

REQUEST FOR PROPOSALS

Procurement Number:	WDN2023NIGERIA01o
Open Date:	April 24, 2023
Questions Deadline:	April 28, 2023
Closing Deadline:	May 04, 2023
Geographical Area Restrictions:	None
Point of Contact:	Fatoumata Diallo; fdiallo@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.

IRI's *Empowering Women's Leadership in Nigeria* seeks to support women political party members to grow their technical capacity and visibility to develop gender-responsive party platforms and advocate for their adoption. This involves having a clear, up-to-date, and evidence-based approach to interventions that tackle the root causes of barriers to women's political participation, especially following a high-profile election period. As such, IRI sees an opportunity to conduct a post-election analysis in Nigeria, aimed at understanding the distinct challenges that deter women's political involvement at individual, governmental, and societal levels. Additionally, IRI aims to evaluate the different types of violence against women that was used leading up and during the election. To achieve this objective, IRI plans to utilize the She Votes: Examining Women's Participation in Election Toolkit. The insights and data generated from the post-election analysis will be pivotal in enabling IRI to design effective interventions that can increase women's political participation, promote leadership and ultimately contribute to women's empowerment.

Eligibility

- At least 6 years operating as a registered NGO in Nigeria
- Presence in Abuja and/or Lagos.
- Ability to work in all six geo-political zones.
- Adequate staff to complete travel related to SOW.
- Professional fluency in English.

Period of Performance: May 4, 2023 – August 4, 2023

Statement of Work

IRI seeks to find a partner to utilize its [SheVotes: Examining Women's Participation in Elections](#) (hereinafter: *SheVotes*) toolkit to (1) assess **individual, governmental and societal barriers to women's political participation** surrounding and during the 2023 general elections in Nigeria, including how women's electoral participation is perceived and (2) assess various forms of **violence against women (VAW)**, including those targeted at women in politics, in the polls and electoral process (e.g., physical, sexual, psychological), as well as how various actors, such as the government, civil society, and media, have responded to reports of VAW. The assessment of VAW should span both physical and online manifestations and utilize the Consortium for Elections and Political Process Strengthening's [Online Violence Against Women \(OVAW\) Diagnostic](#) toolkit.

IRI is interested in evaluating the following queries:

- Among women, how do participants describe the nature, causes and effects of barriers to electoral participation on their lives and the country? Among men, how do participants perceive the nature, causes and effects of barriers to women's electoral participation and whereabout lies the onus for change?
- How serious do they feel these issues are and why?
- What do they think can be done to address the problems, and by whom/what groups/institutions? How do they assess the efforts made to do so?

The Contractor will:

- Review and familiarize itself with the contents of the *SheVotes* and OVAW Diagnostic toolkits in their entirety.
- Finalize and plan activities around the IRI-approved research methodology that defines how participants will be selected (i.e., participant profile) and which states within which zones will be targeted.
- Conduct a minimum of 12 group discussions, spread across *at least* three of the six geopolitical zones and the Federal Capital Territory (FCT), each with 6-8 participants and lasting approximately 80-120 minutes. The discussion groups have the following requirements:
 - Must be representative of the target communities (age, profession, ability, sexual orientation, religion, socioeconomic background)
 - The Contractor shall make reasonable arrangements to accommodate participants' various needs
 - Participants must be 18+ years of age and not have participated in a group or in-depth study in the past 12 months
 - The Contractor must have the informed consent of participants
- Conduct a minimum of 10 in-depth interviews with key informants from parties, academia, civil society and as well as other relevant civic actors, each lasting approximately 50 – 90 minutes. The in-depth interviews have the following requirements:
 - Must be representative of the target communities (age, profession, ability, sexual orientation, religion, socioeconomic background)
 - The Contractor shall make reasonable arrangements to accommodate participants' various needs
 - Participants must be 18+ years of age and not have participated in a group or in-depth study in the past 12 months.

- The Contractor must have the informed consent of participants

The Contractor shall conduct the **group discussions** and **in-depth interviews** in a timely and thoughtful manner, with a well-informed and experienced moderator/interviewer leading the process. The Contractor will be responsible for selecting or securing a facility conducive to the discussions/interviews, wherein IRI staff may choose to observe.

The contractor will submit the following deliverables:

- In coordination with IRI staff, define specific sets of questions and planning logistics for the **interview protocols** that will be used for the assessment, each catered toward the target participant categories listed above. IRI will review and approve the final protocols. IRI will provide sample interview protocols within a week of the contract's signature.
- A definitive **list of participants** for group discussion and in-depth interviews along with estimated dates of completion for each engagement. The requirements of the list are:
 - Must be submitted at least one (1) week prior to the commencement of the group discussions or in-depth interviews
 - Must include participants' name, age, sex, occupation, state of origin, disability status (*optional: ethnicity, religion*)
 - Must indicate *at least* two (2) alternates in case original participants are unable to participate.
- **Audio and Video Recordings** (proof of completion) of all group discussions and in-depth interviews. Audio and/or video documentation records all aspects of research necessary for full and accurate data collection, transcript generation, and inclusion of illustrative samples in the final analytical report.
- A **two-three-page written summary** of the group discussion and in-depth interviews that must be submitted within two weeks of the last activity. A template will be provided by IRI.
- A **final *SheVotes* gender assessment report** that will integrate the findings from previous activities. The report has the following requirements:
 - The report will be co-branded with IRI's WDN [branding](#) and shared with IRI for review prior to finalization and publication. The Contractor may refer to the "[SheVotes: Tunisia: Understanding Barriers to Women's Political Engagement in Tunisia](#)" as an example.
 - The final *SheVotes* gender assessment report will be published by the Contractor on its website and disseminated across its social media accounts and network.
 - IRI will use the final report to inform its own programming in country and reserves the right to share assessment with its local partners and beneficiaries.

Throughout the execution of the above services, the Contractor will do its due diligence to avoid the duplication of past and current efforts related to this contract's Scope of Work. The Contractor will also strive for efficiency and agility by drawing upon present findings and analysis found in its own work, as well as those of other organizations, such as:

- Report of findings and analysis from ElectHER’s domestic election observation and the IRI/NDI international observation mission (full preliminary report: <http://bit.ly/3Yb0HHJ>)
- “Roadmap to Proactively Advance Gender Equity in Political Leadership in Nigeria” (ElectHER Development Initiative, 2023)
- “Pre-Election Environment Assessment (PEEA) towards a Credible and Peaceful 2023 Election in Nigeria” (Kim Pact Youth Development Initiative, 2023)
- “Election Security Assessment: A Gender Perspective Ahead of Nigeria’s 2023 General Elections” (ElectHER Development Initiative, 2023)
- “Afrobarometer Round 9 Survey in Nigeria, 2022” (Afrobarometer, 2022)
- “Increasing Women Political Representation through Temporary Special Measures: A Review of the Nigeria Reserved Seat Bill” (ElectHER Development Initiative, 2021)

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 6 pages (not including cover page).
6. Legal registration.
7. Resumes and personal IDs.

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.

Services/Deliverables	Unit Type	Number of Units	Payment Amount (in USD)
Interview protocols	Document	1	
List of participants	Document	1	
All audio and video recordings	Folder	1	
Written summary of the group discussions and in-depth interviews	Document	1	
Final <i>SheVotes</i> gender assessment report	Document	1	
Total Amount			

Evaluation and Award Process

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

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

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	35
Past performance and experience in performing similar projects	35
Compliance with security and other administrative requirements	15
Price	15
Total	100

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

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

Submission Instructions

Bids must be submitted via email to Fatoumata Diallo Program Associate at fdiallo@iri.org with the subject line to RFP-WDN2023NIGERIA01o 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 confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purpose 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.

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 of 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. 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: _____