

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	AFRICA2021Ethiopia17o
<b>Open Date:</b>	June 25, 2021
<b>Questions Deadline:</b>	June 30, 2021
<b>Closing Deadline:</b>	July 9, 2021
<b>Geographical Area Restrictions:</b>	n/a
<b>Point of Contact:</b>	Jessica Findley, <a href="mailto:jfindley@iri.org">jfindley@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.

The IRI PAIRS/DRL program assists media and civil society to strengthen their collaborative relationships to ensure citizens and voters have access to objective information and reporting that better informs their views of Ethiopia's elections and democratic process. The consultant will lead the endline evaluation of the PAIRS/DRL program.

### Period of Performance

Date of signature – December 15, 2021.

### Statement of Work

IRI seeks a consultant who will lead the endline evaluation of the PAIRS/DRL program. The consultant will work with IRI to carry out the following:

### Design:

- The **consultant** will participate in four meetings via teleconference with the **Ethiopia Team** to:
  - (1) Kickoff evaluation planning. During this meeting, the Ethiopia team will brief the consultant about the current evaluation plans and receive background information and necessary context and provide feedback on the evaluation methodology Scope of Work.
  - (2) Scope of Work Review. During this meeting, the Ethiopia team, Evaluation Learning Practice (ELP) team and team lead will finalize the SOW prior to submission to DRL.

- (3) Data Collection Preparatory Call. During this meeting, the Ethiopia team, other assessment team members, and Ethiopia's security lead will discuss data collection logistics (who will take notes, how data will be recorded and stores) and review data collection tools to clear up any outstanding questions.
- (4) Validation Session. During this meeting, the Ethiopia team and ELP will review and ask questions of the draft report's findings, recommendations, and conclusions.
- The **consultant** will be responsible for developing all Individual and Group interview protocols.

### **Data Collection:**

The consultant will pilot the data collection tools with IRI field staff. This can be done remotely. The consultant will provide a brief memo (not more than 2 pages) on how the pilot exercises went, documenting recommended changes in the data collection tools.

The consultant will work with IRI field staff to identify individuals for interviews and group interviews. The consultant will prepare a prospective interview list, for review and sign-off by the IRI Ethiopia leadership. The prospective interview list will be drawn from a larger list provided by IRI of individuals associated with the project or subject matter of the evaluation. The consultant will work closely with the country expert, and supported by IRI field staff data collectors, to manage the schedule of interviews.

In country, the consultant will conduct up to 25 individual or group interviews with select informants with strong English language skills. This will be done in person in Addis, to the extent possible, or by phone if the interviewee is not in Addis. (Interviews not able to be conducted in English will be conducted by the country expert in Amharic.)

The consultant will provide detailed interview notes for each interview s/he conducts, as well as an audio recording for each interview.

### **Data Analysis:**

- The consultant will review all project documents, including those generated by subaward partners. Project documents not in English will be translated prior to review.
- The consultant will analyze the media content generated by the project, and develop a summary document (not more than 5 pages) highlighting key findings of the media content reviewed. All media content not in English will be translated prior to review.
- The consultant will thoroughly review all data s/he collects (up to 25 interviews), along with transcripts, notes and recordings from non-English individual interviews collected by the country expert and/or IRI staff data collectors. The additional data will include (translated) transcripts, notes, and recordings from approximately 25 group and individual interviews.
- The consultant will develop a codebook for the initial data analysis process. The consultant will first provide a list of suggested codes, based on initial review of the data. This will be reviewed by the IRI RPD, country expert, IRI ELP and additional IRI data coders, and finalized by the consultant based on this feedback.
  - The consultant will be responsible for the entire data cleaning and coding process. The consultant will have access to one IRI staff member for data coding support.
- The consultant will clean and organize all data collected into easy to read and navigate format using either Microsoft word or Microsoft excel.

- The analysis should culminate in the development of findings (in line with the evaluation questions), recommendations, and conclusions.

### **Report Writing**

- The consultant will conduct initial analysis of the data, suggest key findings based on that analysis and provide the suggested key findings in a written format to the data collection team. The consultant will use and closely follow all templates and style guides provided by IRI.
- The consultant will provide an outline of the final report.
- The consultant will work with the country expert to draft a report. The consultant will revise the draft into a final report based on feedback from ELP and the IRI RPD, and incorporating the findings from the validation session.

### **Management**

- The consultant will contact the data collection team and other program team members anytime questions arise.
- The consultant will lead weekly calls/meetings with the IRI RPD, and other members of the assessment team, to provide updates on data collection, analysis, and reporting.
- The consultant will be responsible for overseeing and managing the quality of the work of other team members. Team members include a country expert, up to 2 supporting data collectors (IRI staff), and one supporting data coder (IRI staff).

### **Travel**

- **The consultant will be expected to travel to Addis Ababa, Ethiopia for up to three weeks to conduct activities in person.**

### **Other Notes:**

- The consultant is responsible for selecting the approach or method for data coding. IRI will provide a license for use of Dedoose, IRI's preferred software, during this consultancy. If the consultant prefers another method or software, s/he will be expected to already hold his/her own license, and would limit the support provided by an IRI data coder.

### **Anticipated Schedule:**

- The duration of the consultancy is expected to run from mid-August to mid-December, 2021.
- The consultant will be expected to be in Addis Ababa, Ethiopia for three weeks to conduct and manage data collection. Design, analysis and reporting is expected to be conducted remotely.
- An estimated LOE breakdown is as follows:
  - Design – 4 days
  - Data Collection – 12 days
  - Analysis – 10 days
  - Reporting – 6 days

## **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 should be produced in English, using Times New Roman font, with 1" margins.
6. Attachment should include:
  - a. CV/Resume
  - b. Writing Sample
  - c. Legal Registration(organization) or ID (for individuals)
  - d. Expert rate form

## **Price Proposals**

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved lodging and transportation expenses for the contractors' participation in IRI activities and events. IRI will not provide per diem on top of the contract, so costs for food and incidentals should be included in the proposed prices. IRI will reimburse taxi receipts, visa, and required vaccinations to enter Ethiopia incurred by contractor. Prices 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. IRI will not pay nor reimburse Contractor for obtaining travel medical insurance.

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 U.S. Dollars, payments under any resulting contract will be made in this currency.

Services/Deliverable	Unit Price
Participation in teleconference calls: Kickoff, Evaluation SOW, Data Collection Kickoff, Validation	
Drafts of up to 15 data collection tools and pilot tools with IRI staff.	
Pilot Report (not more than 2 pages)	
Provide a prospective interview list, conduct interviews, and provide detailed interview notes for up to 25 interviews.	
A five (5) page summary document highlighting key findings of the media content reviewed.	
Provide finalized Codebook for data analysis	
Provide cleaned data in either a Microsoft Word document or Microsoft Excel	
Key Findings Summary Document & Final Report Outline	
Draft Report	
Final Report	
<b>Total</b>	

**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:

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

- a) Technical evaluation, (technical abilities as evidenced by the quality of the proposal and personnel) –**30 percent**
  - *Proposal and CV indicate ability to meet the technical requirements laid out in the SOW -30 Percent*
- b) Past experience in performing similar project- **50 Percent**
  - *Demonstrated experience undertaking similar projects (including evaluation projects and projects implemented in the target country or region) 30 percent*
  - *Writing skills in English (based on evaluation of writing sample)-20 percent*
- c) Price – **20 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 Jessica Findley, [jfindley@iri.org](mailto:jfindley@iri.org) with the subject line "AFRICA2021Ethiopia17o" 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. By applying to this RFP, 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:
- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. 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).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. 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 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.



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 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	