

REQUEST FOR PROPOSALS

Procurement Number:	AFRICA2022KEN07o
Open Date:	May 6, 2022
Questions Deadline:	May 13, 2022
Closing Deadline:	May 25, 2022
Geographical Area Restrictions:	N/A
Point of Contact:	Eric Peterman, epeterman@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.

IRI is a global non-partisan, non-profit organization committed to advancing the cause of democracy worldwide. In Kenya, IRI is working to mitigate electoral violence. IRI is seeking a contractor to perform fieldwork quality control for two waves of surveys (one mid-June or early July, and the other mid-October 2022) about election-related peace interventions in either Uasin Gishu county or Nairobi county.

Period of Performance

Date of signature – November 30, 2022

Statement of Work: Survey Fieldwork Observation and Quality Control in Kenya

BACKGROUND

IRI seeks to engage an independent contractor to perform enumerator training and fieldwork observation on behalf of IRI in two wards (Langas and Huruma in Uasin Gishu county OR Mabatini and Kwa Njenga in Nairobi county—the county will be determined no later than June 2022) in Kenya during two waves of polling, the first in late June or early July and the other in mid October. The total duration of the services required is up to 10 business days. The work will be split into approximately 6 days prior/during fieldwork for wave 1, and 4 days prior/during fieldwork for wave 2.

IRI is in the process of engaging a professional research firm to conduct interviews for a general population survey (using random walk) in the location(s) outlined above. IRI is unable to attend enumerator training and fieldwork, and seeks a contractor to be IRI's "eyes

and ears” on the ground to ensure that IRI’s intended fieldwork protocols are followed. The contractor will report directly to IRI and raise any concerns that may require IRI to intervene and request additional training and/or protocol adjustments.

TASKS

- (1) Review the draft questionnaire and offer feedback based on country and survey expertise. The questionnaire will take approximately 25 minutes to administer. Review questionnaire translations in Swahili to ensure that they faithfully capture the meaning of the original version. If the questionnaire pre-test is held just prior to interviewer training, attend 2-3 pretest interviews—otherwise review the research firm’s pretest report. Prior to fieldwork launch, review scripting of final questionnaire in CAPI software.
- (2) Attend the enumerator training (estimated to last 1 day), currently envisioned to take place in the selected country approximately in mid June (wave 1) and mid October (wave 2.) The contractor will receive the questionnaire from IRI in English and in all translations. The contractor will also receive the list of intended sampling points as well as household and respondent selection protocols from IRI. During the training, the contractor will observe if:
 - a. The questionnaire, including all interviewer instructions, is covered correctly, and if there are any concerns regarding translations raised by enumerators. If showcards are used, the contractor will also review those.
 - b. The sampling methodology and fieldwork protocols are covered correctly, incl. random walk instructions, respondent selection instructions, call-backs, tracking sheet completion etc. Note that for wave 2, respondents for wave 1 will be recontacted. Ensure that process is in place to collect necessary information for recontact. During the wave 2 training, ensure that replacement protocol for original respondents who cannot be recontacted is in place.
 - c. Enumerators appear capable of conducting correct household and respondent selection and accurately administer the questionnaire following the training
- (3) Observe fieldwork to evaluate if interviews are conducted according to protocols and questionnaire instructions.
 - a. Contractor will review list of sampling points and select several, ensuring a variety settings, such as different tribes, low and higher income areas etc. Contractor will also select several enumerators to accompany, in particular less experienced ones. The list of selected points and enumerators will be presented to the research firm and to IRI for finalization.
 - b. Contractor will then travel with enumerators and observe them selecting households and respondents (or performing call-backs), and conducting interviews. Contractor will observe at least three interviews per observation day. The goal is to observe the maximum number possible of sampling points and enumerators. Contractor will note any deviations from agreed upon procedures and raise them with the research firm and with IRI.

DELIVERABLES

Daily summary: The contractor will submit a daily summary at the end of each day of service. The summary may be short and informal, and may be delivered via Whats App or similar

communication channel should email not be available. If no communication means is available in the location, summary reports may be delivered at the next possible date. The summary will list the day's activities and will highlight any potential concerns IRI should be aware of.

Final report: Complete observation report (template provided by IRI) of at least 5 pages for each wave. Report should also include at least 10 photos and or video from training and fieldwork. Report must be delivered to IRI no later than 5 days after the end of the observation for each wave.

Technical Proposals

Please submit all bids on official letterhead in Times New Roman 11-point font containing a brief organizational description, budget for services and any descriptions of specialized products or services relevant to the bid. Please limit bids to 3 pages with single spacing. Please include all pricing tables in Microsoft Excel format.

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 must contain:
 - List of survey fieldwork experience
 - Is bidder able to comply with all requirements listed on the SOW without alterations? If any proposed alterations, explain.
 - Describe anticipated challenges if any

Price Proposals

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 USD, payments under any resulting contract will be made in this currency.

The bidder will quote an “all inclusive” rate for Daily Observation Summary Reports and a Final Report.

The rates will factor in cost for lodging, meals, and incidentals. The bidder is expected to travel with enumerators to the interview locations, using the same mode of transports as enumerators. The cost of getting to/from the enumerator training location(s), currently envisioned to take place in either Uasin Gishu county or Nairobi county, will also be factored into the rates. Local transportation and communication expenses will also be factored into the rate. This contract hence operates on a “no reimbursement” basis.

Deliverable Table: Please submit all pricing tables in an Microsoft Excel format.

Per wave:

Service	Description	Unit	Uasin Gishu County Total Cost (USD)	Nairobi County Total Cost (USD)
Daily Observation Summary Report	The contractor will submit a daily summary at the end of each day of service. The summary may be short and informal, and may be delivered via Whats App or similar communication channel should email not be available. If no communication means is available in the location, summary reports may be delivered at the next possible date. The summary will list the day’s activities and will highlight any potential concerns IRI should be aware.	10		
Final Report	Complete observation report (template provided by IRI) of at least 5 pages. Report should also include at least 10 photos and/or videos from training and fieldwork. Report must be delivered to IRI no later than 5 days after the end of the observation.	1		
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:
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) – 40 percent**
 - *Technical capabilities and approach - 20 Percent*
 - *Capacity of perform scope of work- 20 percent*
 - b) **Experience in performing similar projects – 30 percent**
 - *Experience supervising fieldwork in Kenya - 30 percent*
 - 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 Eric Peterman, epeterman@iri.org with the subject line "RFP-AFRICA2022KEN07o-Fieldwork Observation" 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:
 - o 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: _____