

REQUEST FOR PROPOSALS

Procurement Number:	LAC2022G02o
Open Date:	September 20, 2022
Questions Deadline:	September 22, 2022
Closing Deadline:	September 26, 2022
Geographical Area Restrictions:	520
Point of Contact:	Diego Palma, dpalma@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.

Since the 2019 elections in Guatemala efforts at political, institutional and electoral reforms have stalled amid political polarization and conflict and loss of confidence in traditional parties mired in corruption scandals. As the 2023 election period approaches, citizens need to understand their rights and the current electoral laws Civil society organizations (CSOs) can support citizen's peaceful electoral participation as well as overall accountability of political actors in the electoral process. To support these CSOs to implement activities to this effect, IRI seeks an expert on electoral process and participation to provide trainings to CSO representatives.

Eligibility

- Expert must have 5 years of experience on Culture of Peace and Electoral Violence Prevention.
- Expert must have 5 years of experience on Human Rights, inclusion and social auditing processes.
- Expert or organization must be present in Guatemala.
- Demonstrated experience in implementing in-person or virtual training courses.
- A demonstrated understanding of violence prevention, culture of peace, transparency, oversight, and human rights.
- Experience in drafting reports.

Period of Performance

Twelve months

Statement of Work

Scope of Work:

The bidder will implement a Culture of Peace series of Trainings on Electoral Violence Prevention. The bidder will develop a training manual and curriculum, conduct two cycles of training for Guatemalan CSO representatives, and review CSO deliverables.

The bidder will conduct five technical training modules virtual or in-person, of a minimum of two hours each, on inclusion, violence prevention and human rights to at least 15 Guatemalan local CSO's from IRI selected municipalities across Guatemala. Participants will recognize, evaluate and report triggers that may lead to political and electoral violence. IRI will select the municipalities in coordination with the consultant.

The training curriculum should include the following topics but not limited to:

- Culture of peace and human rights;
- Monitoring and reporting incidents of violence, as well as monitoring and reporting; early warning signs of potential causes of electoral conflict.
- Historical factors, intercultural dynamics and entrenched gender norms leading to violence, including drivers and underlying causes;
- Core prevention elements and approaches;
- Alternative dispute resolutions methods;
- Actors, conflict, and risk mapping tools.

The bidder will conduct 10 virtual or in-person project design and implementation trainings to five local CSOs. Those CSOs will implement a series of activities requested by IRI after receiving the training. The topics should include but are not limited to:

- Project design and management;
- Multi-stakeholder engagement practice;
- Alliance and Consensus building approaches;
- Inclusion and oversight the electoral process and violence conflict
- Best practice on Communication and Social Networks Advocacy Campaign is on electoral violence prevention.

Following the training sessions, each CSO will provide an activity outline based on the bidder's and IRI's request. Once the outline is approved, the bidder will review the deliverables and results from those five CSOs' activities requested.

Deliverables

- a) Training Manual (1): Provide one manual that includes the methodology, curriculum, and evaluation on the Culture of Peace, Inclusion and Human Rights of the five training modules. The manual is to be approximately 8 to 10 pages and will include the following:

- Cover page;
- Methodology;
- Curriculum;
- Thematic proposal;

- Evaluation and recommendations;
 - Submit report in editable word processing (MS Word or similar), and PDF formats double spaced, 12 font, Times New Roman, cleaned of typographical and formatting errors.
- b) Technical Post-Training Reports (5): Provide five post-training reports where each report is approximately 10 to 12 pages that include the following:
- Cover page;
 - Executive summary;
 - Training agendas,
 - Summary of the training session;
 - Recommendations for future training;
 - Participants list disaggregated by age, gender, region;
 - One page of a minimum of 5 photos;
 - Submit report in editable word processing (MS Word or similar), and PDF formats double spaced, 12 font, Times New Roman, cleaned of typographical and formatting errors.
- c) Project Design and Implementation Post-Training reports (10): Provide 10 post-training reports of approximately 8 to 10 pages, that include the following:
- The agenda;
 - Summary of the training sessions and recommendations for future trainings;
 - Participant lists and a minimum of 5 photos;
 - Submit report in editable word processing (MS Word or similar), and PDF formats double spaced, 12 font, Times New Roman, cleaned of typographical and formatting errors.
- d) Activity outline (5): Provide an activity outline from five trained CSOs of approximately 5 to 10 pages, that include the following:
- Activity objective tackling the problem chosen by IRI and the bidder, approach, and activity description.
 - All activity outlines will be submitted to IRI for approval and feedback (if necessary) before being implemented.
- e) Midline narrative report (1): Provide a midpoint narrative report of approximately 8 to 10 pages that includes the following:
- Cover page
 - Summary of all advances, changes in the activities, and difficulties encountered
 - Photos and materials produced if relevant
 - Submit report in editable word processing (MS Word or similar), and PDF formats double spaced, 12 font, Times New Roman, cleaned of typographical and formatting errors.
- f) Final Summary Report (1): Provide one final summary report of approximately 15 to 20 pages that include the following:
- Cover page;

- Detailed summary of each CSO activity outcomes;
- Results and lessons learned;
- Submit report in editable word processing (MS Word or similar), and PDF formats double spaced, 12 font, Times New Roman, cleaned of typographical and formatting errors.

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. Bids should be no longer than 5-10 pages (not including cover page), 12 point font in Times New Roman.
6. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
 - Organization background or individual's CV.
 - Proposed dates: draft schedule of expected activities.
 - All bids must be submitted in Spanish or English

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

Services/ Deliverables	Unit Type	Cost per Unit	Number of Units	Payment Amount (USD)
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Training Manual	Manual	GTQ	1	GTQ
Technical Post training report	Report	GTQ	5	GTQ
Project Design and Implementation Post-Training reports	Report	GTQ	10	GTQ
Activity outline	Outline	GTQ	5	GTQ
Midline narrative report	Report	GTQ	1	GTQ
Final Summary Report	Report	GTQ	1	GTQ
Total				GTQ

Price set per deliverable

No reimbursements allowed

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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	25
Past performance and experience in performing similar projects	25

Price	50
Total	100

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 Diego Palma, at dpalma@iri.org with the subject line "RFP LAC2022G02o" 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:

EXPERT RATE INFORMATION

Name (Last, First, Middle)	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 ¹ 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 ² 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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¹ 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.

² 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.