc.) in improving provincial governance, especially in the context of the province's recent citizen-led protests. Do Basrawi citizens see civil society actors as legitimate and effective vehicles for reform? Are there particular segments of civil society or actors within civil society that are viewed as especially effective or ineffective?
6. Understand if and how Basrawis think Iran is actively trying to influence their community, their awareness of various mechanisms used for Iran's influence attempts, and what may motivate Basrawis to take action to secure their sovereignty.

The questions above are best addressed by a focus group (FGD) and Key informant interview (KII) study in Basra.

- Ten Key Informant Interviews, each lasting approximately 60-90 minutes: 1 from pro-Iranian party, 1 from anti-Iran party, 2 Provincial Councilors, 2 local government staff, 2 district council members, 2 religious leaders (opposing sides)
- Twelve FGDs, each lasting approximately 90-120 minutes and attended by 8-10 participants:

| FGD # | Group Composition |
|-------|---|
| 1 | 18 through 35-year-old male group (Arab) |
| 2 | 18 through 35-year-old female group (Arab) |
| 3 | 36 through 65-year-old male group (Arab) |
| 4 | 36 to 65-year-old female group (Arab) |
| 5 | 18 through 35-year old male group (Black) |
| 6 | 18 through 35-year old female group (Black) |
| 7 | 36 through 65-year old male group (Black) |
| 8 | 36 to 65-year old female group (Black) |

- Must be recruited from different neighborhoods within Basra
- Participants in the same focus group session may not know one another.
- No participants may have participated in a focus group or in-depth interview study in the past 12 months.

DELIVERABLES:

- Finalized discussion guide (incl translation where applicable)
- Proposed Participant Profile
- Written summary as specified above.
- Full transcripts of all discussions and interviews, as described above.
- Video/Audio recordings of the discussions and interviews, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.
- Analytic report of 25-30 pages in MS Word in idiomatic English, which includes a one or two page/slide executive summary, addressing the research needs outlined above.

TIMING:

The focus group discussions and in-depth interviews should be held in August/September 2019; the exact timing needs to be determined in close consultation with IRI.

GENERAL RESPONSIBILITIES:

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

- **Screener.** IRI will provide a draft screening questionnaire within two weeks of contract award based on the specifications above. The Offeror will review offer edits within five working days of receipt. Following IRI approval, the Offeror will translate the screener into Arabic. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants.** Offeror will recruit all participants according to the screening criteria listed above. At least one week prior to the start of the first focus group session and interview, the Offeror will provide a brief description of the composition of the groups and the interviewees in terms of age, gender, occupation, etc. Offeror should recruit 8-10 participants for each group as well as 2-3 alternates in case any of the original participants are unable to participate. All participants will be required to give written informed consent to participate in this study. IRI will provide draft informed consent language which may be adjusted by the bidder in order to conform to any specific legal requirements in the research country.
- **Discussion guide.** IRI will provide the draft discussion within six weeks of contract award. Offeror will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into Arabic. IRI reserves the right to review the translation(s.) At least one week prior to the first planned session, the discussion guide will be piloted with a group of 8-10 pilot participants and 3 in-depth interviewees who fit the recruitment criteria. This pilot will be moderated by the same moderator who will moderate the actual groups. The pilot session(s) will be video (preferred) or audio recorded and the recording will be provided to IRI. The Offeror will prepare a 1-2 page pilot report, based on a template provided by IRI. Once IRI has reviewed the template, some modification of the discussion guide may be required.
- **Focus group moderator.** Offeror will provide a trained and experienced moderator for groups in each city. The moderators should familiarize him/herself with the topic of discussion prior to the groups. For the key informant interviews, they will be held by an experienced qualitative interviewer.
- **Observation.** The Offeror will provide for all groups a facility from which Arabic - speaking IRI staff may unobtrusively observe.
- **Recording of focus group discussions and in-depth interviews.** Audio and/or video record all aspects of research necessary for full and accurate data collection, transcript generation and inclusion of illustrative samples in the final analytical report. Offeror will film focus groups and film should be high quality with clear sound. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary of focus group discussions and in-depth interviews.** Offeror will provide a 2-3 page written summary of the focus group discussions and in-depth interviews in idiomatic English within one week after the final focus group session and interview. A template will be provided by IRI.
- **Transcripts.** The Offeror will provide IRI with full verbatim transcripts in English of each group and interview that will identify each participant speaker by number or first

name to link each comment to the participant's gender, exact age, education level, city and occupation.

- **Written analytical report.** Offeror will analyze all discussions, and write and edit final analytic report (see Deliverables) for review, editing and acceptance by IRI within six weeks of the final focus group session or interview. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions, while noting to any major differences of opinions between participants and sessions. The report must present actual analysis (i.e. not mere description) and illustrative quotes from participants.

Technical Proposals

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder's Taxpayer Identification Number.
5. Technical Proposals should address the following points:
 - List qualitative projects you conducted with similar specifications in this market
 - Name and explain the role of subcontractors (if any)
 - State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - Describe recruitment plan
 - Describe fieldwork quality assurance measures (if any)
 - Describe analysis plan
 - Provide proposed moderator(s) CV/Resume
 - Describe anticipated challenges if any
6. Price Proposals should be broken down by the following deliverables in USD:
 - Per focus group discussion
 - Per key informant interview
 - Analysis per session/transcript
7. Costs outlined must be inclusive of all costs related to administration, implementation and translation per the scope of work listed above.
8. Proposals will not exceed 15 pages (not including cover page).
9. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

| Unit/Deliverable | Unit Price | Unit | Total |
|---------------------------------|-------------------|-------------|--------------|
| Focus Group discussion | | | |
| Key Informant interview | | | |
| Analysis per session/transcript | | | |

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 intends to make an award to the responsible Bidder based on the following evaluation factors:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 30 percent
 - b) Past performance and experience in performing similar projects – 40 percent
 - c) Compliance with security and other administrative requirements – 10 percent
 - d) Price – 20 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 Iraqbids@iri.org with the subject line "MENA2019IRAQ05o" 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:

- Expert Rate Form (individuals only)

EXPERT RATE INFORMATION

| | | | |
|-----------------------------------|----------------|-------|--------|
| Name <i>(Last, First, Middle)</i> | Proposed Rate: | Daily | Hourly |
|-----------------------------------|----------------|-------|--------|

Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.

EMPLOYMENT HISTORY - SALARY

| POSITION TITLE | EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE # | Employment Period (M/D/Y) | | Annual Salary ¹ U.S. Dollars |
|----------------|---|---------------------------|----|--|
| | | From | To | |
| | | | | |
| | | | | |
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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 | | |
| | | | | | |
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CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

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

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

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