

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	MENA2021SYR01o
<b>Open Date:</b>	April 20, 2021
<b>Questions Deadline:</b>	April 27, 2021
<b>Closing Deadline:</b>	May 15, 2021
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Hannah Krull, <a href="mailto:hkrull@iri.org">hkrull@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.

Specifically, the IRI Syria program works to develop the internal capacity of nascent Syrian civil society organizations (CSOs) to act as advocates for democracy and human rights. IRI helps partner organizations develop the necessary skills to monitor, document and record human rights abuses as well as act as communal leaders engaging in reconciliation efforts. IRI equips CSOs with the skills to develop necessary internal controls such as structure development, internal and external communications, and volunteer outreach and provides trainings on democratic practices, human rights, monitoring and documentation. IRI seeks to empower Syrian CSOs to act as effective public advocates agitating for protection of vulnerable groups, democratic change and an inclusive Syrian national identity.

### **Period of Performance:**

One year from the date of signature, with the option to extend for a total duration of up to 2 years in one-year increments.

### **Statement of Work:**

IRI seeks to hire trainers experienced with political party and civil society training. Bidders will have relevant experience working with national government, nonprofit organizations, political parties, local government, international/intergovernmental organizations or civil society. Prior experience working in programs related to Syria is preferred, as well as prior experience conducting programmatic activities for a democracy and governance or aid organization. Ability to train in Arabic will be considered a plus.

Bidders must be able to train on one or more of the following topic areas, and should specify which areas and sub-topics they have experience with:

- Civil society capacity building topics, to include program management, internal organization, budgeting, monitoring and evaluation, strategic planning, stakeholder mapping, risk management, and data collection and analysis.
- Communications and advocacy topics, to include trainings on developing and implementing advocacy and awareness campaigns, message and content development, social media, and media strategy. **Experience on exposing and countering disinformation particularly desired.**
- Peacebuilding topics, to include conflict analysis and resolution, negotiations, human rights, transitional justice and reconciliation, and countering violent extremism.
- Women's political empowerment topics, to include trainings on designing, developing and implementing gender-inclusive and gender-transformative programming.
- Politics and governance topics, to include trainings on the basics of democratic political systems, elections, election observation, the role and function of political parties, local governance, and citizen-responsive governance practices.

Bidders should specify to which topic area(s) they are applying, as well as any related areas of expertise not mentioned above.

Bidders will prepare appropriate materials and MEL tools (such as pre/post-tests) for each training, based on priorities and reporting requirements outlined by IRI. Additionally, Bidders will submit a report after each trip based on the consultations or trainings conducted. Reports will include:

- Organization consulted/trained
- Number of attendees and background on significant attendees
- Number of women and youth trained
- Brief outline of the consultation/training agenda
- Analysis of training results (including any pre/post tests used), key takeaways and suggested follow-up from the consultation/training

Price should be presented as a daily rate for each of the following:

- Training Preparation
- Training and consultations (virtual)
- Training and consultations (in-person)
- Note: If the trainer charges different rates for different travel locations, please specify rates for the following and explain how these rates are calculated:
  - Istanbul, Turkey
  - Gaziantep, Turkey
  - Mersin, Turkey
  - Beirut, Lebanon
  - Berlin, Germany
  - Erbil, Iraq
  - Amman, Jordan
  - Paris, Franc

Bids must include the languages spoken by trainer and their ability to travel upon IRI's request.

**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 6 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
  - CV/Resume
  - 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:

IRI will pay directly (to the hotel and airline) for all preapproved lodging and airfare expenses for the Bidders' participation in IRI activities and events. The daily and/or hourly rates submitted should, therefore, not include an assumption of costs incurred by the Bidder for travel related expenses. All other expenses, including transportation and meals should be included within the daily and/or 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.

Unit	Rate*
Daily Rate	

*\*Rates proposed should include travel medical insurance. Due to the COVID-19 outbreak, travel medical insurance should also include coverage for all COVID-19 related medical expenses. Upon notification of selection, Contractor will be required to provide proof of insurance, failure or inability to provide proof of insurance will result in withdrawal of selection.*

**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 5 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. By applying to this RFQ, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - d. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity

owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

13. 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:  
IRI intends to make an award to the responsible Offeror based on the following evaluation factors:

Ability to meet the requirements laid out in the SoW	80
<i>Experience consulting or training with Syrian political and civil society organizations</i>	<i>30</i>
<i>Experience working, consulting or training on the topics listed in the scope of work</i>	<i>50</i>
Price	20
Total	100

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 Hannah Krull, [hkrull@iri.org](mailto:hkrull@iri.org) with the subject line "MENA2021SYR01o" 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 <sup>1</sup> 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 <sup>2</sup> 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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<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.