



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	MENA2019T16o
Open Date:	August 1, 2019
Questions Deadline:	August 7, 2019
Closing Deadline:	August 10, 2019
Geographical Area Restrictions:	N/A
Point of Contact:	Min Young Park, Program Associate, mpark@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.

Primary responsibilities include observing and assessing the pre-election environment in an assigned geographic area in line with the Declaration of Principles for International Election Observation, the Code of Conduct for International Election Observers, and Tunisian law. IRI is seeking LTOs will deploy in teams of two and will report directly to the International Observation Mission (IOM) Director, assist in producing analytical documents and reports ahead of the elections, and work closely with the Mission Director in developing regular reports and analyses. The LTOs will also collaborate and share information with the Core Team, Long-Term Analysts (LTA) and Short-Term Observers (STO) to ensure specific analysis is incorporated into findings and recommendations. The LTOs will also assist in logistics, briefings and other preparations for STOs to be deployed in their geographic areas.

Period of Performance:

Mid-August 2019 to December 2019

Statement of Work:

Primary Responsibilities:

- Provide a qualitative and quantitative observation and analysis of the pre-election, election day and post-election environments, including the conduct of the campaign;
- Prepare and submit weekly reports in English using standardized forms as stipulated by the Mission Director providing observations and analysis of the electoral environment

- Establish the presence of the IRI mission in their assigned Area of Responsibility (AoR);
- Meet, consult and establish working relations with all relevant government and political actors in an assigned geographic region, including candidates, political parties, civil society, local community and religious leaders, media representatives, election officials, individual voters, and local citizen and international election observers;
- Attend political events in the AoR, such as rallies, press conferences and meetings as necessary;
- Track electoral disputes, complaints and appeals submitted by local civil society, political parties, voters, etc.;
- Prepare briefing materials and talking points for the mission's short-term observers (STOs);
- Brief STOs deployed in the AoR, as requested by the Core Team;
- Assist in the design and management of IRI's planned short-term observation activities including the election delegation deployment plans and observation methodology.
- Communicate any and all updates and changes in the security environment with the Mission Director, Core Team in Tunis and security and logistics personnel to be designated by the Core Team;
- Prepare an End of Mission report reflecting the electoral process in the AoR, and participate in an evaluation meeting with the Mission Director at the end of the mission; and
- Support the activity of the mission and of the international observers in any other aspect as necessary.

Preferred Qualifications:

- Analytical skills for interpreting complex program and political issues;
- Experience working on or living in the Middle East and North Africa preferred;
- Ability to quickly adapt to new and challenging living environments;
- Bachelor's Degree preferably in international relations, law, political science, gender studies or related subject, Master's Degree preferred;
- English and French language fluency required; Arabic preferred.

Technical Bid:

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the bidder (and electronic address if available);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.

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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids will not exceed 8 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - Contact information for three professional references with whom the applicant has had a working relationship within the last three years.
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

All transportation costs and lodging expenses will be covered directly by IRI when the contractor is participating in IRI activities and events. The rate submitted should, therefore, not include an assumption of costs incurred by the contractor for the aforementioned expenses. Contractor should submit a deliverable- based rate. This deliverable will be a weekly summary reports prepared using IRI- provided template to contain information on social media content and verbal consultations conducted. The rate provided should take into consideration the contractor's "weekly rate" in order to complete the weekly report deliverable as well as any anticipated living costs not directly covered by IRI. IRI will not reimburse the contractor of any expenses. Bids must be submitted in USD, payments under any resulting contract will be made in this currency. IRI will pay the contractor on a bi-weekly basis.

Service	Price
Weekly Report	

RFQ Terms and Conditions:

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all bids if such is within IRI's interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the contract period.
5. The Bidder's initial bid should contain the Bidder's best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI's best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.

9. By submitting a bid, Bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
10. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
11. Bidders agree to disclose as part of the bid submission:
 - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for IRI.
 - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
 - c. Any other action that might be interpreted as potential conflict of interest.

Evaluation and Award Process:

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI intends to make an award to the responsible Offeror based on the following evaluation factors:
 - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 60 percent
 - b) Past performance and experience in performing similar projects – 20 percent
 - c) Other factors – 10 percent
 - d) Price – 10 percent

IRI intends to evaluate Offerors' proposals in accordance with these factors and make an award to the responsible Offeror whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions:

Bids must be submitted via email to Min Young Park, at Mpark@iri.org with the subject line "MENA2019T16o" by the deadline listed above.

IRI Obligations

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

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the Bidder is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "the Bidder". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

EXPERT RATE INFORMATION

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

EMPLOYMENT HISTORY - SALARY

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS	Employment Period		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS	Service Period		Units at	Daily/Hourly Rate ² In
		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.