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Date: September 9, 2016

Ref.: **RFQ/16/132**

Subject: Solicitation for Provision of Training Services (Report Writing, Financial Reporting, and Strategic Planning and Monitoring and Evaluation) for the NEC Magistrate Staff

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the National Elections Commission (NEC) Magistrate field staff in the cities of Zwedru, Voinjama, and Buchanan in Liberia. 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 RFQ 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.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF GOODS/SERVICES

IFES will be supporting three customized intensive trainings for magisterial staff of the NEC to be held in Zwedru, Voinjama, and Buchanan, as part of IFES Liberia's capacity support to the institution. The NEC Training and Operations Departments have recommended training modules in Report Writing, Financial Reporting, and Strategic Planning and Monitoring and Evaluation for the Magistrate staff.

The program envisages the training of approximately 48 NEC staff, largely comprised of senior election magistrates, assistant election magistrates, regional coordinators, and a selected few HQ staff.

The proposed curriculum should consist of at least three modules with the following illustrative components. The proposal should elaborate topics to be discussed under each module:

1. Report Writing :
 - The characteristics of a good report;
 - Organizing the body of a report;
 - Writing the Conclusion and Recommendations;
 - Sample Reports (including drafting exercises).

2. Financial Reporting:
 - Purpose of Financial Reporting
 - Procedures in Accounting for Income or Receipts
 - Procedures in Accounting for Expenditure or Payments
 - Balance Sheet and Elements of the Balance Sheet
 - Organizing Financial and Non-Financial Data

3. Strategic Plan and M & E Reporting:
 - What is a Strategic Plan
 - Importance of Strategic Plan for NEC
 - Pillars of a Strategic Plan
 - Goals of Strategic Plan
 - Outcomes of Strategic Plan
 - What is Monitoring & Evaluation (M & E)
 - Importance of M & E
 - NEC's new M & E policy
 - Role of Magistrates in effective M & E policy
 - Monitoring and Reporting of activities under strategic plan

Note: For the above-referenced third module, Strategic Plan and M & E Reporting, NEC staff will be present to facilitate training in reference to NEC's specific Strategic Plan and M & E policy and plans.

IFES therefore invites potential contractors to submit quotes for three professional trainings of three to five days each for approximately 48 NEC staff in total. Approximately 13 participants would be trained in Zwedru, 18 participants in Voinjama, and 17 participants in Buchanan.

At a minimum, bids should include:

- The cost of curriculum development and presentation
- Training material reproduction (55 total copies of training materials)
- Trainers' transportation to and from the three training locations
- Trainers' accommodations and meals, and all other expenses associated with the service delivery.
- Trainers' CV's

Please note: Offers should **not** include the cost of the training venue, participants' accommodation, transportation or meals and incidental expenses.

The quotes shall be submitted in the following format for each of the three training locations:

No.	Description	Details	Training Cost
1.	Training course with location & dates		
2.	Training course with location & dates		
3.	Training course with location & dates		
TOTAL			

Delivery of Services:

- Service delivery must take place between approximately 15 October – 15 November 2016. Final dates will be determined by the NEC and IFES.

REQUIREMENTS/FORM OF RESPONSE

Prospective contractors must submit the following information in the Response:

1. All responses shall be in the English language.
2. **Include a course outline, CV and brief profile of each trainer.**
3. Include a contact name, email address, and telephone number to facilitate communication between IFES and the vendor.
4. Provide itemized quote addressing all specifications requirements listed above (Description of Goods/Services) in USD currency.
5. Timeline for completion and proposed dates of trainings
6. General information about the contractor’s history and experience.
7. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
8. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
9. The prospective contractor 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.
10. Detailed description of past experiences providing similar services to international NGOs.
11. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
12. 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 work.

EVALUATION

Criteria for Selection

The evaluation of each response to this RFQ will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFQ is to identify those suppliers that have the interest and capability to supply IFES with the required services.

1.	Responsiveness of proposed curriculum	35%
2.	Price	25%
3.	Trainers’ prior experience	20%

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|----|--------------------------------------|-----|
| 4. | Timeline and proposed training dates | 10% |
| 5. | Adherence to RFQ | 10% |

Evaluation Criteria Grading:

Outstanding	5 points
Slightly exceeds expectations	4 points
Meets expectations	3 points
Meets most but not all expectations	2 points
Did not meet expectations	1 point

Selection

After the initial evaluation IFES may contact strong bidders for interviews or other follow up to obtain clarifications about submitted quotation or conduct discussions. The winner will be contacted after a final selection.

SCHEDULE OF EVENTS

Release of RFQ	September 9, 2016
Questions Due	September 14, 2016 by 5:00 PM local Monrovia time
Answers from IFES	September 16, 2016
RFQ Closes – All Bids Due	September 23, 2016 by 5:00 PM local Monrovia time

All offers must be submitted electronically to Ms. Salima Wiggins, at swiggins@ifes.org and Ms. Jenny Xu, at jxu@ifes.org or in a hardcopy sealed bid which must be on a company’s letterhead with company’s contact name and address. Preference will be given to bids submitted via email, however, sealed bids may be delivered by hand to IFES’ office in Liberia at IFES Liberia, Niang Compound, Cheeseman Avenue, between 16th and 17th Streets, Sinkor, Monrovia, Liberia. **Email submission must state “RFQ/16/132” and the vendor’s name in the subject line.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire length of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ 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 reliance on or use of the information or for any claims asserted therefrom.

9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.
11. All questions and response must adhere to the schedule noted above and shall be to the attention of Ms. Salima Wiggins at swiggins@ifes.org **and** Ms. Jenny Xu at jxu@ifes.org.

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.

END OF RFQ