

REQUEST FOR PROPOSALS

Procurement Number:	CENTER2023GOV19o
Open Date:	December 14, 2023
Questions Deadline:	January 15, 2024
Closing Deadline:	January 20, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Anna Downs, adowns@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.

o foster improved local governance and support democratic consolidation in the Amazon basin, IRI will strengthen coordination between community-level stakeholders and expand their capacity to advocate for policies and action on environmental challenges, such as natural resource management, to subnational and national representatives in select regions of Ecuador and Colombia. IRI will conduct multi-sectoral municipal roundtables to discuss local governance challenges, including those related to the management of the environment, and share information and tools to collectively address these challenges; support collective action campaigns aimed at subnational governments; and host briefings with national-level actors to engage them on issues of importance to subnational stakeholders.

The contractor will conduct a qualitative assessment using pre-post test surveys, questionnaires, and one-on-one interviews with program participants to form a final report with summarized conclusions on the program's outputs and immediate impact in Colombia. Through this assessment, evaluators will work with IRI to draw conclusions and recommendations for continued environmental governance interventions, as well as future subnational-level collective action programming.

Period of Performance

Date of Signature – November 30, 2024

Statement of Work

The contractor will complete a qualitative assessment of the immediate impact of IRI's activities in Colombia to improve environmental governance. Relevant information for the assessment will be gathered during and after each IRI-sponsored activity, with all surveys, interview questions, and other assessment instruments developed by the contractor in coordination with IRI and IRI's relevant contracted partners facilitating each activity. In total, IRI will conduct three activities in Colombia which will be assessed by the contractor:

- One-day municipal roundtables in Florencia, Mocoa, and Leticia
- Subnational collective action campaigns
- A half-day national briefing in Bogotá.

In order to assess the impact of these activities, the contractor will attend the roundtables and the national briefing, expected to be held in February 2024 and summer 2024 respectively. As such, the contractor will plan for, arrange, and pay for their travel to attend these activities and should budget for associated costs in their proposal. IRI will not be providing additional funds to cover the contractor's travel costs.

The contractor will develop and administer several assessment tools to assess the impact of IRI's activities in Colombia, to include pre- and post- test questionnaires to measure knowledge gained, one-on-one interviews administered during the roundtables, relevant survey and data metrics from the campaigns (type of data to be determined based on each campaign), and surveys given to stakeholders that attend the national-level briefing to measure changes in motivation. Together, the gathered findings and data will inform a final qualitative assessment with summarized conclusions on the program's impact and recommendations for future programming.

For the contractor's assessment of the impact of the roundtables, the contractor will work with IRI's selected local partner (to be determined) to develop the corresponding evaluation tools. As IRI identifies additional local partners to support the campaigns and the national briefing, the contractor will also work with these partners to develop appropriate evaluative tools.

In order to ensure applicability of findings from the assessment to contexts outside of Colombia, qualitative research questions to be studied under this activity will focus on understanding key technical and thematic approaches related to improving environmental governance and collective action. In consultation with IRI—who will also be coordinating with a contractor in Ecuador to complete a parallel assessment—the contractor will identify key guiding questions for the assessment, which may include the following:

- How do diverse actors identify a common drive to address environmental issues? What is the "tipping point" for collective action against forms of environmental degradation?
- How is collective action on environmental issues different from collective action focused on other governance issues?
- Are there any measures which can be taken to reduce "free rider" issues, which present an obstacle to collective action on shared resources?

- Following implemented initiatives, do subnational stakeholders consider their ties to other stakeholder groups strengthened?
- Based on activities, do subnational stakeholders feel their recommendations have been fairly represented to subnational government entities?
- Are subnational and national government actors more aware of their citizens' concerns? Will this knowledge impact the efficiency of multilateral communications?

Deliverables Summary:

Note: All data collection documents—pre and post test questionnaires, interview protocols, etc.—should be first created in English for approval by IRI, then translated into Spanish by the Contractor for implementation with program participants. All resulting data—interview transcripts, test answer data, etc.—should be collected in Spanish and then translated into English, with both language versions provided to IRI.

- **Assessment plan:** The contractor should provide an assessment plan that details 1) the research questions the assessment will be answering 2) the methodology (data collection tools, which question will use which method, the sampling plan, etc.) and 3) the assessment timeline.
- **Multisectoral roundtable evaluation materials:** The contractor will attend the multisector roundtables in order to develop guiding research questions and gather information from participants through questionnaires. As such, the contractor will develop and administer evaluation materials, including pre-post test questionnaires of multisector roundtable participants and provide IRI with the data gathered.
 - Pre -post test questionnaires of multisector roundtable participants to measure knowledge gained
 - Raw results from pre-post test questionnaire.
- **Subnational advocacy campaign evaluation materials:** The contractor will monitor the reach of IRI supported advocacy campaigns and analyze if and how the interventions strengthened national government awareness of local stakeholders' concerns and what actors can do to work together to overcome collective action barriers to public participation in municipal decision-making processes. Evaluation materials will include:
 - Relevant survey and data metrics from the campaigns (type of data to be determined based on each campaign).
- **National briefings evaluation materials:** The contractor will produce and administer evaluation materials to assess the impact of national actors' understandings and motivations related to engaging in subnational environmental challenges. Evaluation materials will include:
 - Pre-post test questionnaires of national-level decision makers that attended the national-level briefings and raw results.
- **Interview protocol and questionnaire:** The contractor will interview participants from the multisectoral roundtables and other beneficiaries of IRI's program activities to assess whether subnational stakeholders consider their ties to other stakeholder groups strengthened, whether stakeholders feel their recommendations have been communicated with subnational government entities, and whether subnational government actors are more aware of their citizens' concerns.
 - Interview protocol and questionnaire.

- Interview transcripts (approximately 3-5 interviews per multisectoral roundtable, total of 10-15 interviews for all three multisectoral roundtables).
- **Draft qualitative assessment report:** Contractor will submit one maximum 15 page draft report in English for review and feedback. IRI reserves the right to request revisions to the draft report to be reflected in the final report.
- **Final qualitative assessment report:** Contractor will produce a final qualitative assessment report, maximum 15 pages. The assessment should be submitted in English as a .doc and a .pdf file. IRI reserves the right to request revisions to the final report.

Eligibility criteria:

- ✓ Professional fluency in English and Spanish.
- ✓ Applications must be submitted in English.
- ✓ Prices must be listed in USD.
- ✓ Ability to travel as needed (depending on contractor's base location) to attend and administer interviews/questionnaires at events outlined in the scope of work.
- ✓ Minimum of three years evaluation and research experience on the subjects of environmental governance, local governance, and/or the Amazon region and Indigenous communities.

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. Legal registration for organization/or legal ID for individual.
6. Resume/CV listing experience performing similar projects for international, governmental, and/or nongovernmental organizations.
7. Writing sample of 5-10 pages in length which best demonstrates writing and research capabilities.
8. Proposals will not exceed 10 pages (not including attachments).

9. Proposals submitted by individuals must contain the attached Expert Service Rate Form.

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.

Deliverable	Unit Cost
Assessment plan	
Multisectoral roundtable evaluation materials <ul style="list-style-type: none">• Pre -post test questionnaires of multisector roundtable participants.• Raw results from pre-post test questionnaires.	
Subnational advocacy campaign evaluation materials <ul style="list-style-type: none">• Pre-post test questionnaires of national-level decision makers that attended the national-level briefings and raw results.	
National briefings evaluation materials	
Interview protocol and questionnaire <ul style="list-style-type: none">○ Interview protocol and questionnaire.○ Interview transcripts (approximately 3-5 interviews per multisectoral roundtable, total of 10-15 interviews for all three multisectoral roundtables).	
Draft qualitative assessment report	
Final qualitative assessment report	

No reimbursement allowed. IRI will not reimburse travel expenses or provide per diem under this contract. Any travel expenses should be accounted for in the deliverable prices.

Evaluation and Award Process

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written proposals, without discussions, and reserves the right to make decisions based solely on the information provided with the initial proposals. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there is a discrepancy between the numbers written out in

words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.

3. IRI may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:

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

- a) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – *30 percent*
- b) Proven skills in research, writing, and critical analysis, based on examples of previous work. – *25 percent*
- c) Past experience in performing similar projects. – *25 percent*
- e) 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 **Anna Downs**, at adowns@iri.org with the subject line "CENTER2023GOV19o Local Evaluator, Qual Assessment - Colombia" by the deadline listed above.

RFP Terms and Conditions

1. Prospective Bidders are requested review to clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference".
2. IRI may reject any or all proposals if such is within IRI's interest.
3. Proof of costs incurred, such as but not limited to receipts, pictures and financial documents, may be requested during and for up to three years after the end of the contract period.
4. The Bidder's initial proposal should contain the Bidder's best offer.
5. Payment will be made upon receipt of invoices and deliverables/services.
6. Discussions with Bidders following the receipt of a proposal do not constitute a rejection or counteroffer by IRI.
7. IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share proposals internally, across divisions, for the purposes of evaluating the proposals.
8. For any currency conversion, the exchange rate to US Dollars listed on oanda.com on the closing date of this solicitation shall be used.

9. Every contract will contain provisions governing termination for cause and termination for convenience.
10. By submitting a proposal, offeror agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
11. Offerors confirm that the prices in the proposal/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition.
12. By applying to this RFP, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
 - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).
13. Bidders agree to disclose as part of the proposal submission:
 - Any close, familial, or financial relationships with IRI staff and agents. For example, the Bidder must disclose if a Bidder's mother conducts volunteer trainings for IRI.
 - Any family or financial relationship with other Bidders submitting proposals. For example, if the Bidder's father owns a company that is submitting another proposal, the Bidder must state this.
 - Any other action that might be interpreted as potential conflict of interest.

Notice Listing Contract Clauses Incorporated by Reference

IRI is required to make the contractor subject to certain flowdown clauses of the prime award. This awarded contract will incorporate one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the contractor is applicable, references to "USAID/Department of State" shall be interpreted to mean "IRI",

“Recipient” to mean “Contractor”, and “Subrecipient” to mean “lower-tier subcontractor.” Included by reference are the applicable provisions contained in Appendix II to 2 CFR Part 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.

IRI Obligations

Issuance of this RFP does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a proposal or quotation.

Required Certifications

The following certificates need to be signed by all Bidders. These certifications are an integral part of the quotation/proposal. Please print them off and send back to us with your proposal after signature on each certificate. They are:

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- Authorized Individuals

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification implements Executive Order 12549, Debarment and Suspension and the requirements set forth in 2.C.F.R. 180, Subpart C."

Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. By signing and submitting this proposal/application/quote, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal/application/quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal/application/quote that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IRI.
6. The prospective lower tier participant further agrees by submitting this proposal/application/quote that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a

person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____

Authorized Individuals

The offeror/bidder/applicant represents that the following persons are authorized to negotiate on its behalf with IRI and to bind the recipient in connection with this procurement:

Name	Title	Telephone	Email

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Required if proposals submitted by individuals.

EXPERT RATE INFORMATION					
Name <i>(Last, First, Middle)</i>		Proposed Rate:		Daily	Hourly
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 ¹ 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 ² In U.S. Dollars
		From	To		
CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

¹ 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.

² 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.