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## **INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS**

**(IFES)**

### **Request for Proposals for Political Participation of Persons with Disabilities in Thailand**

**RFP/17/046**

**February 14, 2017**

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## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite nonprofit and other relevant organizations that support disabled persons' access to the elections process in Thailand to submit a Response for the political participation of persons with disabilities in Thailand. The solicitation provides prospective implementing partners with the relevant operational and performance requirements.

### 1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

### 1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org).

## 2 GENERAL INFORMATION

### 2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES' needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- Issuance of RFP January 24, 2017
- Technical Questions/Inquiries Due January 30, 2017 (5PM Bangkok time)
- Answers/Addenda from IFES February 2, 2017
- **RFP Closes February 20, 2017 (5 PM Bangkok time)**

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Contractors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective contractor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

- 3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is listed below.

Elizabeth Durbin  
Senior Contacts and Grants Manager  
[edurbin@ifes.org](mailto:edurbin@ifes.org)

- 3.3.2 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective contractors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective contractors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.

- Inquiries about technical interpretations must be submitted in writing to the point contact identified in 3.3.1.

**3.3.3 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events* in 2.2.

### 3.4 Proposal Submission

It is mandatory for prospective contractors to send proposals in electronic copy via e-mail in English to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events* in 2.2.

### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective contractors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

#### Evaluation Criteria:

1. Technical Proposal (40%)
  - *Specific response outlining steps to meet the technical requirements*
  - *Project work plan to implement the Scope of Work*
2. Past Performance (15%)
  - *Specific examples of similar projects successfully completed*
  - *Examples of similar projects in which the subject matter is related to advocacy*
  - *Established physical and institutional presence in Thailand*
  - *Possess extensive experience in working with Election Commission of Thailand*
  - *Demonstrated experience with international donor requirements, financial standards and reporting*
3. Organizational Capacity (20%)
  - *Conduct the work required and to meet IFES' reporting requirements*
  - *Capable of organizing a series of advocacy meetings/workshops.*
  - *Have in-house institutional expertise in developing and conducting electoral work and advocacy strategy.*
  - *Demonstrated capacity to develop reports that incorporate monitoring & evaluation (M&E) data and lessons learned.*
4. Cost Proposal (25%)
  - *Pricing proposed is reasonable and cost effective. IFES anticipates the total pricing for this award to be between THB 700,000 and THB 1,000,000.*

**Criteria Grading:**

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

**3.6 Selection and Notification**

IFES will evaluate Responses to identify responsible contractors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

**4 SCOPE OF WORK**

The General Election Network for Disability Access (AGENDA) is a creative partnership between the International Foundation of Electoral System (IFES), disabled persons' organizations (DPOs), and election-focused civil society organizations (CSOs) in Southeast Asia. The AGENDA network's principal objectives have been to promote election access in Southeast Asia and ensure that access to disability-inclusive political processes is on the human rights agenda of regional bodies. Since 2011, AGENDA has conducted various projects such as research, election monitoring, training and advocacy on election accessibility and political participation of persons with disabilities.

AGENDA seeks a contractor in Thailand to conduct three activities: 1) support the Election Commission (EC) of Thailand to gauge their preparedness for implementing accessible elections during each stage of the electoral process by establishing the **Election Management Body (EMB) Assessment Tool in Thailand**; 2) enhance DPOs' advocacy skills in Thailand by adapting AGENDA's **Advocacy Toolkit on Political Participation for Disabled People's Organizations** for use in Thailand; and 3) improve media reporting on persons with disabilities in Thailand by adapting AGENDA's **Media Guidelines for Reporting Accessible Elections** for use in Thailand.

**Election Management Body (EMB) Assessment Tool**

AGENDA has developed a self-assessment tool for election management bodies to gauge their preparedness for implementing accessible elections during each stage of the electoral process. The tool can be used by EMBs to highlight critical gaps in preparations and to proactively address these issues. The EMB Assessment Tool has already been adapted for the Indonesia context and successfully used by the EMB in that country's elections.

The contractor is expected to implement the program through the following activities:

1. Tailor the EMB Assessment tool into the local context (Thailand version). *Note: Please bear in mind that the current Thai election law or election guidebook/manual must be used as references.*

2. Develop an advocacy strategy to introduce the tool to the Election Commission (EC) of Thailand so that they will adopt/use the tool to ensure they provide an accessible election at the upcoming General Election.
3. Organize advocacy meetings/workshops with EC of Thailand to discuss the EMB Assessment tool and get feedback from them.

### **Advocacy Toolkit on Political Participation for Disabled People's Organization**

AGENDA has developed a resource toolkit to strengthen the capacity of DPOs to engage government, the EC of Thailand, media and other electoral stakeholders on election accessibility and political participation. The advocacy toolkit will be used to conduct trainings for the DPO community in Thailand and other ASEAN countries.

The contractor is expected to implement the program through the following activities:

1. Tailor the AGENDA advocacy toolkit into the local context (Thailand version) which will include facilitation of a focus group discussion to get input from the disability community and from civil society organizations who have expertise in advocacy or political participation for persons with disabilities.
2. Organize a workshop to train or to do a socialization to DPOs/ disabled young leaders who have less skill and knowledge of advocacy on political participation of person with disabilities.
3. Develop an advocacy strategy to influence election stakeholders in Thailand for inclusive elections that increase political participation for persons with disabilities.
4. Develop and implement a series of at least four advocacy activities/meetings. This will be an action plan of the advocacy strategy.

### **Media Guidelines for Reporting on Accessible Elections**

The media is a key partner and potential champion in raising public awareness about the importance of political rights for persons with disabilities. AGENDA recognizes the importance of focused and informed media attention on the issues of political participation of persons with disabilities in order to increase the success and breadth of DPOs' advocacy efforts. Through the development of media guidelines and workshops, DPOs can strengthen the ability of journalists and editors to engage in thoughtful, accurate reporting.

The contractor is expected to implement the program through the following activities:

1. Tailor the AGENDA media guidelines into the local context (Thailand version).
2. Organize a one-day training for twenty (20) journalists based on the Thailand version of the media guidelines. Please also invite at least five (5) representatives of DPOs to the training.
3. Organize a media competition with the theme of the Yusdiana Memorial Award for Inclusive Journalism. The award will recognize journalists who produce content on participation in political and public life from a rights-based perspective. The competition can be conducted in collaboration with institutions such as EMBs, universities, media associations or government

bodies to promote and raise awareness of the award. In Indonesia, AGENDA collaborated with the Indonesian EMB and the National Press Council.

## **Deliverables**

The contractor will be responsible for the delivery, content, quality, and accuracy of deliverables. All deliverables must be written in English and submitted to IFES for approval.

The implementing partner is expected to submit the following deliverables:

### EMB Assessment Tool:

- Thailand version of AGENDA EMB Assessment Tool.
- Advocacy strategy to introduce the tool to EC of Thailand.
- Report on advocacy meetings/workshops with EC of Thailand (5-10 pages) including an overview of the events, attendant list of participants, challenges, opportunities, lesson learned and recommendations.

### Advocacy Toolkit:

- Thailand version of AGENDA Advocacy Toolkit.
- Report (5-10 pages) on findings from focus group discussion including an overview of the event, attendance list, challenges, opportunities, lesson learned and recommendations as well as minutes of meeting.
- Report on the workshop (5-10 pages), including an overview of the event, attendance list, challenges, opportunities, lesson learned and recommendations.
- An advocacy strategy to influence election stakeholders in Thailand for more inclusive elections and to increase the political participation of persons with disabilities.
- Report (5-10 pages) on the implementation of above advocacy strategy, including a report of each activities/meetings, challenges, opportunities, lesson learned and recommendations.

### Media Guidelines:

- Thailand version of AGENDA Media Guidelines.
- Report on media training (5-10 pages) including an overview of the event, attendance list, challenges, opportunities, lesson learned and recommendations.
- Report (5-10 pages) on the media competition including an overview of events, attendance list of participants, challenges, opportunities, lesson learned and recommendations.

## **5 FUNCTIONAL REQUIREMENTS**

### **5.1 Timeline**

Prospective contractors must submit a timeline in the Response showing the time required to produce and deliver services. IFES expects the services to be delivered on or about May 31, 2017.



## **5.2 License, Clearance and Approvals**

The prospective contractor will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

## **6 QUALIFICATIONS & REFERENCES**

Prospective contractors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax Registration Documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Staffing information: Qualifications and experience of the members of the applicant's staff who will work directly on this project, supplemented by a CV or resume; the number of staff used for strategy development, implementation of events, and administration of funds; and an organizational chart reflecting staff expected to support this project.
5. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
6. A certification signed by an officer or authorized representative that the prospective contractor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## **7 PRICING**

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Thai Bhat (TBH). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

No.	Item Description	QTY	Unit	Unit Price TBH	Total Price TBH
1.	EMB Assessment Tool				
2.					
3.					
4.					
5.	Subtotal				
6.	Advocacy Toolkit				
7.					
8.					
9.					
10.	Subtotal				
11.	Media Guidelines				
12.					
13.					
14.					
15.	Subtotal				

Total	TBH
Taxes (if applicable)	TBH
Grand Total	TBH

**8 ADDITIONAL TERMS & CONDITIONS**

**8.1 Non-Disclosure Agreement**

IFES reserves the right to require the prospective contractor to enter into a non-disclosure agreement.

**8.2 No Collusion**

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

**8.3 Companies Owned or Controlled by Government**

The prospective contractor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a

government ownership of managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

#### **8.4 Subcontracting**

No subcontracting is allowed under this solicitation.

#### **8.5 Costs**

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor or third parties, in connection with the Response.

#### **8.6 Intellectual Property**

Prospective contractors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

#### **8.7 Prospective Contractors' Responses**

All accepted Responses shall become the property of IFES and will not be returned.

#### **8.8 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.

#### **8.9 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

#### **8.10 Entire Solicitation**

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

**9 Prospective Contractor Certification**

This certification attests to the prospective contractor’s awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective contractor must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP/17/034 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_ (Prospective Contractor’s Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective contractor and its principals (check one):

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective contractor for purposes of this solicitation are:

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

**Signature of Authorized Officer:**

Name: _____	Title: _____
Signature: _____	Date: _____