

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	WDN2022GLOBAL02o
<b>Open Date:</b>	June 24, 2022
<b>Questions Deadline:</b>	August 12, 2022
<b>Closing Deadline:</b>	August 15, 2022
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Siobhan Pierce; spierce@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.

### What is WDN?

The Women’s Democracy Network (WDN) seeks to build more inclusive democracies and to advance women’s leadership in decision-making processes worldwide. WDN has grown into a network of more than 5,000 women from more than 100 countries with active Country Chapters, local partner organizations and regional networks encompassing Latin America and the Caribbean, the Middle East and North Africa and sub-Saharan Africa. Since 2018, WDN has supported over 10,000 beneficiaries, equipping them with the skills needed to participate fully in public life.

### WDN’s Entry Points

All WDN members are considered global network members. As a **global network member**, individual women from any country around the world can access many of the benefits that the network provides whether or not WDN has an in-country or regional presence. Global members can participate in global and regional conferences and other forums, apply for subaward funding, participate in trainings that WDN directly implements (both online and in-country) and request mentorship. Global membership provides a touchpoint for women to connect, find solidarity and share experiences with one another as well as access skills-building trainings and opportunities to learn best practices in their given fields.

A **regional network member** is a global member who has also joined any of WDN’s three regional networks. These platforms offer an additional access point to WDN programming and peer-to-peer engagement. Altogether, t WDN’s regional networks increase the

likelihood for genuine, relevant relationships to be formed and sustained in furtherance of WDN's mission of politically empowering women.

In 14 countries, WDN has also established **Country Chapters**, which are formal partnerships between WDN and groups of women from different sectors and political parties who volunteer their time to carry out the Network's mission by conducting trainings and workshops that address specific barriers in their communities. WDN provides ongoing support to these entities, including capacity building, mentorship and financial resources for activities, and in turn requires certain principles to be adhered to and expectations to be met within how the Country Chapter is structured and functions. The Country Chapters act as an additional access point to other WDN members, featuring a local point of contact through which members can engage directly (usually in person) and more consistently with one another and promote WDN's mission in their communities.

WDN also collaborates with local partners in countries where there are already established organizations working to empower women. In this vein, **local partner organizations** are yet another (in-person) access point to WDN-supported programming for local members of WDN's global network. WDN uses these strategic partnerships to not only advance women's political empowerment but to also complement or amplify relevant IRI regional team programming in-country. These local partner organizations contribute to the activities of the regional networks where relevant and are invited to participate in all activities on WDN's online platform. Members of WDN local partner organizations are also invited to join WDN's global network and are similarly engaged by WDN as other global members.

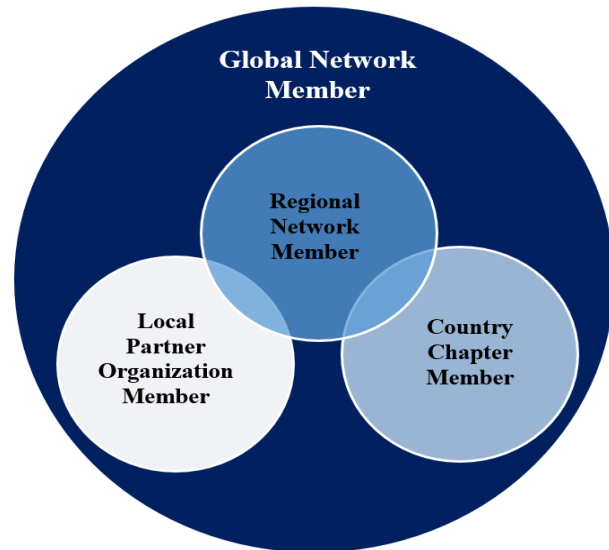


Figure 1: A depiction of the entry points to the WDN network

### What is WDN's approach?

WDN equips women at all stages of their political and civic involvement, including women who are beginning to participate in public life to seasoned policymakers (see tiered approach infographic). Through member convenings, leadership trainings, gender-responsive policymaking trainings, peer-to-peer learning and networking opportunities, WDN increases the technical capacity of women to achieve leadership positions, address policy barriers and promote policies that increase women's participation in public life. WDN's online trainings provide an opportunity for WDN members across the globe to learn together. WDN's convenings, for example the Europe Study Tour and the International Women's Day Conference, provide further opportunities for critical cross-regional relationship building and South-South peer-to-peer learning. By acting as the facilitator of the network, WDN is uniquely positioned to observe cross-regional trends in women's empowerment and to apply these to WDN's, and more broadly IRI's, programmatic approaches.

## **Period of Performance**

October 1, 2022 – September 30, 2023

## **Statement of Work**

IRI seeks an evaluator to conduct an evaluation of a multi-year IRI program, the Women's Democracy Network (WDN). The evaluator will lead each step of the evaluation process in coordination with IRI staff, including WDN and Evidence and Learning Practice staff. The evaluator will participate in a kick-off meeting with IRI staff to receive background information and necessary context and provide feedback on the evaluation. At the design stage, the evaluator will review WDN's learning goals and develop appropriate evaluation questions and suggest appropriate data collection methods to achieve the goals. Once consensus is reached around the evaluation questions, the evaluator will develop an appropriate methodology. The evaluator will develop data collection tools and organize the data collection plan. The evaluation questions, methodology, data collection tools and data collection plan will be approved by IRI.

The evaluator will lead the data collection process according to the approved methodology. The data collection process will occur virtually. IRI will provide the evaluator with the contacts for data collection. The evaluator will manage any interpretation or translation needs. The primary languages spoken by WDN members include Arabic, English, Portuguese and Spanish.

The evaluator will lead the organization and analysis of data. Strong preference will be given to contractors who can present innovative, efficient, and user-friendly ways to organize, code and develop concise and visually appealing findings from qualitative data. The evaluator will develop a thematic codebook for coding qualitative data and submit this to IRI for review and approval. The evaluator will clean and organize all data. The evaluator will conduct initial analysis of the data and compile this in a first draft of evaluation findings, which will be presented alongside accompanying evidence to back up each finding. The evaluator will lead a validation session with IRI staff to present the initial findings and gain IRI staff input to validate the data. The evaluator will then develop an outline for the final report.

The evaluator will develop the final evaluation report according the approval final report outline. The evaluation report will outline the key findings, evidence to support the key findings including anonymized quotes from interviewees and quantitative information where possible, conclusions and recommendations. The report will be presented in a digestible format with data visualizations used as appropriate throughout. The report will include a list of limitations encountered during data collection and analysis and any mitigation strategies that were utilized. The evaluator will conduct a session for IRI staff on the learnings from the evaluation.

The timeline for this evaluation is from October 1, 2022 to August 31, 2023 but is subject to change.

## **IRI's Learning Goals:**

The below areas for inquiry are illustrative. IRI will work with the evaluator to finalize the scope of the evaluation. IRI hopes to learn about:

- Effective strategies for yielding the multiplier effect (investing in one woman who will then invest in others)
- The value a network-based approach provides in increasing women's political and civic participation
- Effective strategies for fostering best practice sharing amongst network members (e.g. social media platforms, targeted engagements including convenings or trainings, etc.)
- Effective mechanisms (subaward funding, convenings, online trainings, etc.) for providing support to and strengthen the network
- Components of the network that WDN should invest in or add to create a sustainable network
- Necessary characteristics for a sustainable network that aligns with WDN's goals
- The most important results in terms of:
  - Country Chapters operating as sustainable, independent entities (for example receiving external funding, conducting internal elections/transferring leadership)
  - Regional networks beginning to show signs of operating as sustainable, independent entities (for example independently conducting programming, receiving external funding, conducting internal elections/transferring leadership)
  - Policies, processes, practices or procedures adopted or reformed to be gender-responsive
- Valuable metrics that could help WDN capture its long-term progress and success

### **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 will not exceed 5 pages (not including cover page).
6. Experience conducting performance evaluations, including both qualitative and quantitative methods
7. Experience conducting evaluations with a variety of stakeholders, including but not limited to civil society activists and government officials

8. Experience conducting evaluations on topics related to democracy, rights and/or governance and/or gender-specific work/approaches
9. Experience conducting evaluations in diverse country contexts

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

<b>Deliverable</b>	<b>Unit Cost</b>	<b>Number of Units</b>	<b>Total</b>
Evaluation Scope of Work (evaluation questions, methodology and data collection tools)			
Copy of raw data, including survey results as applicable, transcripts and recordings with summary outlining details of all data collected			
First draft thematic codebook for coding qualitative data			
Final draft thematic codebook for coding qualitative data			
Draft of findings and accompanying evidence (prior to validation session)			
Report outline			
First draft of evaluation report (prior to final presentation)			
Final evaluation report			

No reimbursement allowed. The bid/deliverable price schedule should be inclusive of all costs including but not limited to travel, interpretation, translation. The price for this proposal should be presented in USD and the contract will be awarded in USD. The costs should be broken down by deliverable.

### 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:

<b>Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)</b>	<b>30</b>
<i>Data collection tool design, data collection and data analysis skills, including both qualitative and quantitative data.</i>	<i>15</i>
<i>High-quality writing skills, including of writing digestible and clear analytical reports.</i>	<i>15</i>
<b>Past performance and experience in performing similar projects</b>	<b>30</b>
<i>Experience conducting performance evaluations, including both qualitative and quantitative methods</i>	<i>7.5</i>
<i>Experience conducting evaluations with a variety of stakeholders, including but not limited to civil society activists and government officials</i>	<i>7.5</i>
<i>Experience conducting evaluations on topics related to democracy, rights and/or governance and/or gender-specific work/approaches</i>	<i>7.5</i>
<i>Experience conducting evaluations in diverse country contexts</i>	<i>7.5</i>
<b>Compliance with security and other administrative requirements</b>	<b>20</b>
<b>Price</b>	<b>20</b>
<b>Total</b>	<b>100</b>

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 Siobhan Pierce at [spierce@iri.org](mailto:spierce@iri.org) with the subject line "WDN2022GLOBAL02o" 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.

### **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 Lobbying



## **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: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Address: \_\_\_\_\_