

REQUEST FOR PROPOSALS

Procurement Number:	ASIA2023PI06o
Open Date:	January 30, 2023
Questions Deadline:	February 17, 2023
Closing Deadline:	February 24, 2023
Geographical Area Restrictions:	N/A
Point of Contact:	Eric Peterman; epeterman@iri.org

Background

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

The Fostering Gender-Responsive Climate Policy and Environmental Governance in the Pacific Islands project will support Pacific Island governments and civil society in mainstreaming a gender lens into climate policy and environmental governance in ways that recognize women's agency, knowledge, and leadership. To achieve this, IRI works with civil society organizations (CSOs) in Fiji, Solomon Islands and Vanuatu to develop more robust regional alliances to effectively advocate to governments to translate high-level gender-responsive policy commitments into inclusive governance practices.

Period of Performance

From March 1, 2023, to June 30, 2023

Statement of Work

Research Background: There is significant research on the gendered impacts of environmental degradation and climate change in the Pacific, and broad agreement among Pacific women leaders that governance is not sufficiently gender responsive. However, there is little existing research about the specific gaps in top-level policy commitments in centering gender in environment and climate issues into governance practices and gender responsive policies. It is IRI's research objective to better understand where knowledge and capacity gaps are within governments on the issues of gender in environment and climate policies and practices. This information will be used to target CSO advocacy and support to government effectively.

To address this need, and to inform the agenda and content for other programming under this project, such as the CSO regional conference, CSO capacity-building training and

roundtables with government officials, IRI seeks a consultant (individual or organization) that can develop a research paper on existing strengths and gaps in Melanesian governments' efforts to proactively include women in climate policy and environmental governance. The paper will integrate findings from four research components:

- A) Perform desk research.
- B) Develop a network map of current and past women government officials and other people/groups in Pacific Islands leading environmental and climate change awareness and/or initiatives as well as an understanding of the barriers to greater participation of women and gender-inclusive allies as decision-makers on environment and climate change issues, including the integration of gender into policy implementation.
- C) Conduct in-depth Interviews with individuals identified through the network mapping.
- D) Finetune the network map based on the in-depth interview findings.

IRI seeks a consultant that will facilitate the identification, cultivation and development of constructive working relationships with champions of gender-responsive governance through the research process. The research will also include recommendations for improved strategic engagement between and responsiveness of these government officials to CSOs working in the environmental and/or gender space.

1. Objectives of the research

IRI needs to:

- a) Understand what the gaps and strengths of existing climate policy and governance on gender inclusion are. Primarily it is important to understand what gaps and strengths of the existing policies are to correctly assess the next steps moving forward. There is not much research done in this space and the basis of this research will help curate the next In-Depth Interview questions with individuals positioned to impact policy implementation.
- b) Identify key legislative individuals and gender-inclusion champions within the government. While conducting research, the individuals that are in decision-making positions and/or individuals that have been voicing the importance of gender equality in policies are the ones IRI would like to continue to engage with. It is vital to identify these individuals while working on the research.
- c) Understand the barriers and capacity needs of government officials to ensure gender-inclusion within climate policies and environmental governance. For active CSOs to have an advocacy impact, they need to understand the existing barriers and knowledge gaps in the respective governments. Once identified, CSOs will be better informed to fulfill their role in educating and advocating policymakers on gender-inclusion within climate policies and environmental governance.

2. Key Research Questions

- What are the gaps of Melanesian government's, specifically Fiji, Solomon Islands, and Vanuatu, existing climate policy and environmental governance on gender inclusion?
- What are the strengths of Melanesian government's existing climate policy and environmental governance on gender inclusion?
- What current and past women government officials in the Pacific Islands are leading environmental and climate change awareness and/or initiatives? And who are their gender-inclusion allies within the governments of Melanesia?
- What barriers exist to greater participation of women and gender-inclusive allies as decision-makers on environment and climate change issues?
- What are the capacity needs of the Melanesian government in creating gender inclusive environment and climate policies?
- Which government bodies and officials are willing to work with CSOs on coming up with joint record and action plan on addressing gender impacted climate policies?

3. Methodology

This research will employ a mixed-methods approach, consisting of desk research and primary qualitative research methods. To respond to the key research questions, the consultant/firm will integrate the findings derived from the different methods.

- **Desk research:** Researching climate policy and environmental governance and identifying gaps and strengths of gender inclusion among the existing policies. Following the desk research, the offeror will deliver a 2-3 page summary to IRI.
- **Mapping of relevant stakeholders:** Identifying climate policy/environmental governance stakeholders and networks:
 - Women groups
 - Government officials
 - Legislators
 - Women champions in the government space
 - Male allies working in the gender inclusion space, particularly as relates to climate issues

Network mapping will be conducted in two phases: A first phase will take place after the desk research. Results of this phase will be used to identify potential in-depth interviewees. Following phase 1, the offeror will deliver an initial network map to IRI. A second phase will be conducted after the in-depth interviews. This second phase will use information from the IDIs to finetune the map. Following phase 2, the offeror will deliver an updated network map to IRI.

- **Expert In-depth Interviews:** Identifying barriers and capacity needs of government officials and other stakeholder.

Expert In-depth Interviews	Fiji	Solomon Islands	Vanuatu	Details
Government legislators	3	3	3	Note: depending on the results of the desk research and phase one of the mapping exercise, 2-3 IDIs per country may need to be held with national or local officials tasked with environment/climate policy implementation instead.
Members of women groups working in climate policy issues	4	4	4	
Government officials who care about gender inclusion	3	3	3	
Government officials who are in the decision-making positions of climate policies and environmental governance	3	3	3	
Academics/Journalists (incl social media)/Experts specializing in the research topic	3	3	3	
Totals	16	16	16	48

The in-depth interviews will be conducted by:

- Recruiting participants.** Offeror will recruit participants as identified by the desk research and network mapping components who fit the criteria listed in the table above. At least one week prior to the start of the in depth interviews, the Offeror will provide a brief description of the proposed interviewees. 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 countries. It is IRI’s strong preference that the IDIs are conducted in person at a place and time convenient for the interviewee. However, IRI will accept audio or video-call interviews if it is the interviewee’s preference and/or if an in person interview cannot be scheduled while the offeror is in the respective country.

- **Discussion guide.** IRI will provide the draft discussion guide, which will contain some variations based on the type of interviewee. The discussion guide will consider an approximate interview length of 60 minutes. Offeror is expected to provide suggestions for improvement of the discussion guide based on their learnings from the desk research and network mapping. Offeror is expected to format and translate the discussion guide into any relevant local languages. IRI reserves the right to review the translation(s.)
- **Qualitative interviewer(s).** Offeror will provide one or more trained and experienced qualitative interviewer(s) who is/are fully fluent in the language or discussion. Please specify if interviewer(s) will be local to Fiji, Solomon Islands, and Vanuatu, or if interviewers will travel between countries to complete the work. They should familiarize themselves with the topic of discussion prior to fieldwork, and may be asked to participate in a training of up to 2 hours with IRI staff.
- **Observation.** The Offeror will provide an opportunity for IRI staff to observe the in-depth interviews, potentially remotely.
- **Recordings of in-depth 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. If participants do not consent to videotaping, audio recordings are acceptable.
- **Written summary of in-depth interviews.** Offeror will provide a 2-3 page written summary of the in-depth interviews (one single summary for all) in idiomatic English within one week after the final interview.
- **Transcripts.** The Offeror will provide IRI with full verbatim transcripts in English of each interview.

Written analytical report. Triangulating findings from the three methods will provide a more accurate, reliable and comprehensive understanding of the far-reaching effects of a lack of inclusion of women in climate change policies. Offeror will synthesize findings from the desk research, network mapping, and in-depth interviews, and will write and edit a final analytic report for review, editing and acceptance by IRI. IRI will provide a report template. The report is expected to synthesize findings across all three countries and across all research participants, while noting to any major differences. The report must present actual analysis (i.e. not mere description) and illustrative quotes from IDI participants. The report must be in idiomatic English, and include a one or two page executive summary, addressing the research needs outlined above. The length is approximately 15-20 pages.

DELIVERABLES AND TIMING

		Weeks after contract signature	
1	Desk Research Summary	2	
2	Network Map (phase 1)	3	
3	Finalized IDI discussion guide (incl translation where applicable)	4	
4	Proposed IDI Participant Profile	4	
5	IDI Summary	7	
6	Video/Audio recordings of the IDIs, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.	7	
7	Full transcripts of all IDIs, as described above.	9	
8	Network Map (phase 2)	10	
9	Analytic report	12	

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 submitted by individuals must contain the attached Expert Service Rate Form and a CV/resume.
6. Please submit all bids on official letterhead in Times New Roman 11-point font containing a brief organizational description, budget for services and any descriptions of specialized products or services relevant to the bid 5 pages with single spacing. Please include all pricing tables in Microsoft Excel format. Proposals should address the following points:
 - List qualitative projects you conducted with similar specifications in this market, especially in Melanesia islands.

- Specify prior experience with creating network maps.
- Name and explain the role of subcontractors (if any)
- State if you are able to comply with all requirements listed on this SOW without alterations. If any proposed alterations, explain.
- List any languages bidder suggests for screener and discussion guide translations.
- Describe desk research method and credentials.
- Describe mapping plan.
- Describe recruitment plan.
- Describe fieldwork quality assurance measures.
- Describe analysis plan.
- Describe proposed fieldwork timeline and address how you will achieve IRI's desired project completion time of 12 weeks.
- Provide proposed moderator(s) CV/Resume
- Describe anticipated challenges if any.

Price Proposals

Bidders must propose a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. The Bidder's pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies. To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD, payments under any resulting contract will be made in this currency.

Unit/Deliverable	Unit Price	Number of Units	Total
Desk Research Summary		1	
Network Map (phase 1)		1	
Finalized IDI discussion guide (incl translation where applicable) and Proposed IDI Participant Profile		1	
IDI Summary		1	
Video/Audio recordings of the IDIs, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office		48	
Full transcripts of all IDIs, as described above.		48	
Network Map (phase 2)		1	
Analytic report		1	

Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:

IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 55 percent.
 - i. Recruitment plan – 10 percent
 - ii. Capacity to perform scope of work – 20 percent.
 - iii. Analysis plan – 25 percent
- b) Past performance and experience in performing similar projects – 30 percent.
 - i. Experience conducting FGDs in Melanesia – 30 percent.
- c) Price – 15 percent

IRI intends to evaluate Bidders' proposals in accordance with these factors and make an award to the responsible Bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

Submission Instructions

Bids must be submitted via email to Eric Peterman at epeterman@iri.org with the subject line "ASIA2023PI06o: Pacific Islands Gap Analysis" 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 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: _____

EXPERT RATE INFORMATION

Name <i>(Last, First, Middle)</i>	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.