

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	ASIA2024MDV05o
<b>Open Date:</b>	December 04, 2024
<b>Questions Deadline:</b>	December 11, 2024
<b>Closing Deadline:</b>	December 23, 2024
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Nathaniel Bennett, nbennet@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 conducts a variety of trainings for local government institutions, national government officials, political party members, youth, women, and other civic and government stakeholders to promote good governance in the Maldives. These trainings provide technical assistance in areas of political party strengthening, developing transparent and responsive institutions, and promoting civic engagement in democratic governance. The contractor will conduct trainings, utilizing their expertise, to support IRI's activities in the Maldives to promote good governance.

### Period of Performance:

January 1 – December 31, 2025

### Eligibility:

- Capability to conduct trainings in at least one of the four topic areas listed in the scope of work
- Professional fluency in English
- Minimum three years of demonstrated experience in facilitating trainings on topics referenced in the scope of work

### Statement of Work:

The Contractor will serve as a trainer, facilitator, and consultant on various IRI programming activities and events. Additionally, the Contractor will provide consultation for partners and participants on the implementation of technical skills if needed, and produce a post-training report in English for each training conducted, including details such as an assessment of the

participants capabilities and the overall success of the workshop in the context of IRI's outlined programmatic goals and objectives, and actionable recommendations for follow-up. Contractor will submit an invoice and report within 10 days of the end of each event and/or trip.

Contractors must have relevant experience and be able to teach on a minimum of one of the following topics, organized into categories below, based upon the contractor's own practical experience.

### **Local Elected Officials and Local Governance Training**

Relevant experience:

- Working in local government or with government authorities on the implementation of different good governance policies and realization of reforms which made the local government more transparent, accountable and accessible to the citizens and community.

Topics:

- Powers and responsibilities of local councilors;
- The budget process within local councils and for local governments;
- The role of local councils in managing communal property;
- Communication between local government bodies and national government;
- Constituent relations – the relationship between a local councilor and the local community;
- Effective planning for and conducting council sessions;
- Preparation for the implementation of the council's decisions;
- Strategic and tactical planning within and for local councils;
- Managing and organizing the work of a local councilor's team;
- Decentralization reform and its impact on/implications for the roles and responsibilities of local councils and local councilors.
- Strategic development of an island;
- Engaging local citizens and communities in the local government's decision-making processes;
- Transparent budget and procurement processes;
- Cooperation between local government authorities and CSOs
- Attracting economic development and creating a community plan for economic development;
- E-governance;

### **Civil Society Development**

Relevant experience:

- Working or with civil society organizations that resulted in improved performance or effectiveness of CSOs.

Topics:

- The organizational structure, strategic planning, and management of successful, functioning CSO

- How to define the key needs of a local community and develop relevant policy proposals;
- How to build and implement a successful advocacy campaign;
- How to engage youth into civic activism;
- How political parties and civil society organizations can cooperate to make a local community stronger and its citizens more engaged in the local government's decision-making processes;
- Civil society's influence on decision-making through advocacy, the use of public hearings, and the use of civil initiatives;
- The proper role of public relations and communications by and civil activists;
- Styles, skills and attributes of good leadership – including, but not limited to, team-building, the art of negotiations, conflict resolution, problem solving, management;
- Development of good personal skills and attributes – including, but not limited to, time-management, identifying personal goals, conflict resolution, developing a personal mission statement, networking, problem solving, verbal and non-verbal communications, and good interpersonal skills;
- Decentralization reform;
- Gender equality.

### **Political Parties Campaign, Candidates and Organizational Structure training**

Relevant experience:

- Working as the head of a political party organization or election campaign headquarters, having served in a position within a political party or campaign with decision-making authority or one who has conducted election campaigns, or as an attorney for a political party or campaign.

Topics:

- Methods for identifying priority issues to citizens / local communities via focus groups and public opinion surveys;
- Incorporating issues of concern to women and disabled persons in issue messages of a candidate's campaign and/or local political party branch;
- Prioritizing issues, messages and projects for political parties and candidates;
- Creative methods for working with the media as a key element of political communication;
- Modern methods of using social media for voter contact and message delivery for campaigns and political parties;
- How to run a political party branch and a local political campaign with low cost and little funding;
- Maldivian laws and regulations governing political parties, elections, and campaign finance;
- How to identify, recruit and properly use party members, activists, volunteers;
- How to transition from being a civil society activist to engaging with political parties and establishing a future political career;
- Public speaking skills and techniques;

**Miscellaneous Democracy and Governance Topics**

- As the environment of Maldives changes, the International Republican Institute is always looking to meet the needs of our stakeholders and local partners by providing helpful programming that addresses current challenges and needs. If a contractor has relevant experience as a former or current practitioner of any other democracy and governance-related subject matter in Maldives that is not listed above, please also specify that in the quote.

**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 2-3 pages (not including cover page and attachments). Attachment requirements:
  - CV/Resume
  - Examples of previous training reports and/or recommendations
  - List of three references with their contact details.
  - Expert Service Rate Form provided at the end of this solicitation. IRI may contact previous clients and employers for professional references and compensation confirmation. Daily rates must be in line with prior rates charged for similar work.
  - For organizations only:
    - Certificate of registration
    - Organizational overview/background

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. 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, and payments under any resulting contract will be made in this currency.

<b>Unit</b>	<b>Unit Price in USD</b>
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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications) – 60 percent
    - *Proposal and CV indicate ability to meet the technical requirements laid out in the SoW – 40 percent*
    - *Demonstrated experience working in or with national/local government, CSOs, or other related entities – 20 percent*
  - b) Past performance and experience in performing similar projects – 30 percent
    - *Past experience indicates ability to perform training and consultation on subject matter – 30 percent*
  - c) Price – 10 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 Nathaniel Bennett, at nbennet@iri.org with the subject line "RFQ - ASIA2024MDV05o - Expert Trainers" 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.

<b>EXPERT RATE INFORMATION</b>					
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.					
<b>EMPLOYMENT HISTORY - SALARY</b>					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period <i>(M/D/Y)</i>		Annual Salary <sup>1</sup> U.S. Dollars	
		From	To		
<b>SPECIFIC EXPERT SERVICES</b>					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate <sup>2</sup> In U.S. Dollars
		From	To		
<b>CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

<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.