

REQUEST FOR QUOTES

Procurement Number:	ASIA2024TL02o
Open Date:	April 2, 2024
Questions Deadline:	April 7, 2024
Closing Deadline:	April 15, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Originator: Sarah Wang Swang@iri.org Staff POC: Christian Cyr Ccyr@iri.org

Background:

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

IRI established an office in Timor-Leste in June 2000 with NED core funding and implemented several NED and USAID programs focused on strengthening political parties, youth civic engagement and leadership. Since 2016, the Institute has been working as part of the USAID funded Consortium for Elections and Political Process Strengthening (CEPPS) to build on its work to strengthen political parties in Timor-Leste. This includes fostering inclusive participation in the electoral process, strengthening transparency of national elections, increasing parties' capacities to implement inclusive and responsive campaign strategies and building the capacity of the National Parliament to carry out its legislative and representative duties. Specifically, IRI implemented programming around the 2022 presidential elections, providing voter education through its Ko'alia Ba Ha'u! ("Talk to Me!") (KBH) talk show and live theater performances through a subgrant to a local partner, as well as supporting domestic election observation which continued into the 2023 parliamentary elections.

In a previous project in Timor-Leste, IRI worked to strengthen the relationships between Members of Parliament (MPs) and citizens to promote issue-based policy making with a strong focus on building the capacity of MPs. This is now an opportunity to shift the capacity building focus to the Timorese citizenry with a specific focus on youth and women in the country to strengthen the political participation and leadership capacity of emerging leaders while continuing to build stronger relationships and interactions between MPs and

constituents. Supporting the political engagement of youth and women is a key strategic focus for IRI in the Asia-Pacific region; for example, in 2022 the Institute helped over 1.8 million youths in the region identify barriers and opportunities to promote active participation, connect with other democratically minded leaders, and co-develop tools and test strategies that foster democratic resilience in government and institution.

To address the dearth of diverse representation in Timor-Leste, the Institute will empower youth and women leaders to build their capacity to lead policy discussions and offer solutions to pressing issues in the country. IRI's approach will provide emerging leaders with citizen-responsive policy formulation training and workshops to effectively communicate those priorities on a nationally televised platform. These activities will empower and encourage emerging youth and women leaders to effectively advocate for critical policy priorities facing Timor-Leste. These activities also aim to expand the electorate's understanding of policy issues and present emerging leaders as visible, accessible leaders who have a true grasp of the issues the public is concerned about.

Period of Performance: May 1, 2024 – January 31, 2025,

Eligibility criteria:

- At least three (3) years of professional media and political experience in Timor-Leste
- At least two (2) years of experience working with non-governmental organizations, as well as international and/or governmental organizations
- Professional fluency in Tetum and English
- Based in Dili

Statement of Work:

The consultant will support IRI with overarching activities under its Ko'alia Ba Ha'u! talk show. They will work closely with IRI's preselected video production company to carry out much of the deliverables. In addition, they will work to share best practices and knowledge to emerging leaders in Timor-Leste. A list of responsibilities includes:

Ko'alia Ba Ha'u (KBH) video Production:

- Advising on various aspects of Ko'alia Ba Ha'u! implementation including topic selection and content farming and messaging, identifying potential panelists and interviewees as well as strategies to maximize reach and public engagement, particularly among marginalized and/or underrepresented communities such as women and youth groups.
- Liaise with the video production company selected by IRI on the filming of at least three (3) vox pops (short interview with members of the public) for each Ko'alia Ba Ha'u! episode.
- Participate and contribute in regular coordination meeting with IRI Timor Leste Program staff to support the production of each episode.

Emerging Leadership Academy

- Develop communication training materials for Emerging Leadership Academies training/workshop.
- Lead in-person workshops on communication for the workshops Emerging Leadership Academies .
- Write brief activity report assessing workshop implementation, participant progress, and challenges and lessons learned, upon conclusion of the training workshops.
- Provide Coaching or technical assistance to ELA participants as they create video explainers

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. The proposal should not exceed four (4) A4-sized pages, excluding attachments.
6. A list of previous experience working in media/communications and with non-governmental organizations, as well as international and/or governmental organizations should be provided.
7. Attachment requirements:
 - CV/Resume
 - 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:

IRI will 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 should be included within the daily and 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.

Rate	Units (Days)	Unit Cost
Daily Rate	14	

Proposed costs should be priced competitively. Payments from the resulting contract will be made by wire transfer in USD.

No reimbursement allowed.

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:

a) Quality of experience in performing similar projects in Timor-Leste: Activities previously or concurrently implemented should point to the applicant's experience and ability to effectively carry out the scope of this project – 50 percent

b) Price – 50 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 Sarah Wang at Swang@iri.org and Christian Cyr at Ccyr@iri.org with the subject line ASIA2024TL02o-Media 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 POINT OF CONTACT & TELEPHONE #	Employment Period (M/D/Y)		Annual Salary ¹ 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 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
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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.