

## REQUEST FOR PROPOSALS

<b>Procurement Number:</b>	CENTER2023ELP09o
<b>Open Date:</b>	September 15, 2023
<b>Questions Deadline:</b>	September 25, 2023
<b>Closing Deadline:</b>	September 30, 2023
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Claire Hazbun, chazbun@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.

To strengthen the capacity of local Colombian governance actors to respond to the challenges migration pose to democratic resilience, IRI will support local efforts that promote social cohesion – specifically trust and collaboration – among Venezuelan and Colombian communities. IRI will be working with local partners to conduct inter-group dialogues and community projects to reduce the strain on democratic institutions caused by marginalization and social hostility. IRI will assess the effects of these initiatives through social network and survey analyses, the results of which will enable the Institute to provide local governance actors with useful information to improve governance outcomes and scale similar interventions.

To this end, IRI is seeking an academic/ research consultant to advise on the design and provide analysis of two evaluative research activities: 1) A social network analysis with program participants and their networks to assess the diffusion effects of the program activities, and 2) A baseline and an endline survey to gauge perceptions of participants and a control group on key issues of interest.

### Period of Performance

12 months with the option to extend.

## **Statement of Work**

IRI is seeking an academic/ research consultant to propose a research design for two activities: 1) a social network analysis and 2) a baseline and endline survey for an IRI project on intergroup dialogues and community engagement projects in Colombia to improve social cohesion among Venezuelan migrants and Colombian citizens. These dialogues and projects may take place in one or two of these three areas: Jamundi, Soacha, and Villavicencio. The contractor will be required to develop the data collection tools to be used in both research activities, provide on-the go mentorship services regarding research design, planning, and data collection and quality control for IRI local contractors who will gather the data in-country. The contractor will analyze the raw data collected to produce draft and final reports for both activities. To this end, the Contractor will be expected to attend meetings with IRI, its sub-awardees, and the local contractor(s), on a as needed basis.

Further details of the two research activities are as follows:

- The social network analysis (SNA) should take place with 240 program participants and their networks (estimated to be somewhere between 480 and 36,000) to assess the diffusion effects of the program activities. The social network analysis proposed could be quantitative or qualitative or hybrid. The mapping portion of this analysis should take place within approximately three months of the start of this contract. For this activity, the Contractor should use this guiding question to propose a design: Do the benefits of IRI programming (positive shift in attitudes and behaviors) diffuse to the social network of program participants?
- The baseline and endline in-person survey should gauge perceptions of two groups of people on key issues of interest: social cohesion, inter-group prosocial behaviors, and willingness to collaborate on challenges. These groups include IRI's program participants (Group A) and eligible non-participants (Group B), whose demographic profiles resemble individuals in Group A. The total number of people from Group A who would be surveyed would not exceed 240 individuals. Group B will also have the same number of individuals as Group A. The data gathered through these surveys would be analyzed using a difference-in-difference method to assess the impact of the project activities on the participants. For this activity, the Contractor should use these guiding questions to propose the design: 1) To what extent does IRI's programming strengthen inter-group trust and a sense of belonging among host and migrant participants? 2) In what ways does IRI's programming influence host and migrant participants to modify their behavior toward the other community?

Furthermore, for each of the research activities, the Contractor should propose the research design based on the following parameters and questions:

### **Social Network Analysis (Quantitative/Qualitative/Hybrid)**

- Social Network data: specification of population, sample, network modes
- Who will be included in the sampling frame? How will their network be identified and validated?
- Types of modes: will this mapping be based on single/ two-mode/ multi-mode?

- Measurement and data collection strategy: what kind of data will be gathered? How often? Will this entail in-person interviews? What kind of secondary data will be used, if any?
- Social network analysis strategy: how will the data be analyzed?
- Baseline and Endline
- Sampling design: who will be included in the sample and why? Will this be single or multi-tiered sampling?
- Fieldwork plan: who will be recruited as interviewers? How will the 'Group B' be identified and recruited for surveys? How long will the fieldwork take? What data quality control measures will be employed?

## **Deliverables**

- Data Collection Tool for Social Network Analysis (SNA), including questionnaires to be used
- Data Collection Tool for the Baseline and Endline Survey, including the instrument outlining behavioral and attitudinal outcomes and sampling design.
- One Draft SNA Data Analysis Report that summarizes the methodology, sampling, scope, limitations, main findings, and implications.
- One Draft Baseline Data Analysis Report that summarizes the methodology, sampling, scope, limitations, and main findings.
- One Draft Endline Data Analysis Report, that summarizes the methodology, sampling, scope, limitations, main findings (including comparison between the baseline and endline results), and implications.
- One Short Final Report, aggregating results of the data analysis of the survey and SNA, focusing on answering the specific research questions pertaining to program effects and evidence of diffusion.

## **Eligibility:**

- Experience with quantitative methodologies
- Experience with qualitative methodologies
- Experience with social network analysis
- Spanish proficiency

## **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 10 pages (not including cover page), font size 11-12.
6. Cover letter describing bidder's past research and evaluation experience, including how it is relevant to the stated scope of work
7. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship and can speak about work conducted within the last five years
8. The proposed deliverable table
9. Proposals submitted by individuals must contain the attached Expert Service Rate.
10. If bidder is an organization, include the business registration of the organization applying, a list of key personnel (including CVs), and background on the organization.
11. ID of the individual who will sign the contract with IRI
12. CV/resume, including Spanish proficiency level

### 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. No reimbursement will be made.

<b>Deliverable</b>	<b>Insert cost per deliverable in USD</b>
Data Collection Tool for Social Network Analysis	
Data Collection Tool for the Baseline and Endline Survey	
Draft Baseline Data Analysis Report	
Draft Social Network Analysis Data Report	

Draft Endline Data Analysis Report	
Short Final report describing data analysis and findings from SNA and survey (baseline and endline)	
<b>Total:</b>	

### **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: Total scores of 100

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 55 percent:
  - *Experience with quantitative methodologies including leading statistical matching and difference-in-differences analysis: 20%*
  - *Experience with social network analysis: 20%*
  - *Professional proficiency in Spanish: 15%*
- b) Past performance and experience in performing similar projects – 25 percent
  - *Experience performing similar research in developing countries: 15%*
  - *Experience leading or supporting a program evaluation: 10%*
- d) Price – 20 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 **Claire Hazbun**, at [chazbun@iri.org](mailto:chazbun@iri.org) with the subject line "CENTER2023ELP09o Academic/Research Consultant" by the deadline listed above.

### **RFP Terms and Conditions**

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all proposals if such is within IRI's interest.
3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.
9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
11. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
12. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security

purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

13. Bidders agree to disclose as part of the proposal submission:

- Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if a Bidder's mother conducts volunteer trainings for IRI.
- Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
- Any other action that might be interpreted as potential conflict of interest.

### **Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the contractor subject to certain 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 if the bidders are organizations. 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 ( <i>M/D/Y</i> )		Annual Salary <sup>1</sup> U.S. Dollars
		From	To	

**SPECIFIC EXPERT SERVICES**

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period ( <i>M/D/Y</i> )		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		

**CERTIFICATION:** To the best of my knowledge, the above facts as stated are true and correct.

Signature	Date
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<sup>1</sup> Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

<sup>2</sup> A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.