

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	MENA2020R04o
<b>Open Date:</b>	May 2, 2020
<b>Questions Deadline:</b>	May 8, 2020
<b>Closing Deadline:</b>	May 11, 2020
<b>Geographical Area Restrictions:</b>	n/a
<b>Point of Contact:</b>	Doaa Zoghdan, <a href="mailto:dzoghdan@iri.org">dzoghdan@iri.org</a>

### 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.

Under the Middle East Regional Civic Initiative (MERCI) program, IRI will provide capacity building trainings to civil society activists selected by IRI and IRI's donor in the target countries on organizational, project and financial management and marketing and outreach to support their civil society work and their ability to pursue competitive funds from local and international donors.

### Period of Performance

Date of signature through May 31, 2021 with the option to extend for one additional year.

### Statement of Work

Between now and May 31, 2021, IRI will conduct at least one, five-day capacity-building workshop (in-person or virtually) under its Middle East Regional Civic Initiative (MERCI) program for civil society organizations (CSOs) from Bahrain, Kuwait, and Saudi Arabia. The trainings aim to improve their ability to design, implement and market projects and proposals. Should the optional terms be exercised, additional trainings may be held for a total of no more than three workshops for the duration of the contract, for up to 30 CSOs in each workshop.

IRI expects to issue one contract with a registered civil society organization in Kuwait to provide trainings on the following topics:

- **Organizational management:** strategic planning, policies and procedures, recruitment and staffing, forecasting
- **Project management:** strategic planning, monitoring and evaluation, developing result frameworks and logic models, performance evaluation
- **Financial management:** internal controls, fundraising, soliciting and managing funding, grants-writing, budgetary planning, financial auditing
- **Marketing and outreach:** developing promotional content, social media presence, group dynamics, leadership training, brand awareness and management

The selected organization is expected to do the following:

- Facilitate the logistics of at least up to three five-day trainings for up to 30 civil society organizations (CSO) representatives selected by IRI from Bahrain, Kuwait and Saudi Arabia, including securing a training venue (if in person) or a training platform (if online) and organizing participants and trainers travel and visas (if in person), lodging and meals during the trainings (if in person).
- Identify and contract local trainers to provide trainings on the aforementioned topics.
- Collect monitoring and evaluation data to track the program's progress and provide IRI with this data.
- Conduct After-Action Learning Sessions with CSOs under guidance from IRI to assess the CSOs progress toward their goals established during the trainings, collect lessons learned, and assess the development of internal documents and processes, and provide IRI with a final report of findings from this Session.

Services/Deliverables (In-Person Trainings):

- Pre-training deliverables: provide a short-list of potential trainers, final training agenda, intended training curriculum or materials, and training venue confirmation.
- Post-training deliverables: provide a list of attendees following the trainings, training materials used, a monitoring and evaluation follow-up plan including collection methods and timeline for collection, and at least 10 high-quality pictures of the trainings.
- Training report: provide a detailed report using IRI's template on the five-day-long in-country trainings and follow-up monitoring and evaluation details as requested by IRI in the report.
- Final detailed report: provide a final detailed report on the After-Action Learning Sessions including feedback from participants on their progress toward their goals, lessons learned from the MERCI program, and the status developing internal processes and documents for their organization.

Services/Deliverables (Online Trainings):

- Pre-training deliverables: provide a short-list of potential trainers, final training agenda, intended training curriculum or materials, and confirmation of online training platform.

- Post-training deliverables: provide a list of attendees following the trainings, monitoring and evaluation follow-up plan including collection methods and timeline for collection, and at least 5 screenshots of the online trainings.
- Training report: provide a final detailed report using IRI's template on the five-day-long online trainings provided and follow-up monitoring and evaluation details as requested by IRI in the report.
- Final detailed report: provide a final detailed report on the After-Action Learning Session including feedback from participants on their progress toward their goals, lessons learned from the MERCI program, and the status developing internal processes and documents for their organization.

## **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. Proposals will not exceed 15 pages (not including cover page), Times New Roman 12-point font.
6. Proposals should include the following:
  - a. Description of the organization and mission statement and brief overview of previously managed projects. Should not exceed two pages.
  - b. List of current grants and ongoing projects. Should not exceed two pages.
  - c. CV of the persons who will be directly responsible for managing this project. Each CV should not exceed two pages.
  - d. Short bios for proposed trainers that the organization will be selecting for the trainings, including their Arabic language fluency. Each bio should not exceed one page per trainer.
  - e. Three professional references for each of the trainers. The organization's own staff cannot serve as references. At least one of the references should be a client or former trainee who has worked with the trainer within the past 24 months
  - f. Proposed training methodology for each of the trainings.

- g. Proposed detailed budget for trainings in the provided IRI-template. Please also include a budget for online trainings in case in-person trainings are not possible due to COVID-19.
- h. **Proof of organization's registration in country of operation.**

### 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.

<b>In-person trainings:</b>			
<b>Services/Deliverables (In Person)</b>	<b>Unit Type</b>	<b>Number of Units</b>	<b>Payment Amount</b>
Delivery and approval of pre-training materials			
Delivery and approval of post-training materials			
Delivery and approval of training report			
Delivery and approval of final report			
<b>Virtual Trainings:</b>			
<b>Services/Deliverables (Online)</b>	<b>Unit Type</b>	<b>Number of Units</b>	<b>Payment Amount</b>
Delivery and approval of pre-training materials			
Delivery and approval of post-training materials.			
Delivery and approval of training report			
Delivery and approval of final report			

## 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) **Organizational Capacity: An assessment of the organizational capacity to achieve the proposed activity set out in the application. – 30 percent**
  - *Measured by: IRI's assessment of training methodology and organization's background and experience with working with and training civil society organizations, particularly in the target countries*
- b) **Trainers' past performance and experience in performing similar projects. – 30 percent**
  - *Measured by: years of experience (5-10) in conducting similar trainings, academic and professional backgrounds, and reference feedback*
- c) **Cost efficiency: Cost, flexibility and transparency of applicant's financial application. – 20 percent**
  - *Measured by: detailed budget*
- d) **Organization registered in target country – 20 percent**
  - *Measured by: registration document*

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 Doaa Zoghdan, at [dzoghdan@iri.org](mailto:dzoghdan@iri.org) with the subject line "MENA2020R04o" 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 2 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 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: \_\_\_\_\_