

REQUEST FOR QUOTES

Procurement Number:	Africa2024MOZ01o
Open Date:	July 25, 2024
Questions Deadline:	July 31, 2024
Closing Deadline:	August 5, 2024
Geographical Area Restrictions:	N/A
Point of Contact:	Hugues Marsac; hmarsac@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 International Republican Institute (IRI) is conducting an international election observation mission of the Mozambican October 2024 general elections. As part of this project, IRI is in need of a Long-Term Legal and Election Administration Analyst and Coordinator (LTA) to be stationed in Maputo, Mozambique prior to, during, and after the election period.

Period of Performance:

Date of signature for up to 120 days

Statement of Work:

The Legal and Election Administration Analyst and Coordinator will:

- Monitor and provide in-depth analysis on any legal implications or framework issues around the elections in line with the National Electoral Commission (CNE)/ Mozambique Technical Secretariat for Electoral Administration (STAE) regulations and the laws of Mozambique. The LTA will need to develop expert level knowledge of the Mozambique electoral code, the laws establishing the CNE/STAE and other legislation and electoral regulations (such as decrees, code of conduct, ordinances, and decisions),
- Monitor and provide in-depth analysis on the progress and compliance of the CNE toward establishing free and fair elections meeting international standards,
- Provide in-depth analysis on the existing dispute resolution mechanisms as they relate to the elections,
- Continuously monitor CNE, Constitutional Court, government, and other key stakeholder activities related to the elections' legal framework and election administration,
- Monitor the reports and statements of domestic observation groups and act as the primary expert responsible for supporting international and domestic observation groups to improve their coordination and communication strategies,

- Provide qualitative and quantitative analysis of key institutions' adherence to the legal framework throughout the electoral process, including the pre-election/campaign, Election Day, and immediate post-election environments,
- Provide a qualitative and quantitative analysis of key institutions' preparation for the electoral process, including the pre-election/campaign, election day, and post-election logistics, and compliance to international election standards,
- Prepare briefing materials and talking points on legal framework issues, election logistics, and transparency mechanisms, and other advice to the observation mission and LTAs as requested and as necessary,
- Attend meetings and sessions hosted by the CNE, Mozambican government, civil society organizations (CSOs), political parties, or other related bodies,
- Work closely with IRI to ensure that observation missions' short-term observers (STOs) are provided guidance, training and briefings to effectively observe legal framework and procedural/logistics issues in their geographic regions,
- Maintain regular relations with election analysts of other international observation missions, as well as with international NGOs and local CSOs (including domestic observer groups) who are monitoring legal framework and procedural/logistical issues,
- Prepare regular reports as stipulated by IRI analyzing the electoral process as it pertains to the legal framework and the administration of elections,
- Ensure thorough legal and elections analysis is integrated into the STOs' training materials and election observation briefings,
- Collaborate with other analysts and the IRI Program Team to ensure legal and procedural/logistical issues are streamlined through all reports,
- Support the activity of the mission and the other LTAs in any other aspect as necessary.

As the Coordinator, the LTA will also:

- Coordinate a team made of a Political Environment LTA, an Election Violence, Inclusion, and Gender-Based Violence LTA, and an Information Integrity LTA, with whom s/he will work closely to deliver coherent, high quality, and comprehensive analyses.
- Coordinate with the other Maputo-based analysts and observation missions to ensure specific analysis is incorporated into findings and recommendations,

Assignment: Maputo.

Availability to deploy from August 15 to December 15, 2024 – dates are non-negotiable

Deliverables:

- Analytical documents and weekly reports on legal, procedural, and logistical issues ahead of the elections.
- Work closely with IRI and other LTAs in developing ad hoc reports and analyses.

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 will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
6. Attachment requirements:
 - CV/Resume
 - ID copy
 - Submit a sample of report or past analysis done.
 - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation.
7. Desired Qualifications:
 - Bachelor's degree preferably in international relations, law, political science, or related subject
 - A minimum of five (5) years relevant professional work experience in Sub-Saharan Africa implementing programming in the field of democracy and governance, with experience during election processes preferred
 - Exceptional interpersonal and managerial skills and cultural sensitivity to effectively interact with all levels of local stakeholders and foreign government personnel and the rest of the team.
 - Excellent verbal and written communications skills to effectively present information in a clear and persuasive manner
 - Fluency (native or advanced professional level) in written and spoken English and Portuguese is mandatory.
 - Prior experience in Mozambique strongly preferred.

Price Bids must adhere to the following criteria:

IRI will pay directly for deployment and repatriation airfare, lodging in Maputo, local transportation, and data expenses in IRI activities and events. The daily rate submitted should, therefore, not include an assumption of costs incurred by the contractor for travel-related expenses. All other expenses, including meals, should be included within the daily rate, as no other expenses will be covered or reimbursed by IRI. Bids must be submitted in USD as payments under any resulting contract will be made in this currency.

No reimbursement allowed.

Unit	Unit Price
Daily Rate	

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) Past experience as an election analyst or observer or other similar role preferably in Sub-Saharan Africa and Lusophone countries – 30 percent
 - b) Demonstrated research or analysis experience and proven expertise in election-related matters and ideally Mozambican politics – 30 percent
 - c) Strong demonstrated Portuguese and English written / spoken communication skills – 20 percent
 - d) Price – 20 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 Hugues Marsac; hmarsac@iri.org with the subject line "RFQ-LTA Legal Framework" 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 (<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
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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.