**International Republican Institute**

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**REQUEST FOR APPLICATIONS**

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| **Open Date:** | November 1, 2022 |
| **Questions Deadline:** | November 8, 2022 |
| **Closing Deadline:** | November 11, 2022 |
| **Point of Contact:** | ychaouch@iri.org |

**Background:** The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide.  Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide.  IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

IRI is seeking a local partner to conduct research on the Tunisian government’s adherence to the commitments in Tunisia’s Open Government Partnership (OGP) Action Plan 4 2021-2023:

[Tunisia Action Plan EN](https://www.opengovpartnership.org/wp-content/uploads/2021/08/Tunisia_Action-Plan_2021-2023_EN.pdf)

[Tunisia Action Plan AR](https://www.opengovpartnership.org/wp-content/uploads/2021/08/Tunisia_Action-Plan_2021-2023_AR.pdf)

**Eligibility:** Tunisian Civil Society Organizations (CSOs), research firms, and/or consultants

**Period of Performance:** November 15, 2022 – March 31, 2023

**Timeline and Deliverables:**

The researcher will produce a written analytical report for review, editing and acceptance by IRI. The final report will approximately 10 pages in MS Word in English, which includes a one-page executive summary addressing the research needs outlined above.

*November 15-December 15:* IRI meets with the researcher to co-design the focus of the research project.

*December 15:* The researcher will propose a research scope of work (SOW) and a report outline for IRI review and approval.

*January 25:* A first draft of the analytical report with preliminary findings will be prepared and submitted for IRI review and feedback within 45 days of the approved SOW and report outline.

*February 25:* A final draft of the analytical report will be prepared and submitted for IRI review and acceptance within 30 days of the approved first draft.

*February 25-March 31*: Meetings with stakeholders to present the findings from the research paper.

To supplement the above timeline, the researcher will be expected to send weekly updates to IRI throughout the contracted period via email and/or participate in phone/in-person meetings to discuss progress on the report.

**Technical Proposals**

All proposals submitted to IRI must include:

1. The name, address, and telephone and facsimile numbers of the Bidder (and electronic address if available). If the Bidder is a firm, name(s) should be provided for individuals authorized to conduct business on behalf of the firm.
2. A list of up to three references for work performed of a similar nature during the last three years, along with contact details. IRI may contact the references to evaluate past performance.
3. If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the information submitted must contain Bidder’s Taxpayer Identification Number.
4. CV/resume.
5. A one-page description of how the bidder would approach this research project.

**Price Proposal:**

IRI will compensate the research for the services performed based on a fixed fee basis for successful completion of the SOW and deliverables according to the following payment schedule. No reimbursements will be made.

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| **Deliverable** | **Estimated Date of Completion** | **Payment Amount (USD)** |
| Research SOW and Report Outline | December 15, 2022 | 25% of total |
| First Draft of Report | January 25, 2023 | 25% of total |
| Final Draft of Report | February 25, 2023 | 50% of total |
| **Total (not to exceed $10,000 USD)** | |  |

Bidders must be willing to accept the payment terms described above and should propose a total price for this approximately four-month research project.  The Bidder’s pricing must be valid for at least 60 calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services, transportation, taxes, import duties (if any), and other levies.  To the extent that a Bidder proposed to include any pricing not reflected in the table below, such pricing must be fully described in the proposal. Proposals must be submitted in USD or TND; payments under any resulting contract will be made in either USD or TND, at the preference of the bidder.

**Evaluation of Applications:**

1. The applications will be evaluated by a technical evaluation committee using the criteria shown below. When evaluating the competing applications, IRI will consider the written technical/capability information provided by the applicants, and any other information obtained by IRI through its own research.
2. The criteria listed below are presented by major category, so that Applicants will know which areas require emphasis in the preparation of their applications.
3. IRI will evaluate applications in accordance with the technical criteria and weightage shown in the table below.

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| **Criteria** | **Points** |
| Technical Evaluation: Quality and content of the proposed research approach | 50 |
| Past Performance: The applicant’s experience in conducting similar research | 30 |
| Price | 20 |
| **Total:** | **100** |

**Submission Instructions:**

Quotes must be submitted via email to Yasmine Chaouch at ychaouch@iri.org with the subject line “OGP Tunisia Research”.

**RFA Terms and Conditions:**

* All applications must be submitted in English.
* IRI may reject any or all applications if such is within IRI’s interest.
* Payment will be made in USD or TND by way of electronic transfer.
* Proof of costs incurred, such as but not limited to receipts, pictures and financial documents may be requested during and for up to three years after the end of the grant period.
* The Applicant’s initial application should contain the Applicant’s best offer. Applicants may submit modifications to their application any time before the solicitation closing date and time.
* Discussions with Applicants following the receipt of an application do not constitute a rejection or counteroffer by IRI.
* By applying to this RFA, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  2. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  3. Telecommunications or video surveillance services provided by such entities or using such equipment.
  4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](https://www.ecfr.gov/cgi-bin/text-idx?SID=be339d70a8db644c507eb86e8d0a20f4&mc=true&node=se2.1.200_1216&rgn=div8)).
* IRI will hold all submissions as confidential and submissions shall not be disclosed to third parties. IRI reserves the right to share applications internally, across divisions, for the purposes of evaluating the applications.

**IRI Obligations**

Issuance of this RFA does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of an application.