



**International
Republican Institute**
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REQUEST FOR QUOTES

Procurement Number:	MENA2019T17o
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, Code of Conduct for International Election Observers*, and Tunisian law. LTAs 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 LTAs will also collaborate and share information with the Core Team, Long-Term Observers (LTO) and Short-Term Observers (STO) to ensure specific analysis is incorporated into analytical documents and reports

Period of Performance:

Mid-August 2019 to December 2019

Statement of Work:

Primary Responsibilities

- Monitor and provide in-depth analysis on issues related to (1) the media and information environment or (2) the political and campaign environment around the Tunisian elections, taking into consideration the electoral code, the laws established by the ISIE, other relevant legislation and electoral regulations (such as decrees, code of conduct, ordinances, decisions) and Tunisian historical context.

- Report to the International Observation Mission (IOM) Director analysis and observations on (1) the media and information environment or (2) the political and campaign environment ahead of, during and after the elections
- Provide a qualitative and quantitative analysis of key institutions' adherence to the legal framework throughout the electoral process, including the pre-election/campaign, election day and post-election environments.
- Prepare briefing materials and talking points on (1) the media and information environment or (2) the political and campaign environment, and other advice to the Mission Director, Core Team, LTOs and STOs as requested and as necessary
- Work closely with the Mission Directors to ensure that LTOs are provided guidance, training and briefings to effectively observe (1) the media and information environment or (2) the political and campaign environment issues in their geographic regions
- Maintain regular relations with election analysts of other international observation missions, as well as with local CSOs who are monitoring legal framework issues.
- Prepare regular reports as stipulated by the Mission Director analyzing the electoral process as it pertains to (1) the media and information environment or (2) the political and campaign environment
- Ensure political and campaign environment and media environment issues are integrated into the STOs' training materials and Election Day observation and forms.
- Collaborate with other Analysts and the Core Team to ensure political and campaign environment as well as media information issues are included in all reports, including the preliminary election day statements, final IOM report and any other statements issued by the mission, as well as reports to the donor.
- Travel to regions throughout Tunisia as necessary.
- 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 region preferred;
- Ability to quickly adapt to new and challenging living environments;
- Experience as a long-term observer or long-term analyst on an international observation mission preferred
- Experience in analysis of political and campaign or media and information environments for elections given special consideration
- Exceptional interpersonal and managerial skills and cultural sensitivity to effectively interact with all levels of local stakeholders and foreign government personnel;
- Excellent verbal and written English communications skills to effectively present information in a clear and persuasive manner.

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 – 20 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
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	
		From	To	U.S. Dollars	
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	

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.