

REQUEST FOR QUOTES

Procurement Number:	MENA2020R06o
Open Date:	August 10, 2020
Questions Deadline:	August 17, 2020
Closing Deadline:	August 20, 2020 Extended to September 4, 2020
Geographical Area Restrictions:	n/a
Point of Contact:	Doaa Zoghdan, dzoghdan@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.

Under the Middle East Regional Civic Initiative (MERCİ) 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 help build the capacities of CSOs to pursue funding opportunities in the MENA region.

Period of Performance:

Date of signature through September 30, 2021 with the option to extend one additional year, if necessary.

Statement of Work:

IRI expects to issue one contract to one individual to serve as a Business Development (BD) Consultant for its MERCİ program beneficiaries. The BD Consultant will design and conduct trainings and consultations for MERCİ beneficiaries in each target country on topics such as proposal development, proposal writing, budgeting for proposals and donor outreach. The BD Consultant will also provide ongoing follow-up consultations with MERCİ beneficiaries throughout the program period as necessary and based on the training topics.

The contractor must be able to train on the following topic areas:

- Proposal development
- Proposal writing
- Budgeting for proposals
- Donor outreach
- Identifying and engaging new donors

- Identifying and developing partners

IRI expects that the contractor will conduct at least two trainings per country but no more than 20 trainings and consultations over the course of the contract.

Additionally, contractor will submit a report after each training or consultation based on the activities conducted. Reports will include:

- Organization consulted/trained
- Number of attendees and significant attendees
- Number of women and youth trained
- Brief outline of the consultation/training
- Results from the training (data from interviews, pre/post-tests, etc.)
- Analysis, key takeaways and suggested follow-up from the consultation/training

The ideal candidate will possess the following knowledge and skills:

- Native Arabic speaker with experience using Arabic in professional and training settings
- Experience working with or a deep understanding of civil society in different countries in the MENA region,
- Significant experience with business development processes and best practices, especially related to acquiring international and local funding in MENA;
- Experience conducting trainings for different types of audiences with different backgrounds
- Substantial experience engaging local civil society organizations, funders, and public and private stakeholders in the region.

The contractor does not need to be based in the MENA region but will be expected to travel as necessary to the MENA region.

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 10 pages (not including cover page), using Times New Roman 12-point font.

6. Attachment requirements:

- CV/Resume not exceeding two pages highlighting academic and/or professional experience with business development as well as Arabic language proficiency
- Cover letter highlighting previous training experience on business development as well as experience with beneficiaries in the MENA region as well as target training topics and previous experience in those areas. Cover letter should also indicate the applicant’s availability through the period of performance. Should not exceed two pages.
- Sample training plan and methodology. Not to exceed three pages.
- Complete Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
- Quotes should outline the estimated amount of time that will be required for in-person trainings and consultations and virtual trainings and consultations, taking into consideration preparations and pre and post reporting.

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel and airline) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors’ participation in IRI activities and events. Visa costs associated with trainings and consultations will be paid on a reimbursement basis, with the provision of receipts. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses should be included within the daily and hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

Service/Deliverable	Unit	Rate
In-Person Trainings	Hourly Rate	
In-Person Consultations	Hourly Rate	
Virtual Trainings	Hourly Rate	
Virtual Consultations	Hourly Rate	

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. 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.
10. 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.
11. 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.
12. 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 will conduct a source selection based as follows:

Best Value:

IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

a) Past performance, previous experience, and background – 40 percent

- *Experience conducting similar trainings*
- *Professional business development experience*
- *Experience working with civil society in MENA region*
- *Reference feedback*

b) Training methodology – 30 percent

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

c) Price – 30 percent

- *Reasonability of price*

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 Doaa Zoghdan, at dzoghdan@iri.org with the subject line "MENA2020R06o" 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 daily/hourly.

EMPLOYMENT HISTORY - SALARY

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ U.S. Dollars
		From	To	

SPECIFIC EXPERT SERVICES

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