



International Foundation
for Electoral Systems

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

**Electoral Related Training Services in Different Regions of Ukraine
before local elections 2020**

Solicitation # RFQ-20-066

July 14, 2019

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of **Training on electoral procedures throughout Ukraine**. The solicitation provides Bidders 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 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.

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 RFQ | July 14, 2019 |
| • Technical Questions/Inquiries Due | July 21, 2020 |
| • Answers/Addenda from IFES | July 23, 2020 |
| • RFQ Closes | August 6, 2020 by 18:00 Kyiv Local Time |

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1. Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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 RFQ 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.

Ian Swank
iswank@ifes.org

and

Sajia Tokhi
stokhi@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. by the deadline indicated in the *Schedule of Events*.
- Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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. by the deadline indicated in the *Schedule of Events*

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-notice.

3.4. Submission

It is mandatory for Bidders to send proposal in response to RFQ 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 proposal to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible Bidders that have the interest, capability, availability, experience and financial strength to supply IFES with the services identified in the Scope of Work under section 4.

Evaluation Criteria:

IFES will evaluate responsive offers 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** **30%**
 - 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 Bidder).
 - Availability to provide services to IFES in a short notice (the shortest period of notification required by the Bidder to be able to perform the work in regions, including preparation, logistics and training delivery).
 - Availability to work during weekends.
 - Availability of trainers and coordinators offered to participate in the online TOTs and other special events organized by IFES.
 - Sound management structure and oversight mechanism that ensures successful service provision
 - Clear vision and plan how to gather audience and communicate with election management bodies and ensure their participation.

- 3. Bidder's Experience / Past performance** **40%**
The evaluation will be based on the bidder's demonstrated competence and previous experience in providing similar services to international or local organizations preferably to the international technical assistance projects, as well as experience working on similar projects with election management bodies in their respective oblasts, namely:
 - Number of years with similar experience with both international and local organizations as well as election management bodies.
 - Number of similar trainings provided in the requested area in last 3 years, please specify if training framework and/or methodology was provided by the requestor.
 - Experience in developing training materials, please specify type and length of materials developed.

- Bidder's experience in organizing training online (including technical support provided to the trainers' team and participants) type of online trainings already provided.
- Demonstrated experience in working with the respective middle-level election commissions in respective oblast/s bidder is applying for.
- Number and names of up to five relevant clients training was provided to in last five years
- Names of three business references and contact information
- Comprehensive understanding of the international organizations' reporting requirements would be a plus but not required
- Support letters from the previous clients would be a plus but not required

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

3.6. Selection and Notification

IFES will evaluate Responses to identify responsible Bidders 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

Recognizing a special need for professionally trained electoral officials to increase the efficiency of the electoral process, IFES plans a comprehensive training program including training of trainers (TOT) for the cascade training initiative, training events for Territorial Election Commission (TEC) and Precinct Election Commission (PEC) members before the Local Elections scheduled for the fall 2020.

The training initiative will be implemented throughout Ukraine, in September and October 2020 totalling up to 370 online training for TEC members and 500 online training for PEC members in 25 oblasts in this 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 local elections.

While trainings will take place in September and October, an additional two months are needed to reconcile all invoices and provide all required documentation to IFES. It is also possible, that some additional training will be required in certain oblasts, and if such demand arises, IFES will contact relevant vendor/s on as needed basis.

IFES expects from each bidder to:

- Provide full-range technical support for the series of online training of TEC members, including scheduling the event, and checking the technical conditions/availability of all the invited participants to join the event in ZOOM or other relevant platform. It is anticipated that there will be around 370 trainings for the TEC members, 20-40 participants each.
- Organize and conduct online training event for the TEC members;

- Organize and conduct online training event for the PEC members; It is anticipated there will be around 500 online training for PEC members, 20-40 participants each.
- Oversee and coordinate the process of training events in the relevant regions with a clear management structure;
- Timely notify relevant TEC and PEC members about upcoming training and provide all necessary information on how to participate in online participation.
- Submit weekly reports on the conducted training events to IFES 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 under IFES guidelines provided by IFES before each training.
- Ensure close communication with election management bodies on upcoming training and ensure their participation.

5. COVERAGE

The requested services should be provided in all oblasts of Ukraine including in Donetska and Luhansk territories controlled by Ukraine.

Please find below list of all Oblasts in Ukraine:

LIST 1 - Oblasts

Kharkivska, Poltavska, Sumska, Dnipropetrovska, Zaporizia, Kyiv, Kyivska oblast, Chernihivska oblast, Zhytomyrska oblast, Odeska, Mykolaivska, Khersonska, Lvivska, Ivano-Frankivska, Chernivetska, Zakarpatska, Volynska, Ternopilska, Khmelnytska, Rivnenska, Cherkaska, Kyrovohradska, Vinnytska, Donetska, Luhanska (territories controlled by Ukraine).

Before applying please consider following factors:

- **Each bidder should apply to cover at least three oblasts from the list above, excluding Donetska and Luhanska. It is possible to apply and cover exclusively Donetska and Luhanska territories controlled by Ukraine. In all other cases at least three oblasts should be covered by the bidder.**
- **Potential bidders are free to choose number of oblasts based on their experience and ability to effectively communicate training information with local election management bodies.**
- **IFES reserves the right to contract one, multiple, or none of the bidders.**
- **IFES will determine exact number of trainings to be provided and will communicate that with the selected vendor/s.**
- **It is up to the bidder how they cluster oblasts into regions or sub regions. IFES should have a clear information which oblasts will be covered and how bidder will manage and oversight multiple trainings conducted at the same time and how bidder plans to communicate with election management bodies.**
- **As training covers entire Ukraine, IFES encourages active engagement of local vendors in order to ensure effective communication with the oblast/rayon commissions and to efficient**

schedule/conduct of events for the specific number of the TECs and PECs in each oblast in a short time frame.

6. FUNCTIONAL REQUIREMENTS

6.1. Timeline

The training initiative for the Territorial Election Commission (TEC) should be conducted in September. Training for Precinct Election Commission (PEC) members should be completed in October throughout Ukraine. Due to short time frame, it is required to conduct **multiple training events daily in each Oblast** before the local elections. Bidder/s should provide all deliverables and required documents to IFES in November and December, before the end of the contract.

6.2. Availability and Capacity

Please provide your responses within Table 1 below, please indicate information in each box indicated below:

Table 1 – 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 in providing online trainings (number of online 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, coordination, technical support and training delivery for online training.	
4.	Indicate availability to work during weekends, in September and October.	
5.	Indicate availability of trainers and other support staff offered to participate in the	

	online TOTs and other special virtual events organized by IFES.	
6.	Management structure and oversight mechanism – indicate how trainings will be managed by the bidder, what management and oversight structure vendor will use and how vendor will ensure quality of trainings provided and proper communication with relevant elections commissions.	
6.	Indicate name of oblasts from List 1 the bidder can cover with resources included in this table. If information differs, bidder can provide separate tables for each group of oblasts they are applying for.	

6.3. License, Clearance and Approvals

- 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. Replacement of any trainer should be approved by IFES prior to delivery of the training. IFES Ukraine reserves the right to recommend trainers from its database to be a part of the regional training teams throughout Ukraine. All trainers should be notified prior to including them in this bid and they should consent their participation.
- All the trainers and coordinators offered and approved by IFES Ukraine are required to participate in the online TOT on the relevant topic (before each series of trainings) that will be organized and conducted by IFES. IFES does not provide fee for trainers during those days.
- All the trainings will be conducted using the IFES methodology, including training curriculum and materials for participants.
- IFES will monitor trainings and in case of deficiency can disqualify trainer and request replacement if these problems pertain.
- IFES deserves the right to cancel part or full contract, if the bidder continuously does not meet IFES standards for training quality.
- All the trainers are to use the unified reporting forms would be completed and submitted to IFES.

6.4. Eligibility

- Services under this RFQ should be provided by Ukrainian legal entities, including officially registered private entrepreneurs.
- Non-Government and non-for-profit organizations are not eligible to apply to this solicitation.
- IFES will issue a contract under this solicitation and not a grant.
- Each Bidder should provide a team of at least 10 professional, certified trainers with specific knowledge of electoral issues and ability to organize and deliver the series of online half day

training events for TEC and PEC members using the IFES methodology and training materials (detailed requirements are listed below); It is required to have at least 10 certified trainers available as many trainings will be conducted at the same time and bidder/s should be able to cover training in multiple locations in the same day.

7. QUALIFICATIONS & REFERENCES

Prospective vendors if eligible must apply and provide the following information for their Response to be considered:

7.1 A brief outline of the bidder and services offered, including:

- Full legal name and address of the Contractor or individual;
- Corporate and tax registration documents;
- Year business was started or established;
- Full name of the legal representative (president or managing director) of the Contractor (not applicable for individuals);
- Name of any individuals or entities that own 50% or more of the Contractor;
- No subcontracting is allowed under this solicitation. The prospective Contractors must disclose in writing with its Response if any subcontracting will take place. Failure to disclose subcontracting relationships will result in the prospective Contractor's offer being removed from consideration.

7.2 A contact name, email address, and telephone number to facilitate communication between IFES and the prospective Contractor.

7.3 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.

7.4 Prospective vendors must be legally registered under the laws of the Ukraine in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

8. PRICING

Bidders must complete the following cost breakdown for the implementation of their services for IFES' project as described in this solicitation. Bidders must agree to keep these prices valid for the period of the contract.

Pricing must be in UAH (Ukrainian Hryvnia). 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.

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

Table 2 - Price offer

	Service	Unit*	Cost per Unit (UAH)
1.	Name of oblasts as per Table 1 of the RFQ for which you are applying for. If bidder clustered oblasts into regions, you can include name of regions here. IFES should have clear information which oblasts are covered.		
2.	Online 6-hours training for TEC members including all relevant expense (event coordination+ two trainers + technical support and all other relevant expenses) *	1 event	
3.	Online 5-hours training for the PEC members including all relevant expenses (event coordination+ two trainers + technical support and all other relevant expenses) **	1 event	

****Please provide a detailed breakdown of the offered price for each type of training event.***

*****Please note that if you expense for various oblasts differ, you will need to submit a separate Table for each group of oblasts. If expenses for each oblast is the same, you can submit one Price offer and Table 2 and that price will be used for any training provided in any oblasts.***

9. ADDITIONAL TERMS & CONDITIONS

9.1 Non-Disclosure Agreement

IFES reserves the right to require the Bidder to enter into a non-disclosure agreement.

9.2 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.

9.3 Companies Owned or Controlled by Government

The Bidder 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 of managerial interest in the company will result in the Bidder's offer being removed from consideration.

9.4 Subcontracting

The Bidder 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 Bidder's offer being removed from consideration.

9.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a Bidder or third parties, in connection with the Response.

9.6 Intellectual Property

Bidders 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.

9.7 Bidders' Responses

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

9.8 Partial Awarding

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

9.9 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 Bidder, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

9.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]