



**International
Republican Institute**
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Request for Expert Quotations (RFQ)

RFQ Number:	IRI2025Global01o
Issuance Date:	Round 1: May 19, 2025 Round 2: June 16, 2025 Round 3: July 28, 2025
Deadline for Questions:	Round 1: June 6, 2025 Round 2: July 18, 2025 Round 3: August 29, 2025
Closing date of RFQ:	Round 1: June 13, 2025 Round 2: July 25, 2025 Round 3: September 5, 2025
Description:	Request for Expert Consulting and Professional Services
Geographical Area:	Global
Period of Performance:	Up to one year, with options to extend individual contracts up to a five-year total term.
Number of anticipated awards:	Multiple

Section 1: Instructions to Offerors

1. Introduction:

The International Republican Institute (IRI) advances democracy, liberty, and freedom worldwide and is developing a roster of expert consultants capable of delivering specialized technical assistance to IRI, our partners, and our beneficiaries. IRI is seeking qualified professionals to provide both short-term and long-term consulting services across multiple domains, including project design and implementation, grants and contracts management, operational support, financial oversight, and delivery of technical training and personalized consulting.

Contracted experts will support IRI's initiatives in more than 60 countries across all global regions, contributing to projects funded by diverse international donors. Consultants may be engaged for assignments both within the United States and internationally to strengthen IRI's field offices and programming. IRI is committed to building a consultant pool that reflects the diverse communities we serve and strongly encourages qualified individuals of all backgrounds, experiences, and perspectives to apply to this RFQ.

As a result of this RFQ, IRI anticipates issuing multiple Master Professional Services Agreements (hereafter referred to as “MSAs”) to qualified offerors to establish specific parameters of engagement and rates, with specific assignments governed by a Task Order (TO) under the MSA. The TO will outline the scope of work, deliverables, level of effort, period of performance, and any pre-approved travel expenses. Task Orders are not guaranteed and will be issued based on the needs of IRI.

Offerors are responsible for ensuring that their offers are received by IRI in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with the instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. Offer Deadline and Protocol:

Offers must be received no later than 11:59 PM EST on the date listed above and must be submitted by email to: globalsol@iri.org. Offers received after this time and date will be considered late for Round 1 and will be considered on a rolling and as-needed basis at the discretion of IRI. Please reference the RFQ number in the response to this RFQ.

3. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 11:59 PM EST on June 6, 2025 for Round 1. Subsequent questions will be posted on at least a quarterly basis. Questions and requests for clarification—and the responses thereto—that IRI determines may be of interest to other offerors will be posted as an addendum to the RFQ.

Only the written answers issued by IRI will be considered official and applicable to the RFQ process and subsequent evaluation. Any verbal information received from employees of IRI, or any other entity, should not be considered as an official response to any questions regarding this RFQ.

4. Specifications:

Section 3 of this RFQ contains the Specifications and Technical Requirements required for the opportunity.

5. Technical Submission Requirements:

All bids submitted to IRI must include:

- a. **Cover Letter.** Follow the template provided in Section 3 and including the name, address, telephone number, and email address of the bidder
- b. **Qualifications.**
 - i. Current CV/Resume in English (three pages maximum)
 - ii. Information addressing your experience in providing one or more of the expertise areas identified in the Statement of Work
 - iii. International travel information and availability
- c. **Rate Information.** Complete the Expert Service Rate Card provided in Section 4.
- d. **Professional References.** Provide contact information for three professional references from employers or supervisors. References should be from the past 24 months for similar types of work, and IRI may contact these individuals to verify experience and professional qualifications.

- e. **Tax Documentation.** Your submission should include your Taxpayer Identification Number if you are either a: (a) U.S. citizen; or (b) a foreign organization/resident which has income effectively connected with the conduct of activities in the United States.

6. Price Submission Requirements:

Offerors should provide a fully burdened fixed daily rate (inclusive of any taxes and overhead) in U.S. Dollars using the attached rate card. Rates must remain valid for at least six months after the offer deadline. All price bids must comply with the following requirements:

- a. **Rate Structure:** Offerors must submit a fully burdened fixed daily rate in U.S. Dollars (USD) using the attached rate card. This rate must be inclusive of all taxes, overhead costs, and professional fees. All proposed rates must remain valid for a minimum of six months following the submission deadline.
 - b. **Travel Expenses:** IRI will directly arrange and pay for all pre-approved travel-related expenses including transportation, accommodation, and meals required for the consultant's participation in IRI activities. Accordingly, submitted daily and hourly rates should NOT include travel-related expenses, as these will be covered separately by IRI. If a consultant chooses to use private transportation to attend an IRI event, IRI will not reimburse these costs. Offerors should provide separate rates for travel time, as appropriate, since no per diem allowance will be paid.
 - c. **Other Expenses:** All other expenses, including personal and professional insurance coverage, must be incorporated into the submitted daily and hourly rates. No additional expenses beyond the agreed rates will be covered or reimbursed by IRI.
 - d. **Currency and Payment:** All bids must be submitted in USD, and all payments under any resulting contract will be made in USD.
 - e. **Consultant Status:** Consultants will be engaged as Independent Contractors, not employees of IRI. IRI will not withhold income tax, social security, or other statutory deductions on behalf of the consultant. Consultants are solely responsible for complying with all applicable tax laws and reporting requirements in their country of residence or operation. **Consultants must maintain their own personal and professional liability insurance coverage.**
- 7. Eligibility:** By submitting an offer in response to this RFQ, the Offeror certifies that it is not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. IRI will not issue an agreement to any individual or entity that is debarred, suspended, or considered to be ineligible by the U.S. Government. The Offeror must have U.S. work authorization for assignments to provide services in the United States; however, U.S. work authorization is not required for assignments outside of the United States.
- 8. Evaluation and Award:** IRI will only seek agreements with Offerors (s) whose offer follows the RFQ instructions, meets the eligibility requirements, and who IRI determines to be the best value based on application of the following evaluation criteria. The process will include evaluation of quotes and capacities, and shortlisted Offerors may be invited for a virtual interview if IRI has no prior experience working with the Offeror. IRI anticipates evaluating all offers separately by SME category indicated and selecting a mixture of individual consultants to meet IRI's needs.

Evaluation Methodology:

IRI will evaluate bids based on technical capabilities (50%), past performance (40%), and price (10%):

- **Technical Evaluation (50%)**
 - a. Technical expertise demonstrated in CV/resume

- b. Proposed approach and training methodologies
- **Experience and References (40%)**
 - a. Training experience in relevant topics (20%)
 - b. Multimedia presentation skills (10%)
 - c. Professional references (10%)
- **Price Evaluation (10%)**
 - a. Mathematical errors will be corrected (unit price prevails over total; written amounts prevail over numerals)
 - b. Bids with materially unbalanced pricing may be rejected
 - c. Cost realism analysis may be applied when evaluating performance or price

IRI may contact offerors for clarification and reserves the right to negotiate with top candidates before awarding one or more contracts. IRI will select the responsible offeror whose proposal best meets programmatic and operational needs.

If there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. IRI reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that any resulting agreement(s) will be made solely based on these original quotations and possible interviews. However, IRI reserves the right to conduct any of the following:

- IRI may conduct negotiations with and/or request clarifications from any Offeror prior to issuance of any agreement.
- IRI may cancel this RFQ at any time.
- IRI may reject any and all offers, if such action is considered to be in the best interest of the organization.

Please note that in submitting a response to this RFQ, the Offeror understands that there are no other parties to this solicitation and the Offeror agrees that any protest hereunder must be presented—in writing with full explanations—to IRI for consideration. IRI, at its sole discretion, will make a final decision on any submitted protest for this solicitation for procurement.

Terms and Conditions: This is a Request for Quotations only. IRI is not obligated to issue an agreement or reimburse any costs associated with proposal preparation or submission. This RFQ does not constitute a contractual commitment of any kind.

This solicitation is subject to IRI’s standard terms and conditions. Any resultant agreement will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request.

The following terms and conditions will apply:

- a. IRI’s standard payment terms are net 30 days after receipt and acceptance of any deliverables. Payment for ordering documents (task orders) issued under any agreement resulting from this RFQ will only be issued to the entities/individuals submitting the offer in response to this RFQ and identified in the corresponding award; payment will not be issued to a third party.
- b. Any award resulting from this RFQ will be in the form of a Master Professional Services Agreement (Agreement) under which a task order (ordering document) can be issued on an as

needed basis at the pricing levels established in the Agreement. When the need arises for the services described in the Agreement, IRI will issue a task order to the Agreement-holder. If there are multiple Agreement-holders resulting from this RFQ, the task order will be issued to the Agreement-holder that presents the best value for that specific assignment (order), based on expertise/capabilities, price, availability, and delivery time.

- c. Any Agreement issued under this RFQ will have a minimum duration of at least 6 months. The Consultant shall furnish the services described in any ordering document issued by IRI under the Agreement and as agreed to by Consultant. IRI is only obligated to pay for services to the extent ordering documents are issued under any Agreement resulting from this RFQ.
- d. Where applicable, any Agreement issued pursuant to this RFQ will incorporate prime award clauses with full legal effect. "USAID"/"Department of State" means "IRI", "Recipient" means "Contractor", and "Subrecipient" means "Bidder". Incorporated by reference: 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.
- e. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The individual under any agreement resulting from this RFQ must ensure compliance with this and any other applicable laws.



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Section 2: Specifications and Technical Requirements

Statement of Work:

The International Republican Institute seeks qualified individuals for as-needed technical assistance as trainers, facilitators, and consultants. Selected candidates will work on short-term contracts to execute programming events, develop materials, and perform other specified duties. Consultants are independent contractors, not IRI employees, and lack authority to make commitments on IRI's behalf beyond what is explicitly authorized in their Master Service Agreement and Task Orders. Consultants must uphold IRI's values, policies, and professional standards, as violations may result in contract termination.

IRI anticipates that international travel may be required for many of the assignments. Any travel will be specified in the scope of work of the task order; unless otherwise indicated, all travel expenses will be paid directly by IRI and will not be reimbursed as part of the task order.

The below are program areas for which offerors may apply:

- | | |
|---|---|
| 1. Campaigns | 18. National or subnational legislative branch governance |
| 2. Civic education and citizen participation | 19. Negotiations |
| 3. Communications | 20. Network development |
| 4. Conflict prevention and conflict mitigation | 21. Organizational capacity-building |
| 5. Consensus-building | 22. Political analysis |
| 6. Cost analysis and budget development | 23. Political party strengthening |
| 7. Designing and/or leading assessments | 24. Public policy Development |
| 8. Editing | 25. Political dialogue |
| 9. Elections | 26. Political processes |
| 10. Electoral administration | 27. Project implementation |
| 11. Facilitating engagement between government and citizens | 28. Program management |
| 12. Government transparency and accountability | 29. Proposal writing |
| 13. Graphic design | 30. Stakeholder mapping |
| 14. Grassroots organizing | 31. Technology for democracy and governance |
| 15. Logistics management and coordination | 32. Training using adult-learning techniques |
| 16. Monitoring and evaluation | 33. Violence prevention, including political and electoral violence |
| 17. National or subnational executive branch governance | 34. Voter education |

In a statement of intent, offerors shall clarify in which of the subject areas/programming that the bidder has relevant experience and/or education. The list is not exhaustive; offerors are encouraged to include related

and additional topics on which they have expertise. Specific needs of particular assignments will be agreed by the Consultant and IRI. A separate Task Order will be issued for each assignment.

Qualifications:

Qualified offerors must demonstrate the following credentials and experience to be considered for this consultancy opportunity:

Required Qualifications

- Fluency in reading, writing, and speaking English
- Bachelor's degree or equivalent professional experience (graduate degree preferred in Law, Business Administration, Organizational Development, Economics, Finance/Accounting, International Affairs/Development, Political Science, or related fields)
- Minimum five (5) years professional experience in the relevant subject matter expertise category
- Demonstrated ability to multi-task under pressure with strong attention to detail
- Excellent cross-cultural communication skills and professional conduct in diverse environments
- Proficiency with Microsoft Office applications (Excel, Word, PowerPoint)
- Valid U.S. work authorization (for U.S.-based assignments only, ***not required*** for international assignments)

Preferred Qualifications

- International living or working experience
- Proficiency in Arabic, Chinese, French, Portuguese, Russian, Spanish, or other languages
- Experience with U.S. Government funded programs (USAID, DOS, USDA) or other bilateral/multilateral donors (DFID/UKAID, SIDA, DFAT, UN Agencies)
- Professional background in international development projects

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Section 3: Offer Cover Letter

The following cover letter must be completed and signed by the Offeror on its letterhead:

To: IRI Agreements Team
International Republican Institute, Washington, DC

Reference: RFQ IRI2025Global01o - Expert Consulting and Professional Services

To Whom It May Concern:

I, the undersigned, hereby submit the attached offer and documentation in response to the above-referenced RFQ.

I hereby acknowledge and agree to all terms, conditions and instructions included in the above-referenced RFQ. I certify that I am eligible to submit an offer and further certify that, to the best of my knowledge and belief:

- I have no close, familial, or financial relationship with any IRI staff member(s);
- I have no close, familial, or financial relationship with any other Offeror submitting an offer in response to the above-referenced RFQ; and
- The rate(s) in my offer have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current and complete.

Full Legal Name:

Signature:

Title of Signatory:

Date:

Address:

Telephone:



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Section 4: Official Quotation and Rate Card

- a. Offeror's Legal Name:
- b. Email Address:
- c. Where are you based?:
- d. Authorized Signature: _____

A. Subject Matter Expertise (SME) Categories and Proposed Daily Rates

Offerors should use this rate card to detail their daily rate in each category for which they would like to be considered. IRI does not expect or require offerors to apply for all SME categories to be considered; IRI will evaluate candidates for each SME category separately. The proposed rates are **fully burdened daily rates in US dollars** and are inclusive of any applicable taxes, overhead, and fees. One day equals 8 hours. Unless otherwise indicated, all travel expenses will be paid directly by IRI; do not build travel costs into any burdened rates.

SME Category from RFQ Section 2	Burdened Daily Rate in USD
1.	
2.	
3.	
4.	
5.	
6.	
7.	

B. Language Skills:

List the foreign languages you can use in a professional setting and indicate your level of fluency.
(Beginner, Intermediate, Advanced, Fluent)

Language	Written	Spoken	Reading

C. References:

Provide contact information (name, relation (e.g., supervisor), title/organization, email and phone number) for three (3) professional references.

Name:

Title/Organization:

Email:

Phone Number:

Name:

Title/Organization:

Email:

Phone Number:

Name:

Title/Organization:

Email:

Phone Number:

D. International Experience:

List countries where you have relevant experience (worked, lived, or supported projects).

E. Are you able and available to travel internationally?

If so, indicate maximum duration of assignment you would consider.

Are there any locations to which you do not travel?



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Section 5: Offer Checklist

To assist Offerors in preparation of proposals, the following checklist summarizes the documentation to submit an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the Offeror (see Section 4 for template)
- ☐ Completed Rate Card (Section 5)
- ☐ Completed Capabilities Statements (Section 5)
- ☐ CV or Resume of the individual
- ☐ Contact information for 3 References
- ☐ Responses to Language and Travel Questions