



International Foundation for Electoral Systems

Date: **October 12, 2018**

Ref.: **RFQ-19-003**

Subject: Electoral Related Training Services in Different Regions of Ukraine

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 IFES office in Kyiv, Ukraine. 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. 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 and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

Recognizing a special need for professionally trained electoral officials to increase the efficiency of the electoral process, IFES is to develop a comprehensive training program and materials for the further training on State Register of Voters (SRV) staff, District Election Commission (DEC), Territorial Election Commission (TEC) and Precinct Election Commission (PEC) members before the Presidential and Parliamentary elections will be held in 2019.

The training initiative will be implemented throughout Ukraine, starting from November 2018 till November 2019, totalling up to 40 regional trainings for SRV staff, and up to 100 trainings for DEC, TEC and PEC members in 25 regions in each electoral cycle. The training addresses primarily the flaws identified during a prior review of the electoral process and electoral bodies' activity as well as the proper application of the legal framework in the process of preparation, administration and conduct of all phases of elections.

IFES Ukraine requires the following services, on an as-needed basis for a 12-month period (multiple blanket agreements) that should be provided by Ukrainian non-profit organizations and/or for profit

companies. Provide a team of at least 10 professional trainers with specific knowledge on electoral issues to deliver the series of regional trainings for SRV staff and DEC, TEC and PEC members using the IFES methodology and training materials (detailed requirements are listed below);

- Provide full-range logistics support for the regional trainings, including venue and equipment rental, catering for participants, local transportation and accommodation for trainers and participants, training supplies, postage of reports, etc.
- Oversee and coordinate the process of trainings in the relevant regions
- Submit reports on the conducted training events to IFES on a schedule and in formats to be determined by IFES
- Organize and conduct a system of monitoring and evaluation of the training events conducted under the contract in accordance with IFES guidelines provided by IFES prior to each training.

The requested services would be provided in 8 regions include the following oblasts:

Table 1 - Region

№	Region	Oblasts
1	Kharkiv	Kharkivska, Poltavska, Sumska
2	Dnipropetrovsk	Dnipropetrovska, Zaporizia
3	Donetsk	Donetska, Luhanska (territories controlled by Ukraine)
4	Kyiv	Kyiv, Kyivska oblast, Chernihivska oblast, Zhytomyrska oblast
5	Odesa	Odeska, Mykolaivska, Khersonska
6	Lviv	Lvivska, Ivano-Frankivska, Chernivetska, Zakarpatska
7	Volyn	Volynska, Ternopilska, Khmelnytska, Rivnenska
8	Cherkasy	Cherkaska, Kyrovohradska, Vinnytska

Potential bidders are free to apply for providing services in one, several, or in all of the regions. IFES reserves the right to contract one, multiple, or none of the bidders.

QUOTE SUBMISSION REQUIREMENTS

The Service Delivery Quote must contain the following for all services:

- Strong evidence/description of experience in providing electoral trainings using the international methodology provided by contracting organization;
- Strong evidence/description of experience in providing full range logistical support for the trainings including venue and equipment rental, catering for participants, local transportation and accommodation for trainers and participants, training supplies, etc.;
- Strong evidence/description of experience in overseeing work of a big trainers’ team, including timeline and detailed workplan development, monitoring visits, keeping the reporting documents and other records required by the contracting organization;
- Evidence/documentation of experience with international organizations and/or international technical assistance projects, including understanding of international reporting requirements;
- Price Offer, Availability, and Capacity to provide services to IFES (please, complete Table 2 and Table 3 below);
- CVs and training certificates of all proposed trainers; and
- Organizational documents including bank details.

Please complete the chart below with proposed UAH. **Service Providers are required to submit their quotes without VAT.**

Table 2 - Price offer

	Service	Unit*	Cost per Unit (UAH)
1.	Number of a region(s) as per Table 1 of the RFQ for which you are applying for		
2.	Trainer’s Fee (daily rate including taxes)	1 day	
3.	Regional Coordinator’s Fee (daily rate including taxes)	1 day	
4.	Training facilities for up to 30 participants (average rate including venue and equipment rent, catering – two coffee breaks and one lunch and training supplies). Prices should be calculated for 30 participants.	1 day	
5.	Training facilities for up to 50 participants (average rate including venue and equipment rent, catering – two coffee breaks and one lunch and training supplies). Prices should be calculated for 50 participants).	1 day	
6.	Training facilities for up to 100 participants (average rate including venue and equipment rent, catering – two coffee breaks and one lunch and training supplies). Prices should be calculated for 100 participants).	1 day	
8.	Trainer’s Per Diem	1 day	

****Please note that if you are applying for several regions, you will need to submit a separate Table for each region you are applying for specifying number of the region (from Table 1) in Tables 2 and Table 3. If you are applying for all regions you can submit one Price offer and Table 3 with mentioning this in the first line of Tables.***

*****Travel, trainers’ transportation and accommodation, postage expenses will be reimbursed by IFES.***

The training initiative for the District Election Commission (DEC), Territorial Election Commission (TEC) and Precinct Election Commission (PEC) members should be completed during one week throughout Ukraine, it requires to conduct **up to 4 training events daily in each region** (before the Presidential and the Parliamentary elections, respectively).

Please provide your comments within Table 3 below, please indicate services you are applying for:

Table 3 – Availability and Capacity

	Service	Comment
	Number of a region as per Table 1 of the RFQ for which you are applying for	
1.	Indicate the number of trainers and coordinators offered and include CV of those trainers offered to provide services (personal CV and trainer’s certificate* for each of proposed trainer)	
2.	Indicate daily capacity of the training teams (number of training could be conducted simultaneously by the proposed teams of trainers)	
3.	Availability to provide services to IFES with a short notification. Please indicate the shortest period of notification should be done by IFES to perform the work in regions, including preparation, logistics and training delivery.	
4.	Indicate availability to work during weekends, including travel throughout Ukraine.	
5.	Indicate availability of trainers and coordinators offered to participate in the TOTs and other special events organized by IFES in Kyiv or other regions.	

IMPORTANT NOTE:

- All the trainers and coordinators offered are required to have at least 3 years of successful experience in conducting trainings on electoral issues, and to be the certified trainers in the field.
- IFES Ukraine would approve all the trainers and coordinators offered by implementing organization. IFES Ukraine reserves the right to recommend trainers from its database to be a part of the regional training teams throughout Ukraine.
- All the trainers and coordinators offered and approved by IFES Ukraine are to participate in the TOT on the relevant topic (before each series of trainings) that will be organized and conducted by IFES in Kyiv.
- All the trainings will be conducted using the IFES methodology, including training curriculum and materials for participants.
- All the trainers are to use the unified reporting forms would be completed and submitted to IFES.

ADDITIONAL REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. 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.
4. 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
 - f. 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. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.
5. IFES requests quotations for the above listed services on an unit basis.
6. Contain detailed cost in (UAH), with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
7. Detailed description of past experiences providing similar services to international NGOs.
8. 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.

9. 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.

10. All Responses shall be in the English language and submitted via email.

EVALUATION

IFES will evaluate bids based on the following criteria:

- 1. Price** **30%**
Evaluated per specific service and based on cost effectiveness of the financial quotations compared against the services being offered.
- 2. Availability and Capacity** **35%**
Evaluation will be based on:
 - Number of the offered certified trainers and coordinators with the proven relevant experience. All the trainers and coordinators offered are required to have at least 3 years of successful experience in conducting trainings on electoral issues, and to be the certified trainers in the field.
 - Daily capacity of the training teams (number of training could be conducted simultaneously by the proposed teams of trainers)
 - Availability to provide services to IFES with a short notification (the shortest period of notification should be done by IFES to perform the work in regions, including preparation, logistics and training delivery.
 - Availability to work during weekends, including travel throughout Ukraine.
 - Availability of trainers and coordinators offered to participate in the TOTs and other special events organized by IFES in Kyiv or other regions.
- 3. Bidder's Experience / Past performance** **35%**
Evaluation will be based on the bidder's demonstrated competence and previous experience in providing requested services to international organizations, preferably to the international technical assistance projects, namely:
 - Number of years in business
 - Number of training provided in the requested area
 - Bidder's experience in provide trainings using methodology provided by the contracting organization
 - Bidder's experience in logistics support on regional level
 - Number of relevant clients in the past
 - Number of the relevant business references provided
 - Comprehensive understanding of the international organizations' reporting requirements
 - Support letters from the previous clients would be a plus

Evaluation Criteria Grading for Each Criterion:

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

SCHEDULE OF EVENTS

Release of RFQ	October 12, 2018
Questions Due	October 18, 2018 by 7:00PM Kiev Local Time
Answers from IFES	October 22, 2018
RFQ Closes – Responses Due	November 5, 2018 by 7:00PM Kiev Local Time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Mr. Najeebullah Yousef at nyousef@ifes.org and Ragheed Al Ameen at ralameen@ifes.org. All communication and quotes to this RFQ must reference “RFQ-19-003”; and include the RFQ subject i.e. **Electoral Related Training Services in Different Regions of Ukraine** in the subject line of their emails.

Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

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 period of contract (12months).
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.

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.