

REQUEST FOR PROPOSALS

Procurement Number:	AFRICA2024SLE01o
Open Date:	April 24, 2024
Questions Deadline:	April 29, 2024
Closing Deadline:	May 4, 2024
Geographical Area Restrictions:	937
Point of Contact:	Cat Wischmeyer, cwischmeyer@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 is working to develop democratic institutions, and the rule of law in Sierra Leone. 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 in Sierra Leone. IRI has an office in the capital city Freetown,

The outcome of the June 2023 Sierra Leonean general and presidential elections further polarized an already divided country and threatened to derail democratic gains made over the past two decades. Both international and citizen election observation groups noted irregularities in the tabulation processes and inconsistencies in the results announced by the Electoral Commission. The main opposition party, the All-People's Congress (APC), rejected the result and called on its elected members to boycott the new Julius Maada Bio-led government. The APC's rejection largely reflected the traditional north-south regional divide that has dominated Sierra Leonean politics over the last five decades.

The implications of the boycott of the Bio government drew the attention of the international community; in November 2023, a dialogue mediated by local and international partners led to an agreement that established a framework for an inclusive reform process. The parties to the political impasse have taken steps so far to establish a Committee on Electoral Systems and Management Bodies Review (or 'the Committee'), and APC members have officially returned to governance processes. The cross-party Committee, with representatives from the government, APC, and civil society, is overseeing

the review of the electoral framework, which will lead to recommendations to inform the reforms of the electoral reforms.

The internationally mediated dialogue has shifted attention from the contested election outcome to an inclusive electoral reform process. This process could strengthen national cohesion and reset the electoral cycle for a more inclusive and acceptable outcome in 2028. The success of this process will largely depend on whether the public perceives the entire process as credible, inclusive, and transparent.

Considering the importance of supporting such an inclusive and transparent process, CEPPS/IRI is looking to hire one local expert or institution to conduct community surveys to assess citizens' reform priorities as part of overall efforts to make the process inclusive by bringing citizen priorities to the attention of key political and electoral stakeholders.

Period of Performance

May 10 to June 30th 2024.

Statement of Work

The main objective of this scope of work is to conduct community surveys to assess citizens' priorities for electoral reforms in Sierra Leone. IRI is seeking applications from civil society organizations or researchers in Sierra Leone to conduct community surveys to gather citizens' opinions on key priorities to be considered by the Committee on Electoral Systems and Management Bodies Review (or 'the Committee'). The survey should prioritize citizens' perspectives on the reform initiative currently ongoing in the country that offers opportunities for their active engagement in the process. The surveys should be able to determine to what extent citizens are aware of the current reform efforts and how they (citizens) would like to be involved and informed. It should also serve as an opportunity to hear directly from citizens about their key priorities from the north and south, as well as other districts.

The survey will focus equally on opinions from both rural and urban perspectives, as well as women, youth, persons with disabilities, and other marginalized groups in Sierra Leone.

Expected outputs and outcomes will include the following:

- Conduct community surveys to gather perceptions on key electoral reform areas in at least ten chiefdoms across all five regions, including an equal split between rural and urban communities.

Key Activities:

The selected applicant shall be responsible for conducting community surveys, at least two local chiefdoms each in five of the administrative regions, to gather citizens' perspectives on the electoral reforms. More specifically, the selected candidate will:

- Develop, translate, format, pretest, adapt, program questionnaires using CAPI software such as KoBo Toolbox, working off an IRI template;
- Draft questionnaire and submit it to IRI for review and feedback. Following approval by IRI, the applicant will create two versions of the questionnaire (English

and Krio). The questionnaire will be drafted for face to face interviewing and interviews will last 15 minutes on average;

- Pre-test the questionnaire before fieldwork begins, which should be no fewer than 10 pre-test interviews conducted with translations in Krio;
- Develop a detailed Sampling and Data Collection Plan, which will be reviewed by IRI's experts in the Center for Insights in Survey Research (CISR). The sampling methodology is expected to maximize probabilistic sampling of the 18+ resident population of each selected chiefdom, although IRI will accept other methods as long as they are well-reasoned;
- Conduct data collection in ten chiefdoms across five regions (one urban and one rural chiefdom each) decided in collaboration with IRI and the Secretariat of the Committee on Electoral Systems and Management Bodies Review. In each of the selected chiefdoms, the minimal sample size of completed interviews will be 200;
- Train enumerators on the data collection instruments developed with assistance from CISR;
- Arrange and supervise all aspects of fieldwork, including back-checks/data quality and verification at all steps in the process.;
- Process the survey data, including data cleaning, and encode survey responses. Each record shall include demographic information about the respondent, including gender, age, education level, district, and community;
- Conduct statistical analysis of findings and write a 10-page final report highlighting key findings from the data and recommendations. A mere description of data is not sufficient; the report must contain analysis and a three-page summary of the overall findings. Please also include a section on strengths and weaknesses of the community surveys and recommendations for improvement.
- Provide a 20-30 slide presentation with a chart on key findings of the survey.

Summary of deliverables. For each survey, the Deliverables to be provided to IRI by the bidder are as follows:

- Sampling Plan/ Methodology
- Copies of final questionnaire, as a Word doc in English and Krio and any other local languages as needed
- A complete dataset, unlocked and editable
- Final report
- PowerPoint Presentation

Technical Proposals

All proposals submitted to IRI must include:

1. Please submit all bids on official letterhead in English, with contact information for the designated representative. Bids should be submitted in ten point, Times New Roman font. Provide a list of all attachments, and attach any documents containing terms, conditions, or policies relevant to the services solicited.

2. 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.
3. 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.
4. 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.
5. 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.
6. Proposals will not exceed 10 pages (not including cover page).

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.

Unit/Deliverable	Unit Price	Number of Units	Total
Sampling plan/ Methodology		1	
Copies of final questionnaire, as a Word doc in English and Krio and any other local languages as needed		2	
Dataset, fully labeled in English in a .csv or .sav file format		1	
Final Report		1	
PowerPoint presentation		20-30 slides	

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) – 10 percent
- b) Sampling methodology – 20 percent
- c) Capacity to perform scope of work –20 percent
- d) Experience conducting face to face and polling in Sierra Leone/West Africa – 30 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 Cat Wischmeyer, cwischmeyer@iri.org with the subject line "AFRICA2024SLE01o" 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 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 Lobbying

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: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Entity Name: _____

Address: _____