REQUEST FOR PROPOSALS

<table>
<thead>
<tr>
<th>Procurement Number:</th>
<th>MENA2020J06o</th>
</tr>
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<tbody>
<tr>
<td>Open Date:</td>
<td>March 30, 2020</td>
</tr>
<tr>
<td>Questions Deadline:</td>
<td>April 15, 2020</td>
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<tr>
<td>Closing Deadline:</td>
<td>April 30, 2020</td>
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<tr>
<td>Geographical Area Restrictions:</td>
<td>937</td>
</tr>
<tr>
<td>Point of Contact:</td>
<td>Emily Reeg, <a href="mailto:ereeg@iri.org">ereeg@iri.org</a></td>
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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.

Since 2005, IRI’s program in Jordan has focused on connecting citizens with government by promoting democratic governance practices, strengthening political parties, and building the political skills of women through IRI’s Women’s Leadership Academy. At the local level, IRI supports citizen committees and develops citizens’ advocacy skills as well as working closely with elected municipal officials to increase their responsiveness to constituents through conducting outreach activities like town hall meetings, city clean-up days, and participatory planning/budgeting sessions.

Period of Performance
One year from the date of signature, with the option to extend for a total duration of up to 3 years in two one-year increments.

Statement of Work
Contractor will conduct a series of focus groups to understand:

1) Youth grievances against the current system in Jordan, that result in their lack of participation in the political process.
   • Among this group, what is the depth of the stigma surrounding political participation?
   • Does the stigma and its drivers vary based on region, gender or socio-economic background? If so, how and why?
   • What, if any, role do tribes play in the stifling of youth participation?
   • Is the source of the weakness fear of consequences or lack of incentives, or a mix of both?
2) What actions do they take to address these grievances (protest, voting, town hall meetings, apathy, etc.)?
   • What would need to change in their communities for them to participate politically?
   • How do they currently solve problems that appear in their community?
   • In their experience, what are the best ways to influence government decision-making?
   • Which, if any government institutions do they cooperate with?

METHODOLOGY
The questions above are best addressed by focus group discussions. For this solicitation, IRI suggests 9-11 focus group discussions and 5 in-depth expert interviews among both government officials and academics who are knowledgeable about youth and related issues. The contractor may propose the location of the focus groups and interviews and may propose a locally appropriate approach to segregate participants into the groups. All participants will be youth (age 18-29) and in some areas, men and women will be in separate groups. Locations must include the North, Central, and South governorates and at least one group will be conducted in Amman to reflect the urban point of view.
   • Each focus group discussion should last approximately 90-120 minutes and be attended by 8-10 participants.
   • 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.
   • Each in-depth interview should last approximately 60-90 minutes.

GENERAL RESPONSIBILITIES OF THE OFFEROR
IRI is recognizant of challenges associated with the Coronavirus. IRI is open to the offeror’s recommendations in the proposal to mitigate risks. IRI will accept participant recruitment by phone/online, and online FGDs, as long as the bidder is able to demonstrate that online fieldwork has been carefully planned for success.

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 three 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, the Offeror will provide a brief description of the composition of the groups 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 four 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). 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.

• **Observation.** The Offeror will provide an opportunity for an English speaking IRI staff to observe the focus group discussions in-depth interviews in person or remotely.

• **Recording of** focus group discussions and 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 interviews. Offeror will provide a 2-3 page written summary of the focus group discussions in idiomatic English within one week after the final focus group session. 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 four weeks of the final focus group session 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.

**DELIBERABLES**

• Finalized discussion guide (incl translation where applicable)
• Proposed Participant Profile
  • Debrief meeting following completion of focus group discussions and IDIs.
• Written summary as specified above.
• Full transcripts of all discussions/ interviews, as described above.
• Video/Audio recordings of the discussions, 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 10-12 pages in MS Word in idiomatic English, which includes a one or two page/slide executive summary, addressing the research needs outlined above, 3-5 key findings.

**TIMING**
The first focus group discussion should be held in June/July 2020; the exact timing of further focus group discussions need to be determined in close consultation with IRI.

**Technical Proposals**

Proposals should address the following points:

1. 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.

2. 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.

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. List qualitative projects conducted with similar specifications in this market.

5. Name and explain the role of subcontractors (if any).

6. State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.

7. Describe recruitment plan.

8. Describe fieldwork quality assurance measures (if any).

9. Confirm ability to accept invoice-based, post-payment, via wire transfer.

10. Provide proposed moderator(s) CV/Resume.

11. Describe anticipated challenges if any.

12. In the event that there are covid-19 related restrictions during the anticipated fieldwork timing, explain how you plan to mitigate (e.g. conduct IDIs online, conduct FGDs in a very large room with a safe distance from other participants etc.) and if it will have any effect on the cost necessary to carry out the SOW.

13. Proposals will not exceed 15 pages (not including cover page).

14. 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.

<table>
<thead>
<tr>
<th>Unit/Deliverable</th>
<th>Unit Price</th>
<th>Number of Units</th>
<th>Total</th>
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<tbody>
<tr>
<td>Finalized Discussion Guide</td>
<td></td>
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<tr>
<td>Proposed Participant Profile</td>
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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:

Best Value: 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
   • Evaluation of recruitment plan - 15 percent
   • Evaluation of analysis plan - 15 percent
   • Proposed COVID-19 mitigation plan - 10 percent

b) Past performance and experience in performing similar projects – 25 percent
   • Evaluation of provided references - 10 percent
   • Mixed-methods data collection experience - 15 percent

c) Other factors – 15 percent
   • Technical POA ability to write and speak English - 5 percent
   • Relationships with all key stakeholders (as outlined under the Methodology) - 10 percent

e) 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 Emily Reeg, at ereeg@iri.org, with the subject line “MENA2020J060” 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. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 3 years with 30 days’ notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
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 Lobbying
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.


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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
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Signature: ______________________
Date: ______________________
Name: ______________________
Title/Position: ______________________
Entity Name: ______________________
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: __________________________
Date: __________________________
Name: __________________________
Title/Position: __________________________
Entity Name: __________________________
Address: ____________________________________________
### EXPERT RATE INFORMATION

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Proposed Rate:</th>
<th>Daily</th>
<th>Hourly</th>
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</table>

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

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>EMPLOYER'S NAME AND ADDRESS</th>
<th>Employment Period (M/D/Y)</th>
<th>Annual Salary(^1)</th>
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<tr>
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<td>From</td>
<td>To</td>
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<td></td>
<td></td>
<td>U.S. Dollars</td>
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<tr>
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<th>CLIENTS NAME AND ADDRESS</th>
<th>Service Period (M/D/Y)</th>
<th>Units at Rate</th>
<th>Daily/Hourly Rate(^2) in U.S. Dollars</th>
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<td>From</td>
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### SPECIFIC EXPERT SERVICES

\(^1\) 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.

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

Signature | Date