

## REQUEST FOR QUOTES

<b>Procurement Number:</b>	EURASIA2023U11o
<b>Open Date:</b>	November 6, 2023
<b>Questions Deadline:</b>	November 14, 2023
<b>Closing Deadline:</b>	November 24, 2023
<b>Geographical Area Restrictions:</b>	110
<b>Point of Contact:</b>	Glafira Sydorchenko, Procurement Specialist gsydorchenko@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-Ukraine is seeking to contract with an established expert to assist IRI's potential subawardee, Women's Democracy Network-Ukraine Chapter, by producing organizational strategic recommendations, building an action plan, and connect organizational means with objectives during a strategic planning session for WDN-UA members. The purpose of the strategic session is to conduct an internal audit of the processes and activities of WDN-Ukraine and develop the organization's strategic development plan for 2024-2026 and the targeted action plan for 2024 - 2025.

WDN-UA is part of a global initiative of the International Republican Institute - Women's Democratic Network. It has been operating in Ukraine since 2017 and united more than 500 women-leaders, members of local councils and officials throughout Ukraine to promote the equal rights and opportunities of women and men. Ahead of 2020 local election, WDN-UA conducted a series of webinars to increase the number of women participating in the elections as candidates for local office. Almost one-third of all women candidates participating in the candidate training program were elected to office across Ukraine. In the first months of the Russian full-scale war in Ukraine, WDN-UA, with support from IRI through a USAID/CEPPS subaward, provided support to women councilors and local government officials, volunteers, women IDPs, women with children who have been affected by the war and female relatives and families of soldiers. For six months, WDN-UA worked with volunteers, lawyers and psychologists to connect target audiences with targeted psychological and legal aid across five regions in Ukraine (Mykolaiv, Kharkiv,

Ivano-Frankivsk, Vinnytsia and Volyn) and conducted a total of 1,035 psychological and 447 legal consultations.

**Period of Performance:**

November 2023 to May 31, 2024, with the option to extend 4 months until September 30, 2024.

**Statement of Work:**

- familiarization with the founding documents of the WDN-Ukraine (statute), the organization's activities (plans, achievements, resource capabilities of the NGO, experience), organizational and communication processes during interviews-conversations with the management of the WDN-Ukraine and IRI staff.
- suggestions of the methods of holding a strategic session (the use of recognized methods or their separate elements, such as "Search for the Future", "Appreciative Inquiry", "Open Space", "World Cafe", etc., along with author's work and classic facilitation techniques, is welcome).
- facilitation and moderation of the strategic planning process of WDN-Ukraine (conducting a session, updating the mission and goals, main areas of activity, analysis of capabilities and risks, methods of achieving goals, discussions about forms of membership in WDN-Ukraine).
- development of a strategic document "Strategy of WDN-Ukraine activities for 2024-2026" and development of an Action Plan 2024-2025 for the implementation of the planned document.
- consulting on organizational development and organizational capacity building, for WDN-UA

The expected result of the strategic session is the development and approval of the WDN-Ukraine Strategy for 2024-2026 and the WDN-Ukraine Action Plan for 2024-2025.

**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 bidder should have experience in strengthening organizational development and conducting strategic planning for non-governmental organizations or large-scale projects.
3. The bidder should have work experience in public campaigns, international organizations, nongovernmental organizations or grant-funded projects.
4. The name, address, telephone, and facsimile numbers of the bidder (and electronic address if available).
5. 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.

6. 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.
7. Bids will not exceed 5 pages (not including cover page), using Times New Roman font, 1" margins.
8. Attachment requirements:
  - Evidence of experience in chosen program area(s), such as past work experience or level of education in strategic planning, project management, organizational systems analysis, public gender equity and/or similar subjects. While possessing master's or PhD degrees in subject areas as listed here is preferred, an equivalent number of years of practical experience is also acceptable.
  - CV in English proving relevant experience to serve as a strategic expert.
  - Have written and verbal proficiency in Ukrainian and English.
  - Indicate your ability to travel around Ukraine (with exception for frontline and temporarily occupied territories) – whether you can, and if yes, then the number of days per a week.
  - Based in or able to travel to Ukraine.
  - No more than 1-2 examples of previous work that demonstrates expertise and a concise, presentable and concise style. Work samples can include, but are not limited to past training presentations, recordings of previous webinars, analytic papers and media articles. Work samples may be in English or Ukrainian.
  - A minimum of two reference letters with contact information (name, title, organization, email and telephone number of a reference), whom IRI may contact to verify application's veracity.
  - Contact and bank information (phone, email, IBAN, name, address, etc.).
  - Copies of individual or private entrepreneur documents (passport for individuals/copy of registration documents for PEs) with English language translation, if possible. Copy of foreign passport as ID
  - An Expert Service Rate Form is 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 pre-approved travel related expenses including transportation, lodging, and meals for the contractors' participation in IRI activities and events. IRI will not cover incidental costs incurred by the contractor. If it is more feasible for the trainer to use his/her own transportation to an IRI event, IRI will reimburse the cost of the transportation to the contractor based on rate 0.25 USD for each business kilometer driven, upon submission of a Google Maps calculation. Expenses incurred for parking when the trip is for an IRI event will be reimbursed upon submission of receipts. Reimbursable costs will be capped at the equivalent of \$3,000 (109,511 UAH) for the life of the contract. 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 to UAH, payments under any resulting contract will be made in this currency.

Unit	Unit Price
Daily Rate	

IRI shall not be responsible for the withholding of any other taxes or levies, nor to pay for or to provide Contractor any benefits of any type.

**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 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. If IRI continues to require the goods and services and the price remains reasonable and within market norms, the resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
10. 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.
11. 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.
12. 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](#)).
13. 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 training 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 a 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) – 40percent
  - b) Past performance and experience in performing similar projects – 40 percent
  - c) 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 Glafira Sydorchenko, at gsydorchenko@iri.org with the subject line "EURASIA2023U011o RFQ" 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
-------------------------------------	----------------	-------	--------

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 <sup>1</sup> 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 <sup>2</sup> In U.S. Dollars
		From	To		

**CERTIFICATION:** 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.