

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	ASIA2023MAL11o
<b>Open Date:</b>	February 16, 2023
<b>Questions Deadline:</b>	February 26, 2023
<b>Closing Deadline:</b>	March 14, 2023
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Eric Peterman; <a href="mailto:epeterman@iri.org">epeterman@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 supports political and civil society stakeholders strengthen democratic practices and institutions in Malaysia through technical assistance, public opinion research, and stakeholder engagement, among others. As part of its NED 23 programming, IRI will hold focus group discussions with Malaysian youth to identify electoral issues and tactics that motivated youth to vote in GE15. This information will allow Malaysian political parties to be more responsive to youth priorities in both governance and future elections and will enable parties to more effectively encourage youth electoral participation.

### Period of Performance

Date of signature – January 31, 2024

### Eligibility:

- Demonstrated staff fluency in Bahasa Malaysia, Mandarin and Tamil
- Licensed to conduct public opinion research in Malaysia
- Bidder is not affiliated with any political parties operating in Malaysia

### Statement of Work

**QUALITATIVE RESEARCH IN MALAYSIA**  
Focus Groups on Youth Voter Participation

### OBJECTIVES OF THE RESEARCH

**IRI needs to understand what motivated eligible youth voters aged 18-25 to participate in November 2022's general election, following three lines of inquiry: issues and beliefs, party outreach, and peers/social networks.**

1. Issues and beliefs: what motivated youth voters aged 18-25 to participate in November's general election? What specific issues motivated them to participate? What specific issues did not motivate them to participate?
2. Party outreach: what specific campaign messages or tactics resonated with them? What specific campaign messages or tactics did not resonate with them?
3. Peer/social network: to what extent did non-party influencers or stakeholders motivate them to vote? Who were they? On which social network platforms did these non-party influencers or stakeholders motivate them to vote?

**Additionally, IRI seeks to understand to what extent voters aged 18-25 who participated in November's general election participated in non-voting political practices during the election, including but not limited to campaign volunteer work, GOTV efforts, etc. Why did they engage in these activities?**

## **METHODOLOGY**

The questions above are best addressed by a focus group study. At least 10-12 groups, each lasting approximately 90-120 minutes should take place. The group locations will be determined in consultation with IRI. At this time, IRI is considering conducting the groups in three likely battleground states for the 2023 state elections in peninsular Malaysia that have a high percentage of voters aged 18-25, as well as in Sabah (budget permitting). IRI is open to offerors suggestions for group locations and group composition.

In each state other than Sabah, there will likely be a total of four groups: one group for each of the primary ethnic groups: Malay, Chinese, and Indian. Additionally, each state will have one group that is ethnically mixed. For Sabah, there will be two groups, ethnically mixed.

The members of each group will meet the following requirements:

- Malaysians aged 18-25
- Voted in the November 2022 general election in the state in which FGD takes place
- Mixed gender
- Participants in the same focus group session may not know one another
- No participants may have participated in a focus group study in the past 12 months

IRI would prefer to conduct the focus group sessions before 2023 state elections occur. If that is impossible, then IRI prefers to conduct focus group sessions immediately after the state elections. If so, then participants will need to have voted in the November 2022 general election AND the 2023 state elections in the agreed upon target states. The group locations would take place in states where elections were just held, as well as in Sabah (if the budget permits).

## **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 screening questionnaire based on the specifications above. The Offeror will review offer edits within three working days of receipt. Following

IRI approval, the Offeror will translate the screener into Malay, Mandarin, and Tamil. 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, 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 in person group as well as 2-3 alternates in case any of the original participants are unable to participate. 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 discussion guide. Offeror will be welcome to offer suggestions for improvement and is expected to format and translate the discussion guide into Malay, Mandarin, and Tamil. IRI reserves the right to review the translation(s.)
- **Focus group moderator(s).** Offeror will provide one or more trained and experienced moderator(s) who is/are fully fluent in the language of discussion and a member of the ethnic group for each single-ethnicity group. They should familiarize themselves with the topic of discussion prior to fieldwork.
  - **Observation.** The Offeror will provide an opportunity for IRI staff to observe the focus group discussions

**Recording of focus group discussions.** 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.** Offeror will provide a 2-3 page written summary of the focus group discussions (one single summary for all) in idiomatic English within one week after the final focus group session.
- **Transcripts.** The Offeror will provide IRI with full verbatim transcripts in English of each group 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.

## **DELIVERABLES**

- Finalized discussion guide (incl translation where applicable)
- Proposed Participant Profile
- Written summary as specified above.
- Video/Audio recordings of the discussions, with clear audio. Recording should be delivered to IRI electronically (for example via a file transfer service) or delivered to the local IRI office.
- Full transcripts of all discussions, as described above.

## **TIMING**

The exact timing of the first focus group session needs to be determined in close consultation with IRI. If the groups are able to take place before the state elections, then the bidder will recruit participants who voted in the November 2022 general election. If the groups take place after the state elections, then the participants also need to have voted in the 2023 state elections.

Bidder will share a proposed timeline with IRI

## **Technical Proposals**

All proposals submitted to IRI must include:

1. Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work and Bidder's proposed specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
2. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
3. Bidders may provide a list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
4. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder's Taxpayer Identification Number.
5. Proposals will not exceed 5 pages (not including cover page).
6. The font should be Times New Roman, Size 11 with single spacing.
7. Proposals should address the following points:
  - List qualitative projects you 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 subject-matter expertise in the area under study, i.e. political participation, party politics, and/or youth participation in the political process
  - Describe prior experience and ability to conduct the technical aspects of this study, including logistical plans for setting up the groups (venue, recordings) and preparation of high quality transcripts
  - Provide proposed moderator(s) CV/Resume
  - If moderator(s) has any specialized expertise in the subject areas of political participation or electoral issues, please specify that.
  - 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.

<b>Insert cost per deliverable in USD</b>	Unit Cost	Number of Units	Total Cost
Finalized discussion guide and Proposed Participant Profile		1	
Written summary		1	
Video/Audio recordings (for groups in Peninsular Malaysia states)		XX	
Video/Audio recordings (for groups in Sabah)		XX	
Full transcripts (for groups in Peninsular Malaysia states)		XX	
Full transcripts (for groups in Sabah)		XX	
<b>Total:</b>			

Please include all pricing tables in Microsoft Excel format.

All payments will be made by wire transfer. No reimbursement 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:
  - a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 40 percent
    - *Recruitment plan – 20 percent*
    - *Capacity of perform scope of work – 20 percent*
  - b) Experience in performing similar projects – 30 percent
    - *Experience conducting face to face FGDs in Malaysia - 20 percent*
    - *Subject matter expertise with youth political participation - 10 percent*
  - e) Price – 30 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](mailto:epeterman@iri.org) with the subject line "RFP - ASIA2023MAL11o: Focus Groups" 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: \_\_\_\_\_