

REQUEST FOR PROPOSALS

Procurement Number:	MENA2022J06o
Open Date:	December 15, 2022
Questions Deadline:	December 21, 2022
Closing Deadline:	December 25, 2022 , January 08, 2023
Geographical Area Restrictions:	937
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.

Since 2005, IRI's program in Jordan has focused on connecting citizens with government, strengthening political parties, and building the political skills of women.

Period of Performance

One year from the date of signature with the option to extend for up to 5 years in one-year increments.

Statement of Work

Focus Groups and In-Depth Interviews in Jordan

To support Jordanian political parties', government's, and members' of parliament better understanding of Jordanian public opinion, IRI will conduct a series of focus groups and possibly in-depth interviews to understand:

1) Youth grievances against the current system in Jordan, that result in their lack of participation in the political process.

- Among this group, what is the depth of the stigma surrounding political participation?
- Does the stigma and its drivers vary based on region, gender or socio-economic background? If so, how and why?
- What, if any, role do tribes play in the stifling of youth participation?

- Is the source of the weakness fear of consequences or lack of incentives, or a mix of both?

2) What actions do they take to address these grievances (protest, voting, town hall meetings, apathy, etc.)?

- What would need to change in their communities for them to participate politically?
- How do they currently solve problems that appear in their community?
- In their experience, what are the best ways to influence government decision-making?
- Which, if any government institutions do they cooperate with?

METHODOLOGY

The questions above are best addressed by focus group discussions and may be supplemented by in-depth interviews.

For this solicitation, IRI suggests 9-11 focus group discussions with youth. IRI may also ask for 5 in-depth expert interviews among both government officials and academics who are knowledgeable about youth and related issues to supplement the discussions. IRI is open to offeror's suggestions.

It is IRI's preference that participants in the focus groups be drawn from all 12 governorates of Jordan. The groups themselves should be held in Amman, and participants from different governorates should be mixed within each group. Across all groups, there should be roughly balanced representation of each governorate, though within each individual group, participants' governorate of residence should be mixed.

All participants of the focus groups will be youth (age 18-29) who are Jordanian citizens with voting rights. Some groups may be men-only or women-only, while other groups may be gender-mixed. The bidder should provide a recommendation for the gender-composition of each group based on what is appropriate given the geographic composition of each group (i.e. groups that are predominantly made up of youth from more conservative parts of the country may need to be gender segregated). The bidder should also advise on whether any age segregation in the groups is advisable (separating younger and older people within our targeted age range of 18-29).

- Each focus group discussion should last approximately 90-120 minutes and be attended by 8-10 participants.
- Participants in the same focus group session may not know one another.
- No participants may have participated in a focus group or in-depth interview study in the past 12 months.

To provide more context for the focus group discussions, IRI may also ask the bidder to conduct 5 in-depth interviews with both government officials and decision-makers who are knowledgeable about youth and related issues, for example Ministry of Youth officials, party leaders, or female leaders. The bidder will recruit for IDI participants after consultation with IRI about appropriate recruitment targets.

- Each in-depth interview should last approximately 60-90 minutes.

GENERAL RESPONSIBILITIES OF THE OFFEROR

Offeror will be responsible for managing all logistical aspects of the project above and should engage local support staff as necessary to complete the following:

- **Screener.** IRI will provide a draft FGD screening questionnaire within two weeks of contract award based on the specifications above. The Offeror will review and offer edits within three working days of receipt. Following IRI approval, the Offeror will translate the screener into Arabic. IRI reserves the right to review the translation prior to recruitment launch.
- **Recruiting participants.** Offeror will recruit all participants according to the screening criteria listed above. At least one week prior to the start of the first focus group session or in-depth interview, the Offeror will provide a brief description of the composition of the groups in terms of age, gender, occupation, etc. Offeror should recruit 8-10 participants for each focus group as well as 2-3 alternates in case any of the original participants are unable to participate. If in-depth interviews are conducted, the Offeror will also provide a brief description of the interviewees in terms of age, gender, occupation, etc. All participants will be required to give written informed consent to participate in this study. IRI will provide draft informed consent language which may be adjusted by the bidder in order to conform to any specific legal requirements in the research country.
- **Discussion guide.** IRI will provide the draft focus group discussion guide within four weeks of contract award. Offeror will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into Arabic. IRI reserves the right to review the translation(s.) Once IRI has reviewed the template, some modification of the discussion guide may be required.
- If conducted, a separate discussion guide will be provided for the expert in-depth interviews that will also need to be reviewed and translated.
- **Focus group moderator.** Offeror will provide one or more trained and experienced moderator(s) who is/are fully fluent in the language of discussion. The moderators should familiarize him/herself with the topic of discussion prior to the groups.
- **Qualitative interviewer(s).** If in-depth interviews are required, offeror will provide one or more trained and experienced qualitative interviewers who is/are fully fluent in the language of discussion. They should familiarize themselves with the topic of discussion prior to the interviews.
- **Observation.** The Offeror will provide for all focus groups a facility from which English-speaking IRI staff may unobtrusively observe.
- **Recording of** focus group discussions and interviews. Audio and/or video record all aspects of research necessary for full and accurate data collection, transcript generation and inclusion of illustrative samples in the final analytical report. Offeror will film focus groups and film should be high quality with clear sound. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary of** focus group discussions and interviews. Offeror will provide a 2-3 page written summary of the focus group discussions and, if required. in-depth interviews (one single summary for all) in idiomatic English within one week after the final focus group session or interview. A template will be provided by IRI.
- **Transcripts.** The Offeror will provide IRI with full verbatim transcripts in English of each group or interview that will identify each participant speaker by number or first

name to link each comment to the participant's gender, exact age, education level, city and occupation. Transcripts without these tags linking to participant demographic information will not be accepted.

- **Written analytical report.** Offeror will analyze all discussions and write and edit a final analytic report (see Deliverables) for review, editing and acceptance by IRI within four weeks of the final focus group session or interview. IRI will provide a report template. The report is expected to synthesize findings across all participants and all discussion sessions, while noting any major differences of opinions between participants and sessions.

If in-depth interviews are conducted, the report will synthesize the findings of the interviews, noting any difference of opinions between interviewers and focus group participants. The report must present actual analysis (i.e. not mere description) and illustrative quotes from participants. The report must be in idiomatic English, and include a one or two page executive summary, addressing the research needs outlined above with 3-5 key findings. The length is approximately 10-12 pages.

DELIVERABLES

- Finalized in-depth interview guide (if conducted) and focus group discussion guide (including translation where applicable).
- Proposed Participant Profile for focus groups and in-depth interviews (if conducted).
- Written summary as specified above.
- Full transcripts of all discussions or interviews, as described above. Transcripts must include tags that identify each participant by number and link to participant's demographic information (gender, exact age, education level, city, occupation)
- Video/Audio recordings of the discussions and interviews, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.
- Analytic report of 10-12 pages in MS Word in idiomatic English, which includes a one or two page executive summary, addressing the research needs outlined above and 3-5 key findings.

TIMING

The focus group discussions and in-depth interviews should be completed before March 23, 2023; the exact timing needs to be determined in close consultation with IRI.

All deliverables for this project must be submitted and accepted by IRI before June 30, 2023.

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. 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 proposal to 5 pages with single spacing. Proposals should address the following points:
 - List qualitative projects you have conducted with similar specifications in this market.
 - Name and explain the role of subcontractors (if any).
 - State if you are to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
 - Describe recruitment plan.
 - Describe fieldwork quality assurance measures (if any).
 - Describe analysis plan.
 - Ability to accept invoice-based, post-payment, via wire transfer.
 - Provide proposed moderator(s) CV/Resume.
 - Share relevant equipment (including Observation room, recording equipment, transcription capability etc.) that bidder will use.
 - Describe anticipated challenges if any.

Price Proposals

Price proposal must include the following criteria:

Offerors must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Offeror'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 an Offeror 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.

Please submit all pricing tables in an Microsoft Excel format.

Insert cost per deliverable in USD	9 FGDs	10 FGDs	11 FGDs	9 FGDs + 5 IDIs	10 FGDs + 5 IDIs	11 FGDs + 5 IDIs
Finalized discussion guide(s) and Proposed Participant Profile (Payment 1)*						
Written summary and Video/Audio recordings (Payment 2)**						
Full transcripts (Payment 3)						
Analytic report (Payment 4)						
Total:						

*This amount may not exceed 30% of the total amount quoted. **The amount of payments 1 and 2 combined may not exceed 70% of the total amount quoted.

Evaluation and Award Process

1. IRI may contact any Offeror for clarification or additional information, but Offerors 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 Offerors prior to award of a contract and may at its sole discretion elect to issue contracts to one or more Offerors.
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 Offeror 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. Minimum technical criteria required:
 - *Arabic and English language skills.*
 - *Licensed to conduct public opinion research in Jordan.*
 - *Bidder has relevant equipment to conduct research (observation room, recording equipment, transcription capability etc.).*
5. IRI will conduct a source selection based as follows:
 - a. IRI intends to make an award to the responsible Offeror based on the following evaluation factors:
 - b. Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent
 - i. *Evaluation of recruitment plan – 15 percent*
 - ii. *Evaluation of analysis plan – 15 percent*
 - iii. *Capacity to perform scope of work - 10 percent*
 - c. Past performance and experience in performing similar projects – 35 percent
 - i. *Experience conducting qualitative research in Jordan – 35 percent*
 - d. Price – 25 percent
 - e. 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.
6. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions

Proposals must be submitted via email to POC, at epeterman@iri.org with the subject line "RFP MENA2022J06o".

RFP Terms and Conditions

1. Prospective Offerors 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. Proposals must be submitted in English.
4. Payment will be made upon receipt of invoices and deliverables/services.
5. 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.
6. The Offeror's initial proposal should contain the Offeror's best offer.
7. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
8. Discussions with Offerors following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.

9. 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.
10. Any samples submitted by Offerors will not be returned to Offerors.
11. 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.
12. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
13. 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.
14. 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 Offeror or competitor for the purpose of restricting competition.
15. 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](#)).
16. Offerors agree to disclose as part of the proposal submission:
 - o Any close, familial, or financial relationships with IRI staff and agents. For example, the Offeror must disclose if an Offeror's mother conducts volunteer trainings for IRI.

- Any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror 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 subcontractor subject to the clauses of the prime award. This subcontract 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 subcontractor is appropriate and applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 CFR 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 quotation.

Required Certifications

The following certificates need to be signed by all Offerors. 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:

- Narcotics offenses and drug trafficking- key individual certification
- Certification regarding debarment, suspension, ineligibility, and voluntary exclusion lower tier covered transactions
- Lobbying disclosure
- Authorized Individuals

**NARCOTICS OFFENSES AND DRUG TRAFFICKING- KEY INDIVIDUAL
CERTIFICATION**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____
Date: _____
Name: _____
Title/Position: _____
Entity Name: _____
Address: _____
Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

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: _____

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: _____

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: _____