

## REQUEST FOR PROPOSALS

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| <b>Procurement Number:</b>             | MENA2020R05o   |
| <b>Open Date:</b>                      | July 29, 2020  |
| <b>Questions Deadline:</b>             | August 5, 2020   |
| <b>Closing Deadline:</b>               | August 8, 2020 <b>extended to August 22, 2020</b>                    |
| <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 (MERCIC) 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. This specific set of trainings will complement trainings on marketing and outreach.

### Period of Performance

Date of signature through December 30, 2020.

### Statement of Work

IRI expects to issue one contract to one organization or individual to conduct up to two virtual trainings for civil society organizations in Jordan and Tunisia to introduce and explore tri-sector partnership within the Jordanian and Tunisian context in an effort to equip civil society leaders in the MENA region with tools toward building, strengthening, and maintaining partnerships across sectors.

The selected applicant will lead two two-hour virtual training sessions on public-private partnerships (PPP) for partner civil society organizations in Tunisia and Jordan. The trainer will share information, lead discussions, and offer insight and guidance. The trainer will ensure that the sessions are relevant to each country's local context by tailoring the trainings to the unique needs of each country's civil society operating environment. Each training will include up to 15 civil society activists selected by IRI. After the trainings are completed, the trainer will provide a

one post-training report that highlights key points from the training materials, discussion questions that arose from the training, recommendations for areas of improvement for the training itself, and references for CSOs for future use. Where appropriate, the post-training report will delineate between each country to ensure that the information is most useful in each country's unique context.

## **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 10 pages (not including cover page).
6. Individual applicants should submit the following with their bids, all attachments should be in Times New Roman font, size 12:
  - a. CV/Resume not exceeding two pages
  - b. Cover letter highlighting previous training experience on private-public partnership as well as experience with beneficiaries (especially CSOs) in the MENA region. Should not exceed two pages.
  - c. Sample training plan and methodology. Not to exceed two pages.
  - d. Price proposal highlighting the total cost of the trainings and a breakdown of the cost per deliverable as indicated by the provided IRI-template (deliverables table below).
  - e. Attached Expert Service Rate form
7. Applying organizations should submit the following with their bids, all attachments should be in Times New Roman font, size 12:
  - a. Description of the organization and mission statement and brief overview of previously conducted trainings (especially with CSOs), notably in target countries. Should not exceed two pages.
  - b. Short bios for proposed trainer that the organization will be selecting for the training. Bio should not exceed one page per trainer.
  - c. Sample training plan and methodology. Not to exceed two pages.
  - d. Price proposal highlighting the total cost of the trainings and a breakdown of the cost per deliverable as indicated by the provided IRI-template (deliverables table).

## 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 | Total |
|-------------------------------------|------------|-------|
| 2-hour virtual training per country |            |       |
| One post-training 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) Experience performing similar projects- 30 percent**

- 5+ years' experience performing similar trainings is preferred

#### **b) Training methodology- 20 percent**

- Measured by: sound training methodology that demonstrates the applicant's understanding of the topic; training plan demonstrates the applicant's understanding of the target audience and countries

#### **c) Price - 30 percent**

- Measured by: price is reasonable and justifiable

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 "MENA2020R05o" 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 Information (for individuals)

**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<br>POINT OF CONTACT & TELEPHONE # | Employment Period (M/D/Y) |    | Annual Salary <sup>1</sup><br>U.S. Dollars |
|----------------|---|---------------------------|----|--|
|                |   | From                      | To |  |
|                |   |                           |    |  |
|                |   |                           |    |  |
|                |   |                           |    |  |

**SPECIFIC EXPERT SERVICES**

| SERVICES PERFORMED/TITLE | CLIENTS NAME AND ADDRESS<br>POINT OF CONTACT & TELEPHONE # | Service Period (M/D/Y) |    | Units at<br>Rate | Daily/Hourly<br>Rate <sup>2</sup> In U.S.<br>Dollars |
|--------------------------|--|------------------------|----|------------------|--|
|                          |  | From                   | To |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
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|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |
|                          |  |                        |    |                  |  |

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

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

<sup>1</sup> 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.

<sup>2</sup> 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.