



Global Expertise. Local Solutions.  
Sustainable Democracy.

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## **INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS**

**(IFES)**

### **Request for Proposal for Women's or Gender-Focused Civil Society Organization (CSO) in Timor-Leste**

**RFP/17/026**

**December 9, 2016**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective contractors to submit a Response for a women's or gender-focused CSO in Timor-Leste. The solicitation provides prospective contractors 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) or at +1 202-350-6791.

## 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                   | December 9, 2016                    |
| • Technical Questions/Inquiries Due | December 15, 2016 5PM Cambodia Time |
| • Answers/Addenda from IFES         | December 20, 2016                   |
| • RFP Closes                        | December 30, 2016 5PM Cambodia 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.

Elisa Velasco  
Senior Contracts & Grants Administrator  
[evelasco@ifes.org](mailto:evelasco@ifes.org)

**Note:** All communication and offeror proposals must reference “**RFP/17/026 – Request for Proposal for Women's or Gender Focused CSO in Timor-Leste**”.

**3.3.2 Notice of Intention:** Prospective contractors that are interested in responding to this solicitation are encouraged to notify IFES of their interest in the RFP as soon as possible by completing and submitting the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is not a prerequisite to submitting a Response.

**3.3.3 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.

**3.3.4 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 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 Approach (35%)

- Demonstrated understanding of the RFP and IFES's needs.
- Soundness and feasibility of technical approach.
- Clarity and appropriateness of the management and staffing plan, including Key Personnel, to carry out the Scope of Work.

##### 2. Organizational Capacity (25%)

- Relevant program experience particularly with gender and social inclusion.
- Demonstrated capacity/ability to implement the activities outlined above.
- Demonstrated capability of staff to organize, manage, and implement program.

##### 3. Past Experience and References (25%)

- Demonstrate strong past performance in implementing programs of similar size and program scope.

##### 4. Cost Proposal (15%)

- Clear budget presentation of necessary, allocable, and reasonable costs.
- Cost proposal presented in USD in the correct budget template or a similar format.

#### Evaluation Criteria Grading:

Highly Exceeds Expectations

5 Points

Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets 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

CEPPS/IFES is currently implementing the *Strengthening Inclusive Elections and Political Processes* (SIEPP) program in Timor-Leste with support from the U.S. Agency for International Development. As part of SIEPP's programming, CEPPS/IFES will support a local partner to support the election management bodies in developing voter and civic education messaging and updating materials for training of polling station workers.

Timor-Leste's election management bodies, the Technical Secretariat for Electoral Administration (STAE) and the National Electoral Commission (CNE), will be conducting their first round of national elections without high levels of international assistance in 2017. In order to administer effective and credible elections, STAE and CNE will draw support from civil society to conduct effective and inclusive voter and civic education strategies and training of poll workers. Support from a local women's organization will improve the efficacy of STAE and CNE voter and civic education efforts and polling station worker training.

### ***Civic and Voter Education***

Permanent and constructive working partnerships between women's civil society groups and Timor-Leste's election management bodies are important to promoting inclusive elections in 2017 and beyond. Prior to the 2017 general elections, women's groups can provide technical assistance and guidance to STAE and the CNE on how to ensure that civic and voter education messaging is gender sensitive, effectively communicates the importance of gender inclusion in the political process and reaches and is understood by all women across the country. To achieve this, the subrecipient will convene regular meetings with STAE and the CNE and will participate in technical workshops to develop voter education messages.

- The subrecipient will convene monthly meetings with STAE and the CNE beginning in December 2016. The meetings will include senior-level women representatives of civil society. The meetings will address the development and dissemination of civic and voter education strategies for the 2017 presidential and parliamentary elections.
- The subrecipient will facilitate the participation of senior-level women representatives of civil society in voter education workshops arranged by STAE and CEPPS/IFES. The workshops will serve as a venue for STAE and civil society representatives to discuss and agree upon the process that STAE will use to endorse voter education messages that it deems appropriate and to agree upon practical approaches to broadcasting voter education messages.

### ***Poll Worker Training***

Many barriers to the political participation of women occur at the polling station. Polling station workers who are trained on the conduct of inclusive elections are able to address and remove those barriers. CEPPS/IFES will support STAE in updating the materials for training of polling station workers to be used for the 2017 general elections.

- The subrecipient will work with STAE on designing and generating inclusive training materials for polling station workers.
- The subrecipient will conduct a review all polling station worker materials generated by STAE to ensure that they are gender sensitive.

### ***Sustainability***

Technical support in the election process provided by women's organizations should continue long after the 2017 general elections and should be expanded to include other parts of the political process and other bodies of government. CEPPS/IFES will work closely with the subrecipient to ensure that permanent and constructive working partnerships between women's civil society and Timor-Leste's election management bodies and other government ministries are established.

- The subrecipient will attend periodic meetings with the CEPPS/IFES Senior Election Advisor to address how it can collaborate with the election management bodies and government ministries.

### **Requirements**

The implementing partner must meet the following requirements:

- Experience in designing and creating civic and voter education outreach;
- Working relationships with Timor-Leste civil society;
- Familiarity with Timor-Leste print and broadcast media; and
- Expert knowledge of gender sensitive education and training materials development and programming.

## **5 FUNCTIONAL REQUIREMENTS**

### **5.1 Timeline**

Prospective contractors must submit a timeline in the Response showing the time required to complete the activities. IFES expects all activities to be completed on or about June 30, 2017.

### **5.2 Geographic Code**

IFES' project in Timor-Leste is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

**5.3 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
  - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
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. 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.
5. 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 US Dollars (USD). 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	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
1.						
2.						
3.						
4.						
5.	Subtotal					

6.						
7.						
8.						
9.						
10.	Subtotal					
11.						
12.						
13.						
14.						
15.	Subtotal					
Total					USD	
Taxes (if applicable)					USD	
Grand Total					USD	

**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 or 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/17/026 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: \_\_\_\_\_

**SCHEDULE "A"**  
**NOTICE OF INTENTION**

**RFP/17/026**

**FROM:**

**Name:** *[INSERT COMPANY'S LEGAL NAME]*  
**Contact:** *[INSERT NAME OF AUTHORIZED REPRESENTATIVE]*  
**Phone:** *[INSERT TELEPHONE NO.]*  
**Fax:** *[INSERT FAX NO.]*  
**Email:** *[INSERT E-MAIL]*

Please state your intention with regard to this Request for Proposals by selecting one of the following:

- Intends to respond to the IFES solicitation
- Does not intend to respond to the IFES solicitation

**TO:**

International Foundation for Electoral Systems  
**Attention:** Elisa Velasco  
**Title:** Senior Contracts & Grants Administrator  
**E-mail:** [evelasco@ifes.org](mailto:evelasco@ifes.org)