2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFP-22-008

Questions and Answers

[11/9/2021]

1. Section 1.1 mentions that the winning organization will have a "broad presence" across Libyan population centres. Does this require an established presence in these centres at the time of proposal submission?
   IFES Responds:
   IFES does not require organizations to have an established presence in all population centers at the time of award, but the organization must present a clearly defined start-up and recruitment plan for any areas they do not currently have an operational presence in. However, preference will be given to those who can demonstrate established presence.

2. While geographic code 937 allows for applicants from various countries, is there any preferred consideration for locally-registered versus international entities?
   IFES Responds:
   Yes, preference will be given to local organizations, and bidders will need to be registered in Libya, and will be required to present proof of active registration status and good standing with Libyan regulatory authorities.

3. Is the Project Coordinator in the "Preferred Qualifications for Key Staff" section the same as the Community Coordinator role described elsewhere in the RFP?
   IFES Responds:
   Yes, this is the same position, and should read as 'Community Coordinator' instead of 'Project Coordinator'.

4. Are applicants allowed to charge a fee for this assignment and, if so, should that be listed under indirect costs in the budget?
   IFES Responds:
   Per USAID regulations, IFES cannot pay fees or penalties under its award. However, IFES anticipates this award will be a Fixed Award Amount (FAA) contract. If the question is referring to indirect costs such as those applied to direct costs to pay for general and operational expenses, then yes, those should be listed under indirect costs in the budget. However, bidders will need to demonstrate the basis of establishment of indirect cost rates.

5. Will any translation services be required?
   IFES Responds:
   Yes, Arabic to English translation of documents and incident reports will be required. Translation costs may be included within the proposal budget.

6. Are CVs required for any of the Key Staff roles?
   IFES Responds:
   Yes; the vendor should provide CVs for the Project Officer and Project Administrator positions.

7. Will the monitoring of these events be according to a specific mechanism that you propose, or will you follow a declared methodology in the work?
   IFES Responds:
   Yes; IFES will provide a technical training on the monitoring methodology to the chosen bidder as part of the project start-up process.

8. More interpretation of the sentence (IFES is not responsible for any use or reliance on the information or for any claims asserted thereof).
   IFES Responds:
   This sentence is meant to note that all of the information in the solicitation, such as the schedule of events, evaluation criteria, scope of work, etc. is subject to change, and that IFES cannot be held liable if these details should change. However, such changes are unlikely and if substantive changes in solicitation details are needed, IFES will submit a update to the biddrs

9. Will there be training on the entry system and how to deal with the technical models used?
   IFES Responds:
   Yes; IFES will provide a training to the selected bidder on the EVER system and requirements and processes for data entry.