



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Proposal (RFP) for Survey Research in Myanmar

Solicitation # RFP-20-015

December 4, 2019

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a written response (“Response”) for the procurement of a nationwide survey to support future voter and civic education work in Myanmar. The solicitation provides prospective vendors 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 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 4, 2019 |
| • Technical Questions/Inquiries Due | December 11, 2019 |
| • Answers/Addenda from IFES | December 18, 2019 |
| • RFP Closes | January 8, 2020 |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' 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 vendor 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.

IFES Contracts and Grants Team

procurement@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 of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors 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 of 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*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notices and www.devex.com

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

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 vendors 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:

IFES will evaluate bids based on the following criteria:

1. **TIMELINE** 25 points
 - IFES expects the services to be delivered by May 8, 2020

2. **QUALITY OF SURVEY METHODS** 25 points
 - The quality of proposed survey methods meets IFES' requirements
 - Demonstrated ability to deliver quality products

3. **EXPERIENCE** 25 points
 - Ability and history of successfully completing research of this type
 - Demonstrated familiarity and understanding of the products needed

4. **PRICE** 25 points
 - Competitive pricing
 - Competitive payment terms

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors 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/GOODS/SERVICES

Survey Methodology & Sampling Specifications: Face-to-face interviews with 3,800 respondents (adults 18 years or older as from Election Day 2020) in total, with the following breakdowns:

- 2,000 interviews in the base national sample, proportional to the national population
- 200 oversample interviews each in Chin, Kachin, Kayah, Kayin, Mon, Rakhine, and Shan states; over-sample interviews should be proportionally allocated in each state
- 400 interviews with Internally Displaced Persons (IDPs) living in IDP camps in the country; Contractor will propose appropriate distribution of these interviews. IDP camps will be selected based on security accessibility and in close coordination with IFES.

Questionnaire: The survey questionnaire will consist of approximately 50-55 closed-ended questions and 5-7 open-ended questions, not including standard demographics (sex, age, education, occupation, income, employment status, place of residence, ethnicity, etc.). Interviewing time is estimated at 40-45 minutes.

Interviewing technique: Face-to-face interviewing in respondents' households. Before fieldwork starts, the translated and formatted questionnaires shall be pretested with 40 adults in both urban and rural

areas. The selection of respondents for the pretest shall also take into account gender, age, and other appropriate demographic criteria such as ethnicity and language. The pretest will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arouse.

Sample Design:

National Sample

- The contractor will design the base national sample to be nationally representative for the adult voting population in Myanmar.
- The contractor shall use a multi-stage, probability proportional to size (PPS) selection method using random selection techniques to select sampling points.
- Overall, no more than 8-10 interviews shall be conducted in any one sampling point.
- For the final results, the contractor will supply IFES with appropriate weights to bring the realized sample in line with population parameters to correct for possible regional disparities or discrepancies between actual population demographics and achieved sample demographics in terms of gender and age.

Over-Samples

- Over-sample interviews in each of the seven states shall be proportionally allocated based on distribution of the population inside each state.

IDP Sample

- The Contractor shall specify a methodology to obtain a representative sample of IDPs in the country, through interviews in IDP camps; Contractors shall specify how camps will be selected and number of interviews allocated to specific camps

Contractor shall obtain IFES approval before finalizing sample design. Contractor shall also obtain approval from IFES for any changes during the fieldwork process.

Respondent Selection:

- The Contractor shall specify method used to select respondents. Interviewers are not allowed to make any substitutions except in the following instances: (1) when the respondent completely refuses to be interviewed or to complete the interview; (2) if the respondent is not included in the sample because the respondent is not in the target age or gender group; (3) the selected building is not a home (e.g. company, shop, school, public institution, etc.); or (4) the respondent is not home. It is never acceptable to do substitutions within the household.
- At least two call backs should be done if the randomly selected respondent is not at home at the time of the interview.

Supervision of Fieldwork: Contractor shall ensure that at least 20% of completed interviews are back-checked by supervisors and the management team, and all completed questionnaires are subjected to quality control for proper administration. Contractor shall immediately contact IFES should any problems be detected with the quality of the fieldwork.

Data Entry: Contractor shall enter data into software that can easily transfer data to SPSS. The Contractor shall ensure 100% verification of entered data and shall use logic-testing techniques to verify the soundness of the data.

After completion of the first 500 interviews, the Contractor shall send IFES a list of suggested codes for open-ended questions on the survey, along with sample responses that fit the suggested codes. The Contractor shall code open-ended question according to the coding scheme approved by IFES.

The Contractor shall submit a data file in SPSS format to IFES upon completion of the data processing. This file will contain variables that will be named according to the English questionnaire number, eg. Q1, Q2, etc. All value labels shall replicate response choices as closely as possible according to the English questionnaire. All “Don’t know” responses shall be coded to end in a ‘8’, e.g. 8, 98; All “Refused” responses shall be coded to end in a ‘9’, e.g.: 9, 99, etc.

The Contractor shall construct weights necessary to ensure that the sample is representative according to region, gender and age.

Methodological Reports: The Contractor shall submit a methodological report for the survey within one week of completion of data processing. This report shall outline the sampling information, as well as descriptions of fieldwork operations and data processing. The report shall also provide a complete breakdown of response and non-response statistics, including response rate.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services by May 8th, 2020.

5.2 Geographic Code (applicable to USAID funding only)

IFES’ project in **Myanmar** 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 vendors 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 vendors 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)
 - No subcontracting is allowed under this solicitation.
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 vendors 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 work. Scope of Work.
 5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective contractors must complete a cost breakdown for the implementation of their solution for IFES' project as described in this solicitation (cost breakdown should be in roughly the same format as below). 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.						
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 vendor 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 vendor 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/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors 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.

[End of Solicitation]