

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	ASIA2023MAL16o
<b>Open Date:</b>	October 31, 2023
<b>Questions Deadline:</b>	November 12, 2023
<b>Closing Deadline:</b>	November 15, 2023
<b>Geographical Area Restrictions:</b>	NA
<b>Point of Contact:</b>	Tyler Esch, <a href="mailto:tesch@iri.org">tesch@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.

To evaluate the efficacy and impact of IRI's national youth voter education program, IRI will work with a Malaysia-based consultant to execute a final summative evaluation focused on the extent to which IRI's efforts motivated beneficiaries' political and/or electoral participation in and around GE15 in November 2022 or state elections in August 2023. IRI will also assess the challenges and shortcomings of the interventions and provide recommendations for future programming both in Malaysia and across the Institute.

### Period of Performance:

Date of signature – Early March 2024

### Statement of Work:

The Parties enter into this Agreement for purposes of the Contractor providing services described below. Accordingly, the Contractor agrees to diligently perform this Agreement to include furnishing all labor and materials and to perform all tasks necessary to provide the following deliverables and/or services:

### Background:

To evaluate the efficacy and impact of IRI's program, IRI will work with a Malaysia-based consultant to execute a final summative evaluation to examine the extent to which IRI's youth voter and civic education efforts motivated beneficiaries' political and/or electoral participation in and around GE15 in November 2022 or state elections in August 2023. The evaluation will also examine IRI partner strategies in engaging youth through digital voter education content. This summative evaluation will serve as a guide to refine future programs that seek to enhance youth

political and electoral participation by identifying effective strategies that encourage meaningful engagement.

The non-experimental, mixed methods summative evaluation will utilize both primary and secondary data. In addition to collecting new data for the evaluation, the evaluation consultant will integrate monitoring data collected throughout project implementation as well as IRI partner survey data gathered from direct beneficiaries. IRI will hire an evaluation consultant to conduct data collection through interviews with direct beneficiaries and local partner organizations, as well as data analysis and report writing. The evaluation consultant will lead each step of the evaluation process in coordination with IRI's Evidence and Learning Practice (ELP) and program staff. IRI's ELP team and the IRI Malaysia team will ensure that the evaluation is aligned with the standards set by the American Evaluation Association (AEA) and with IRI's internal evaluation and data quality standards. IRI's Malaysia program team will also provide project coordination and logistical support to the evaluation consultant.

The summative evaluation will measure results from IRI's program over the past two (2) years. As no baseline evaluation was conducted, this is not considered an endline evaluation.

The parameters for this summative evaluation would be as follows:

- The Evaluation Consultant would be expected to produce the following deliverable and final report within an estimated five-month timeframe.
  - During this period, the consultant would conduct the following data collection activities: 2-4 individual interviews with local partner staff and 9-10 small group interviews with direct program beneficiaries (local youth who engaged in IRI activities) and IRI's local partner staff, totaling no more than 35 individuals.
  - The Consultant would be expected to analyze the data and produce a final report

**Inception report:** The evaluation consultant will participate in a kick-off meeting with IRI staff to receive background information and necessary context on the evaluation. Ahead of this meeting, the IRI team will provide the evaluation consultant further information on the program's learning goals, evaluation questions, a list of interviewees, interview protocols, and survey data. The program team will also provide secondary data from a comprehensive desk review of IRI and partner activity reports spanning the duration of the project. IRI will provide the evaluation consultant with the list of interviewees, relevant demographic information, and their contact information and the consultant will need to contact interviewees to set up group and/or individual interviews. The consultant is expected to review these materials ahead of the kick-off meeting and come to the meeting with any questions.

Following the kick-off meeting, the evaluation consultant will draft an inception report. The initial inception report is to be reviewed and approved by IRI prior to beginning data collection and analysis of surveys and interviews. If feedback is provided by IRI on any component within the inception report, the evaluation consultant will respond to/incorporate the feedback before beginning data collection and analysis. The inception report will include:

- Plans for data analysis of secondary and primary data including triangulation plans to integrate IRI's desk research, survey data and monitoring and evaluation data collected throughout project implementation; and
- Include a list of dates for scheduled interviews and anticipated timeline for completion of each key stage of the evaluation.

**Interviews:** The evaluation consultant will conduct 2-4 individual interviews with local partner staff and 9-10 small group interviews with direct program beneficiaries (local youth who engaged in IRI activities) and IRI's local partner staff, totaling no more than 35 individuals. IRI will provide the evaluation consultant with interview protocols, which can be discussed during the kickoff call (see above). All interviews should be conducted in-person, in Malaysia, when feasible, but IRI will approve proposed virtual interviews when necessary. Interviews will be conducted in Bahasa Melayu or English, while the information and any direct beneficiary quotes will be provided in English within the final report. The evaluation consultant will provide interpretation (spoken) and translation (written) services where necessary during interviews and to analyze data. The evaluation consultant will take detailed notes during each interview (either in Bahasa Melayu or English) and submit to IRI.

Following the completion of interviews, the evaluation consultant will conduct a check-in meeting with the IRI team to update them on the data collection process and discuss any data collection challenges or limitations.

The bid /deliverable price schedule should be inclusive of all costs associated with completing the scope of work (i.e., domestic travel to the location of participants, meals and incidental expenses, interpretation, translation expenses, etc.). These expenses will not be reimbursed.

**Data analysis and draft report:** The evaluation consultant will be responsible for data analysis, which will culminate in the development of findings, recommendations, and conclusions responsive to each evaluation question. Preference will be given to evaluation consultants who can present innovative, efficient, and user-friendly ways to organize or present visually appealing findings from quantitative and qualitative data.

Analysis will be conducted using qualitative analysis software and/or through manual thematic-based qualitative analysis. Analysis will focus on information, trends/patterns, themes and other relevant qualitative discoveries identified from the following:

- Group and individual interviews with IRI's local partners who implemented activities;
- Group interviews and survey data with IRI direct youth beneficiaries who participated in IRI activities; and
- IRI Malaysia team's desk review of activity reports to triangulate in-person interviews, surveys, social media analytics and other information about program beneficiaries' actions during political and electoral processes.

Analysis pertaining to direct beneficiaries of IRI partner activities should adopt an approach that analyzes how individual beneficiaries were, or were not, impacted, and in what ways, by their participation in IRI partner activities. Analysis should be drafted utilizing built-in triangulation of all applicable data sources. Analysis should capture behavior change from IRI programming, motivations and incentives for youth political participation and barriers to participation in political processes.

The evaluation consultant will conduct an initial analysis of the primary data from interviews and secondary data from the desk review and compile this in a first draft of evaluation findings, recommendations, and conclusions. These will be presented alongside accompanying evidence from primary and/or secondary data (including quotes from interviewees and quantitative data, where possible) to back up each finding. The evaluation report will include:

- A table of contents, including:
  - A list of annexes including data collection tools and a list of people interviewed;
  - A list of acronyms used within the report; and
  - Any tables, figures, and/or pictures included within the report;
- An executive summary no more than two (2) pages in length explaining the main questions to be answered by the evaluation and a brief summation of the report’s conclusions and recommendations;
- An introduction explaining the methodology of the evaluation, its scope and its limitations;
- Evaluation findings for each evaluation question;
- Evidence-based conclusions regarding the effectiveness of the project in meeting its objectives; and
- Detailed recommendations for potential future interventions or projects in support of project objectives.

After submitting the draft to IRI, the evaluation consultant will lead a validation session with IRI staff to present the initial findings and gain IRI staff input to validate the data. The session will be aimed at the triangulation of data and discussion of findings and observations derived from interviews and various desk reviews. The evaluation consultant will address any issues or discrepancies identified during the evaluation session and IRI will review the first draft prior to finalizing the findings. The evaluator will then develop an outline for the final report.

**Report writing:** The evaluation consultant will develop the final evaluation report according to IRI’s approved final report outline. The evaluation report will outline the key findings and evidence to support the key findings including anonymized quotes from interviewees and quantitative information where possible, conclusions and recommendations. The report will include a list of limitations encountered during data collection and analysis and any mitigation strategies that were utilized. The IRI team will review the final report and send feedback and questions on the content back to the evaluation consultant for response. There may be several rounds of reviews by the IRI team. The evaluation consultant will be responsible for responding to final comments and questions raised by the donor in coordination with IRI.

The timeline for this work is dependent on the availability of the IRI program team and the evaluation consultant who is selected for the evaluation, and thus is subject to change based on further review and discussion, but will likely fall within the dates described below:

<b>Completion Date</b>	<b>Activity</b>	<b>Description</b>
<b>Early November</b>	Kickoff call	Malaysia Team, ELP and evaluation consultant to discuss assessment during kickoff call
<b>Mid November</b>	Draft inception report	Evaluation consultant to complete inception report
<b>December</b>	Conduct interviews	Evaluation consultant to complete fieldwork for interviews of both direct beneficiaries and local partner organizations

<b>January - February</b>	Analyze data	Evaluation consultant to complete comprehensive data analysis
<b>Late February</b>	First draft report	Evaluation consultant to draft and submit report
<b>Late February</b>	Validation session	IRI Malaysia team and ELP submit any follow-up questions to the consultant, evaluation consultant responds to and integrates all feedback
<b>March</b>	Draft final evaluation report	Evaluation consultant to finalize and submit report

In addition, the consultant should be available to meet with IRI program team on an as needed basis throughout this contract's period of performance. The consultant would also be responsible of travel costs associated with the data collection activities inside of Malaysia

**Technical Bid:**

All bids submitted to IRI must include:

1. Information addressing your experience in providing each of the services identified in the above Statement of Work and your 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);
3. Bidders shall provide contact information for a minimum of three professional references with whom the applicant has had a working relationship within the last 24-month period. IRI may contact these individuals.
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 technical bids must contain Bidder's Taxpayer Identification Number.
5. Bids should use Times New Roman font and 1" margins.
6. Attachment requirements:
  - Expert rate form
  - Proposal (Five (5)-page max)
  - CV/Resume
  - Explanation of experience with conducting evaluations
  - Two (2) or three (3) professional references
  - Writing sample
  - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.

Price Bids must adhere to the following criteria:

No reimbursement allowed. The expected hours and hourly rate price schedule should be inclusive of all costs including but not limited to travel, interpretation and translation. The price for this proposal should be presented in USD and the contract will be awarded in USD. The costs should be broken down by deliverable.

Bids should be submitted according to an hourly rate. The cost of hourly rates should be justified using an expert rate form provided by IRI demonstrating historical rates of service for bidders.

The evaluation consultant should maintain records of all allowable labor hours, material receipts, invoices, modification orders and correspondence across the lifecycle of the contract.

Bids must be submitted in USD, payments under any resulting contract will be made in this currency.

<b>Services/Deliverables</b>	<b>Expected Hours</b>	<b>Hourly rate</b>
Kickoff call		
Inception report		
Interviews		
Data analysis		
Draft report		
Validation session		
Final evaluation report		

**Eligibility:**

- *Three years of previous experience supporting evaluations or monitoring and evaluation activities*
- *Two years of previous experience conducting evaluations with USG, multilateral or other international NGO programs*
- *Fluency in English and Bahasa Melaya*

**RFQ 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 bids if such is within IRI’s interest.
3. Payment will be made upon receipt of detailed invoices and deliverables/services.
4. 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.
5. The Bidder’s initial bid should contain the Bidder’s best offer.
6. IRI reserves the right to make multiple contracts or partial contracts if, after considering administrative burden, it is in IRI’s best interest to do so.
7. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
8. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
9. By submitting a bid, Bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.

10. Bidders confirm that the prices in the bid/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.
11. By applying to this RFQ, 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:
  - a. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. 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).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - d. 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](#)).
12. Bidders agree to disclose as part of the bid submission:
  - a. 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.
  - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder's father owns a company that is submitting another bid, the bidder must state this.
  - c. Any other action that might be interpreted as potential conflict of interest.

### **Evaluation and Award Process:**

1. Bids will be evaluated by IRI for compliance with administrative requirements, recent and relevant past performance and experience in performing of similar projects by the Bidder, technical capabilities and proposed technical approach, the qualifications of the personnel for the project, and price. 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 bids and reserves the right to make decisions based solely on the information provided with the initial bids. 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 were 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 bid 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 bid 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:  
“best value”

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

**a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 20 percent**

**b) Past projects utilizing both qualitative and quantitative data collection and analysis skills – 15 percent**

**c) High-quality writing skills, including writing digestible and clear analytical reports– 15 percent**

**d) Past performance performing similar projects – 40 percent**

- 1- *Performance conducting performance evaluations for US-funded programs, multilateral organizations or INGOs* – 10 percent
- 2- *Experience conducting one-on-one and/or group interviews* – 10 percent
- 3- *Experience conducting evaluations with a variety of stakeholders, including but not limited to youth and civil society groups* – 10 percent
- 4- *Positive reference check(s)* – 10 percent

**e) Price – 10 percent**

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

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 Tyler Esch, at [tesch@iri.org](mailto:tesch@iri.org) with the subject line “ASIA2023MA116o - Evaluation Consultant” by the deadline listed above.

#### **IRI Obligations**

Issuance of this RFQ does not constitute a contractual commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a bid.

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



IRI is required to make the Bidder subject to the clauses of the prime award. The resulting agreement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where “flow-down” to the Bidder is appropriate and applicable, references to “USAID” or “Department of State” shall be interpreted to mean “IRI”, “Recipient” to mean “Contractor”, and “Subrecipient” to mean “the Bidder”. Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

**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	Employment Period		Annual Salary <sup>1</sup>
		Fro	To	U.S. Dollars

**SPECIFIC EXPERT SERVICES**

SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS	Service Period (M/D/Y)		Units at	Daily/Hourly Rate <sup>2</sup> In
		Fro	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.