

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	CENTER2023GOV15o
<b>Open Date:</b>	October 20, 2023
<b>Questions Deadline:</b>	November 13, 2023
<b>Closing Deadline:</b>	November 17, 2023
<b>Geographical Area Restrictions:</b>	None
<b>Point of Contact:</b>	Brittany Lauritzen, blauritzen@iri.org

### **Background:**

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

The Building Understanding, Integrity, and Legitimacy for Democracy (BUILD) presidential initiative aims to proactively prepare key elite-level stakeholders with the understanding and tools they need to ensure transitions lead to democratic advancement. To achieve the goals of the BUILD initiative, IRI will acquire the advisory services of a research expert to develop a comprehensive research report that provides an overview of key strategic dilemmas faced by pro-democracy elites across sectors and offer actionable recommendations for policymakers, funders, and implementing partners to support these actors to navigate difficult tradeoffs. The research report will focus on the role of pro-democracy elite actors in democratic transitions and the factors that structure their goals, strategies, and prospects for success.

IRI will produce a research report consisting of eight case studies (each contracted separately), a brief literature review, an analytical framework, and an introduction and conclusion that summarize comparative findings and generate actionable policy recommendations for supporting reform elites in windows of opportunity. To produce this report, IRI requires expert research services to serve as a lead author and editor of this report to ensure all report components are coordinated in a way that facilitates comparative findings and recommendations.

IRI will provide overall vision and guidance on the direction of the report, will make available program staff for validation and ground-truthing of findings and recommendations, and will

provide administrative support for report components, including contracting eight separate country case study contributors, a copyeditor, and a graphic designer for final report formatting. The expert researcher selected under this opportunity will provide the following specific services:

- Provide subject matter expertise throughout the project, from report inception through validation with key stakeholders. This support will generally be provided remotely; however, travel for report validation or training sessions may be required and will be determined according to the needs and preferences of the donor, in consultation with the Contractor.
- Serve as a lead author for the research report by producing a brief literature review, an analytical framework (approved by IRI), and an original introduction and conclusion that summarize comparative findings and actionable recommendations for democracy support programs.
- Serve as an editor for the report by coordinating eight country case studies that will be produced by local experts (contracted separately) to ensure that case studies are structured similarly, adhere to a similar methodology, address similar themes and stakeholders, and produce broadly comparable findings and recommendations.

Additional duties necessary to ensure coordinated case studies may include, but are not limited to, attending regular coordination and status update meetings with local researchers and IRI staff, conducting regular email correspondence with local researchers, developing unified questionnaires for primary data collection (e.g., surveys and/or interviews), reviewing and providing feedback on research plans, and reviewing and editing draft case studies.

### **Period of Performance**

Date of Signature – 12 months

### **Statement of Work:**

The Contractor will provide research advisory services and subject matter expertise, research coordination and draft report writing services to the IRI program team resulting in a comprehensive research report that provides an overview of key strategic dilemmas faced by pro-democracy elites across sectors and offers actionable recommendations for policymakers, funders, and implementing partners to support these actors to navigate difficult tradeoffs. To this end, the Contractor will be responsible for conducting an independent desk-based literature review, developing an analytical framework for the final report with an eye toward practitioner utilization, synthesizing comparative findings of eight country case studies (contracted separately), and drafting the final version of report that should include recommendations for democracy, human rights and governance (DRG) policy and programs.

Research questions for the final report developed may include but are not limited to:

- How do key actors conceptualize and evaluate political goals? Do these goals vary across sectors?

- How do elite coalitions prioritize the policy goals of their constituent individuals and groups?
- What specific resources (financial, informational, reputational, social, public opinion, etc.) are available to specific actors? Should these actors invest in developing new resources or in developing coalitions based on comparative advantages?
- How can foreign assistance increase these resources, provide incentives for, and/or lower the costs of collective action?
- How do key actors make key strategic decisions in the transition process, especially where there is disagreement within their group or between it and other key actors?
- How do key actors translate these strategic decisions into goal-oriented strategies and tactics—and which of these strategies/tactics have been more successful?
- Based on these findings, what resources can help prepare actors for the challenge of navigating political transitions and promoting positive, sustainable democratic change during them?

To jumpstart research activities, IRI will provide the Contractor the following documents:

- A general methodology document, detailing the broad parameters of the research approach and process, and IRI's expectations about the types of findings and recommendations that can be derived from the research.
- A list of country case studies that will be conducted separately, but which the Contractor will be expected to coordinate. IRI expects the Contractor to provide substantive methodological input into case selection, noting that final case selection is contingent upon agreement by both IRI and Department of State regional teams.
- Sample templates and examples of IRI's expectations for the final product, including policy-oriented literature reviews, systematic review protocols, report templates, and previous report examples, including sample case studies and sets of policy recommendations.
- Relevant materials from the project proposal documents and quarterly or final reports for IRI projects aiming to support democratic reformers in transition windows, pending approval by the respective IRI program teams.
- Sample interview and survey questionnaires and research protocols.

Throughout the period of performance, the Contractor will be expected to provide the draft and final versions of following documents in Standard American English:

- **Literature Review and Analytical Framework, Drafts One and Two:** Based on desk research with sources including, but not limited to academic books and articles, reports by think tanks or civil society organizations (CSOs), and journalistic sources, the Contractor will submit a literature review and analytical framework for IRI feedback. The full document should not exceed 5000 words, exclusive of references, charts, tables, or other figures. This document should summarize extant academic and grey literature on the role of liberal reformers in democratic transition processes, with specific attention paid to the role of foreign assistance in supporting these actors. The analytical framework should be developed in consultation with IRI.
- **Summary report, Drafts One and Two:** The Contractor will submit one draft report for review and feedback. The draft report should not exceed 100 pages (including the case studies but excluding bibliography and other annexes) and should include a focused analysis of the most relevant sources identified in the literature review, a

summary of case study material provided by IRI (this will include up to eight case studies of 3-5 pages each), and preliminary reflections and recommendations for DRG programs. The format of the draft report will be in a standard academic research report format. IRI will provide a template for research reports upon request. IRI reserves the right to request one round of substantive revisions to the draft report, as well as a round of stylistic/copyediting revisions (if necessary) to be reflected in the final report prior to sharing it with the donor.

- **Summary report, Final Draft:** Following the validation session with representatives from the funder, the Contractor will implement a final round of revisions to the summary report. The report should be no more than 100 pages (excluding bibliography and annexes), including the literature review, analytical framework, and a summary of case study material provided by IRI. The summary report should also include a conclusion with comparative reflections and recommendations for DRG programs. The report should be submitted in both .docx and .pdf files and formatted with IRI branding elements, including font and color palette guidance. IRI will provide a template for the final report and a repository with official branding elements.

The Contractor will be expected to meet with IRI on an as-needed basis throughout the contract's period of performance. Travel for report validation or training sessions may be required under this contract and will be determined according to the needs and preferences of the donor.

**Eligibility:**

- Proposal must be submitted in English.
- Brief writing sample submitted.
- Willingness to travel as required
- Demonstrated experience on issues related to democratization, reform processes, social movements, or related topics.

**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. 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.
4. Bids will not exceed 5 pages (not including cover page and attachments), using Times New Roman font, 1" margins.
5. Attachment requirements:
  - CV/Resume:

- The CV should demonstrate experience conducting academic or policy-oriented research on topics related to democratization, reform processes, or social movements, as well as any experience consulting or writing for policy audiences related to democracy support or international development.
  - A list of three professional references that can provide a candid assessment of the Contractor’s experience and ability to conduct high-quality policy-oriented research on the topics outlined above.
  - Desirable: The CV should also include, if possible, a list of published books or articles, policy reports, working papers, and/or presentations on these topics.
- Proposals submitted must contain the attached Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
  - A writing sample of a minimum of 10 pages which best demonstrates writing and research capabilities on democratization, reform processes, social movements, or a related topic.

6. Application must be submitted in English.

Price Bids must adhere to the following criteria:

If IRI determines that undertaking travel to complete this research project is necessary, IRI pay directly (to the hotel, airline, train, etc.) for all preapproved travel related expenses including transportation, lodging, and meals for the contractors’ participation in IRI activities and events. If it is more feasible for the contractor to use his/her own vehicle for travel to an IRI event, IRI will reimburse the cost of the transportation to the contractor based upon the prescribed formulas used by the funder of the event, calculated according to the kilometers traveled and the type of vehicle used. The daily and hourly rates submitted should, therefore, not include an assumption of costs incurred by the contractor for travel related expenses. All other expenses, including transportation, lodging, and meals should be included within the hourly rates, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in **USD**, payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit Price</b>	<b>Number of Units</b>	<b>Total</b>
Hourly Rate			
Hourly Rate – Travel Local (city name)			
Hourly Rate - Travel outside of (city name)			

The rates above are inclusive of all fees and charges to complete and deliver the scope of work as stated in the contract

**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:

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 experience– 50 percent
- c) Price – 30 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 **Brittany Lauritzen**, [blauritzen@iri.org](mailto:blauritzen@iri.org) with the subject line "CENTER2023GOV15o BUILD Research Expert, Synthesis" 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 POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		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 (M/D/Y)		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.