

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	ASIA2022TL08o- Media Consultant
<b>Open Date:</b>	October 31, 2022
<b>Questions Deadline:</b>	November 5, 2022
<b>Closing Deadline:</b>	November 10, 2022
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Michelle Huang; <a href="mailto:mhuang@iri.org">mhuang@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 in Timor-Leste provides targeted political leadership training to rising potential leaders, prioritizing youth and women, that provides them with the tools and confidence to assert themselves in political and policy discussions and prepares them to actively engage with the public and in future political contests such as the 2023 parliamentary elections. IRI also implements programming to promote civic education and citizen engagement. The consultant will serve as a media expert and advisor on IRI Timor-Leste's digitally forward program, supporting overarching activities under its *Ko'alia Ba Ha'u!* talk show.

*Ko'alia Ba Ha'u!* (Talk to me!) is a series of talk shows designed to promote emerging leaders via direct MP-Government-citizen dialogue. Its episodes combine panel discussions with more interactive opportunities for citizens to engage with political and community leaders on contemporary issues like information integrity, the future of youth leaders in a democratic Timor-Leste, the importance of women's voices in political and civic leadership, and the implementation of Timor-Leste's Anti-Corruption Law. IRI Timor-Leste will produce one regular episode and four parliamentary election specials during this period. Episodes will be pre-recorded, edited and packaged for repeat airing on radio, television, Facebook and YouTube to maximize audience reach.

### Period of Performance

Date of signing through September 30, 2023

## Statement of Work

The consultant will serve as a media consultant on IRI-Timor-Leste's digitally forward program. More specifically, the consultant will support IRI with overarching activities under its *Ko'alia Ba Ha'u!* talk show. They will work closely with IRI's preselected video production company to carry out much of the deliverables. A list of responsibilities includes:

- Advise on various aspects of *Ko'alia Ba Ha'u!* implementation, including topic selection, content framing and messaging, identifying potential panelists and interviewees, as well as strategies to maximize reach and public engagement, particularly among marginalized and/or underrepresented communities such as women and youth groups.
- Liaise with the video production company selected by IRI on the filming of at least three (3) vox pops for each *Ko'alia Ba Ha'u!* episode.
- Participate and contribute to regular coordination meetings with IRI Timor-Leste program staff to support the production of each episode.
- Deliverables  
*Ko'alia Ba Ha'u!* consultations, vox pops coordination, and participation and contribution in coordination meetings with IRI Timor-Leste program staff for each of the five talk show episodes.

The consultant should have extensive experience working within Timor-Leste's media and communications environment, and experience with nongovernmental organizations, as well as international and/or governmental organizations. They must possess professional fluency in both English and Tetum, and be based in Dili, as the contract will require frequent in-person meetings.

## 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. The proposal should not exceed four (4) A4-sized pages, excluding cover page and attachments.
6. Proposals submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.

## 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.

Unit/Deliverable	Unit Price	Number of Units	Total
<i>Ko'alia Ba Ha'u!</i> consultations (advising on various aspects of implementation, such as topic selection and content framing and messaging), vox pops coordination (liaising with video production company to coordinate filming of at least 3 per episode), and participation and contribution in coordination meetings with IRI Timor-Leste program staff for each of the five talk show episodes		5	

## 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) Past performance and experience in performing similar projects – 50 percent
- b) Price – 50 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 Michelle Huang; mhuang@iri.org with the subject line "ASIA2022TL08o- Media Consultant" 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 flow down 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.

<b>EXPERT RATE INFORMATION</b>					
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.					
<b>EMPLOYMENT HISTORY – SALARY</b>					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period ( <i>M/D/Y</i> )		Annual Salary <sup>1</sup> U.S. Dollars	
		From	To		
<b>SPECIFIC EXPERT SERVICES</b>					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period ( <i>M/D/Y</i> )		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

<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.