



**International  
Republican Institute**  
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## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	LAC2019Regional04o
<b>Open Date:</b>	August 27, 2019
<b>Questions Deadline:</b>	September 13, 2019
<b>Closing Deadline:</b>	September 25, 2019
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Matthew Lawson mlawson@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.

The International Republican Institute is implementing a program to support the government of Peru and local civil society to develop plans to implement reforms that comply with regional anticorruption best practices. To achieve this objective, IRI must ensure that the proposed reforms meet the needs of the citizens and have buy-in from other national stakeholders. As a result, IRI will solicit feedback and understand the perspective of non-government actors on three focus areas: judicial administration and reform, political and electoral management and corruption prevention and culture of integrity. The contracted public opinion research firm will conduct these focus group discussions (FGDs) or in-depth interviews (IDIs) to gather feedback from identified, key non-government stakeholders in Peru. The stakeholders will include business associations, attorneys, legal groups, journalists, chambers of commerce, selected CSOs, academia, consumer protection agencies, among others.

### Period of Performance

October 1, 2019- March 1, 2020.

### Statement of Work

IRI and its implementing partner will provide the following inputs for the contractor to conduct a focus group or in-depth interview study

- A draft screening questionnaire within two weeks of contract award.

- Screening criteria including a list of key non-government stakeholders in the research country.
- A draft discussion guide within four weeks of contract award.
- Draft informed consent language which can be adjusted by the bidder to conform to legal requirements in the research country.

The contractor may propose: a focus group study, in-depth interview or a combination of both methods. The focus groups discussions or in-depth interviews should be held between November 2019 and January 2020; the exact timing needs to be determined in close consultation with IRI.

## **(1) General Responsibilities of Bidder**

The bidder shall be responsible for the design and execution of the focus group discussions or in-depth interviews, including the following tasks:

### **Screening**

- The bidder will review and offer edits of the draft screening questionnaire within three working days of receipt.
- The bidder will translate the screener into Spanish. IRI reserves the right to review the translation prior to recruitment launch.

### **Recruitment**

- The bidder will recruit all participants according to the screening criteria provided by IRI. One week prior to the first focus group discussion or in-depth interview the bidder will provide a brief description of the composition of the participants (gender, age, occupation, etc).
- If discussion groups are conducted, the bidder should recruit 8-10 participants for each groups well as 2-3 alternates in case any original participants are unable to participate. If in-depth interviews are conducted, the bidder will recruit a sufficient number of alternates.
- All participants will be required to give written informed consent to participate in this study. IRI will 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**

- The bidder will review and provide suggestions for improvement to the draft discussion guide and is expected to format and translate the discussion guide into Spanish. IRI reserves the right to review the translation(s). - The discussion guide will be piloted with a group of 8-10 pilot participants or three (3) in-depth interviewees who fit the recruitment criteria. If a focus group discussion is conducted, his pilot will be moderated by the same moderator who will moderate the actual groups. If an in-depth interview study is conducted, the pilot in-depth interviews will be conducted by the same qualitative interviewers who will conduct the actual IDIs.

The pilot session(s) will be video (preferred) or audio recorded, and the recording will be provided to IRI. - The bidder will prepare a 1-2-page pilot report based on a template provided by IRI.

### **Focus Group Moderator and/or qualitative interviewer**

- The bidder will provide a trained and experienced moderator and/or qualitative interviewer.
- The moderator and/or qualitative interviewer should familiarize him/herself with the topic of discussion prior to the discussion groups or interviews.

### **Observation**

- The bidder will provide for all FGDs a facility from which Spanish-speaking IRI and IRI-partner staff may unobtrusively observe. For IDIs, the bidder will make an attempt to allow for unobtrusive observation, but IRI understand that this may not be possible, should an interviewee elect to be interviewed in their office/home or similar.

### **Recording**

- The bidder will 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. The bidder will film focus groups or interviews and film should be in high quality with clear sound. - If participants do not consent to videotaping, audio recordings are acceptable.

## **(2) Methodology**

IRI needs to obtain feedback from key non-government stakeholders on the following three priorities:

- Political and electoral management
- Judicial administration and reform
- Corruption preventive measures and the culture of integrity

This can be addressed by a focus group or in-depth interview study, or a combination of both. Contingent upon availability of funds, IRI anticipates conducting three (3) FGD sessions (Option A) or six (6) FGD sessions (Option B), each lasting approximately 90 minutes and attended by 8-10 participants; or an in-depth interview study consisting of 10 in-depth interviews (Option c) or 15 in-depth interviews (option D), each lasting approximately 60-90 minutes or a combination thereof . Based on its assessment of the research design, the bidder can propose which method, or a combination of the two, is the most adequate to achieve the objective. Unless otherwise recommended by the bidder and approved by IRI, all FGDs and IDIs should take place in Lima.

Participants should meet the following criteria:

- Members of non-government sectors including civil society, academia, private sector and other citizen groups

- Members of list of stakeholders agreed upon by IRI, TRANSPARENCIA and the winning bidder. This list will be used by the bidder as a starting point for recruitment, and the bidder may use snowball recommendations of list members to recruit alternates
- No participants may have participated in a focus group in the past 12 months.

### **(3) Summary, Transcripts, and Analytical Report**

When delivering data, the bidder shall provide the following:

- A 2-3 page written summary of the focus group discussion or in-depth interviews in Spanish within 2 weeks after the final focus group session or interview. A template will be provided by IRI.
- The bidder will provide IRI with full verbatim transcripts in Spanish of each group or 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.
- The bidder will analyze all discussions or interviews and write and edit a final analytic report (see Deliverables) for review, editing and acceptance by IRI within four weeks of the final focus group session or interviews. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions or interviews, while noting to any major differences of opinions between participants and sessions. The report must present actual analysis and illustrative quotes from participants.

### **(4) Deliverables**

The program will be based on six (6) overarching milestones with deliverables associated with the completion of each. The anticipated time of submission will be determined between IRI and the contractor. The deliverables are the following:

- Final discussion guide
- A 1-2 page pilot report
- Proposed Participant File
- A 2-3 page written summary of the focus group discussion or in-depth interview.
- Full transcripts of all discussion groups or in-depth interviews as described above.
- Video/Audio recordings of the discussions or interviews, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the IRI office.
- Analytic report of 30 to 40 slides in MS PowerPoint in Spanish, which includes a one or two page/slide executive summary, addressing the research needs outlined above.

### **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.

- List qualitative projects your organization has conducted with similar scopes of work in this market
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 (explain the role of the subcontractors, if any and list their names) .
  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 attachments) in 12-point font with standard 1-inch margins. All applications must be in English and should include the following.
    - a. State if you are able to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
    - b. Describe recruitment plan
    - c. Describe fieldwork quality assurance measures (if any).
    - d. Describe analysis plan.
    - e. Describe anticipated challenges if any.
    - f. Provide proposed moderator(s)CV/Resume (not included in 10-page limit).

**Price Proposals**

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified in the statement of work and in the format of the table below. Price proposals should clarify if the price proposal is for FGDs or in-depth interviews and the number of each that will take place. 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	Number of Units	Total

**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) – 50 percent
  - Assessment of recruitment methodology – 10 percent
  - Qualifications of proposed moderator and research team – 10 percent
  - Assessment of fieldwork quality assurance measures – 20 percent
  - Assessment of analysis plan – 10 percent
- b) Past performance and experience in performing similar projects – 20 percent.
  - Previously conducted opinion research projects in the area of governance
- c) Price – 30 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 Matt Lawson, at [mlawson@iri.org](mailto:mlawson@iri.org) with the subject line "LAC2019Regional04o" 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:

- 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: \_\_\_\_\_