

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	AFRICA2020SUDAN2o
<b>Open Date:</b>	March 24, 2020
<b>Questions Deadline:</b>	March 28, 2020
<b>Closing Deadline:</b>	May 15, 2020
<b>Geographical Area Restrictions:</b>	935
<b>Point of Contact:</b>	Katy Sheridan; <a href="mailto:ksheridan@iri.org">ksheridan@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.

IRI is seeking short term analysts to provide a rolling analysis of the civil society environment for its CEPPS Rapid Response program. IRI is seeking candidates to support its Sudan program. The Civil Society Short-Term Subject Matter Specialist may be based in Khartoum, Sudan and is responsible for monitoring and providing in-depth analysis on political and social developments as they relate to civil society and civic actors during the reform process in Sudan. The Specialist will also establish contacts with civil society, government, and other key stakeholders involved in the reform process to closely monitor and report on the progress of implementing the transitional Constitution. Additionally, the Specialist will provide technical support in IRI programming and facilitate events with relevant stakeholders as IRI sees fit.

**Period of Performance:** May 15, 2020 to August 15, 2020

### Statement of Work:

- The subject matter specialist will monitor and provide in-depth analysis on political and social developments as they relate to civil society and civic actors during the reform process.
- The subject matter specialist will report to the Program Director; continuously monitor political and social developments related to civil society and civic actors; regularly produce analytical documents and bi-weekly reports; and work closely with the Program Director and other specialists in developing regular weekly reports and analyses.

- The specialist will need to consult with key stakeholders, including civil society, civic actors and government officials to closely follow the implementation and progress of the transitional constitution. The specialist will also ensure specific analysis is incorporated into a final findings and recommendations report.
- The specialist will establish contacts with civil society, government, and other key stakeholders involved in the reform process to closely monitor and report on the progress of implementing the transitional Constitution.
- The specialist will facilitate events, such as stakeholder meetings, dialogues or other informal meetings with stakeholders, IRI staff, beneficiaries, funders, and other potential participants as IRI sees fit.
- The specialist will be based in Khartoum for three months with occasional travel to other provinces.

**The specialist will also:**

- Provide reform trends and predictions, analysis on social engagement and overall sentiment, and implications of political developments related to the transitional process. Maintain regular relations with specialists of other international assessment missions, as well as with local CSOs monitoring logistical, administrative and political progress of the reform process.
- Prepare briefing materials and talking points on civil society and civic actors, progress of reforms and political developments for program staff and other specialists as requested and as necessary.
- When relevant, attend meetings and sessions hosted by the Sudanese government and civil society, women's and youth groups or other related bodies.
- When relevant, facilitate meetings or dialogues with select stakeholders and provide technical assistance for IRI programs.
- Work closely with the Program Director and other specialists to ensure that assessment mission delegates are provided guidance and briefings to effectively monitor and analyze political dynamics and inclusion issues throughout the reform process.
- Prepare regular, bi-weekly reports as stipulated by the program agreement analyzing the reform process as it pertains to civil society.
- Produces a civil society mapping with influential actors, with guidance
- Travel to regions throughout Sudan as necessary

**Desired Qualifications:**

- Availability to deploy immediately for three months with flexibility to extend.
- Bachelor's Degree in international relations, law, political science, or related subject; Master's degree preferred
- Complete fluency (Native or Advanced professional level) in written and spoken English and Arabic. (Sudanese dialect preferred)
- A minimum of three (3) years relevant professional work experience in sub-Saharan African countries at the national or international level implementing programming in the field of democracy and governance, with expertise in civil society.
- Demonstrated ability to work under pressure in a sensitive political environment.
- Demonstrated ability to work as a member of an internationally and culturally diverse team, while maintaining impartiality and objectivity

- Exceptional interpersonal and managerial skills and cultural sensitivity to effectively interact with all levels of local stakeholders and foreign government personnel.
- Excellent verbal and written communications skills to effectively present information in a clear and persuasive manner.
- Analytical skills for interpreting complex program and political issues
- Experience as a long-term analyst on an international assessment mission preferred.
- Experience in analysis of legal frameworks for elections given special consideration.
- Knowledge of PC-based word processing and e-mail technology

**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 7 pages (not including cover page), using Times New Roman font, 1” margins.
6. Attachment requirements:
  - CV/Resume with relevant technical/ educational experience and list of technology skills
  - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
  - A list of three professional references.
  - 1-2 page sample writing piece

Price Bids must adhere to the following criteria:

IRI will pay directly (to the hotel, airline, train, etc.) for all preapproved lodging and airfare expenses for the contractors’ execution of the scope of work. The daily rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses.

All other expenses, including local transportation meals and incidentals should be included within the daily rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD and SDGs, payments under any resulting contract may be in USD or SDGs.

Unit	Unit Price	Number of Units	Total
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Daily Rate			
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**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. 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.
10. 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.
11. 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:
  - a) Demonstrated experience research or analysis experience with proven expertise in civil society in the sub-Saharan African Context – 35 percent
  - c) Past performance as an analyst (or other similar role) in sub-Saharan Africa – 35 percent
  - d) Price (daily Rate)– 30 percent

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 POC, Katy Sheridan; at [ksheridan@iri.org](mailto:ksheridan@iri.org) with the subject line "RFQ AFRICA2020SUDAN2o " 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.