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

Request for Proposals for Women's Leadership Training in Sri Lanka

RFP/17/027

12/2/2016

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1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective service providers to submit a Response for implementation of nationwide women's leadership trainings in Sri Lanka. IFES will select one or more organizations, who will work closely with IFES and its partners to design and implement women's leadership workshops for civil society advocates – especially women's rights advocates. The solicitation provides prospective service providers 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.

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 | 2 December 2016 |
| • Technical Questions/Inquiries Due | 8 December 2016 |
| • Answers/Addenda from IFES | 12 December 2016 |
| • RFP Closes | 19 December 2016 |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Service Providers' Understanding of the Solicitation

Prospective service providers 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
Sr. Contract and Grants Manager
email: edurbin@ifes.org

3.3.2 Notice of Intention: Prospective service providers 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 service providers should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective service providers 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 service providers 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 service providers 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: Note: 100-point system is also acceptable

1. Technical Proposal (30%)
Demonstration that the service provider understands IFES technical goals and objectives for this project and has a plan to meet IFES requirements.
2. Price (30%)
Costs must be clearly stated as well as reasonable, allocable and allowable.
3. Timeline (20%)
A timeline should be included that shows how service provider will meet IFES timing needs.
4. Experience (20%)
Demonstrated experience in providing the type of training required by IFES including logistics for the training events.

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 service providers 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

Women's full and equal political participation is critical to maintaining and strengthening democracies, yet women are underrepresented at all levels of Sri Lanka's political process. Recent developments – such as the passage of a 25 percent gender quota for local elections through the Local Authorities (Amendment) Act – provide an important opportunity to increase women's representation, but efforts must be made to train a new cadre of women leaders with the campaign and leadership skills they need to advocate for women's participation as elected decision makers.

To meet this need, IFES will select one or more organizations, who will work closely with IFES and its partners to design and implement women's leadership workshops for civil society advocates – especially women's rights advocates. The workshop will include sessions on:

- Informing advocates on provisions in the newly-adopted quota and training them to educate other stakeholders about the contents;
- Advocacy skills, including public speaking and working with the media to ensure gender-sensitive coverage;
- Development of collaborative strategies to share positive messaging around women's participation and dispel skepticism about women leaders.

The response should include a technical proposal, cost proposal, and summary of organizational experience and qualifications of key personnel to demonstrate how the firm/individual will complete the following objectives:

KEY TASKS

- In collaboration with IFES, review and finalize the women's leadership curriculum
- Recruit trainers for the women's electoral leadership trainings and participate in the IFES-led training of trainers (January)
- Organize ten, three-day workshops – at least one in each of the nine provinces - over a period of three months, to include liaising with IFES, the Institute for Local Governance and the Election Commission to arrange for participants' lodging and workshop venues. *Note: If an organization is only able to organize trainings in select provinces, the number and location of trainings should be identified in the proposal and the proposal will be considered.*
- Recruit participants for the workshops. There should be a minimum of 200 women participating in the workshops nationwide, with no more than 25 participants at each event. Workshops should be interactive and participatory. Participants should include women with disabilities and a proportionate number of women from ethnic minorities.
- Conduct monitoring and evaluation after each training. The monitoring and evaluation framework will be developed with and approved by IFES.
- Provide final analysis based on program outputs and outcomes

DELIVERABLES

- Ten women's leadership workshops (at least one in each of the 9 provinces), including 1) participant lists and agenda for each training and 2) summary of each training
- Final analysis report based on program outputs and outcomes

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective service providers must submit a timeline or schedule in the Response showing the time required to implement the Women's Leadership Training Events throughout Sri Lanka. IFES expects project to be started in January and completed by the end of May.

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

Pricing must be in Sri Lanka Rupees. 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.

Costs should be stated for each training event proposed, with training materials, venue, catering and trainer/facilitator costs identified per training. Overall management costs for all trainings to be provided should be identified separately and clearly.

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 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.

8.4 Companies Owned or Controlled by Government

The prospective service provider 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.

8.5 Subcontracting

The prospective service provider must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor's offer being removed from consideration.

8.6 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.

8.7 Intellectual Property

Prospective service providers 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.

8.8 Prospective Service Providers' Responses

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

8.9 Partial Awarding

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

8.10 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.

8.11 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/17/027 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/17/027

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: Elizabeth Durbin
Title: Sr. Contracts and Grants Manage
E-mail: edurbin@ifes.org