



International Foundation
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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

(IFES)

**Request for Proposal for Monitoring of the Accessibility of the Electoral Process
during Local Elections in Ukraine**

RFP/15/170

26 June 2015

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1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite **Disabled Persons' Organizations (DPOs)**, which are defined as "organizations comprised of and run by people with disabilities", to participate in this competitive solicitation for a project in the regions of Dnipropetrovsk, Lviv, and Odessa before and on Election Day, October 25, 2015. A total of approximately 210 long- and short-term persons with disabilities will be recruited and trained to carry out access monitoring in the three regions. Monitors will observe the accessibility of voting premises, election commissions, voter education materials, campaign (political advertising) materials, etc. to people with disabilities. The DPO election monitoring effort will be carried out in coordination with a CSO election observation organization selected by IFES (the "Partner Observer Group") that will help train and mentor DPO monitors under a separate award.

1.2 Coverage & Participation

IFES reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation **prior to the award** without prior notification at any time without any liability or obligation of any kind or amount.

2 GENERAL INFORMATION

2.1 The Organization

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy. IFES promotes democratic stability by providing technical assistance and applying field-based research to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

2.2 Schedule of Events

The following tentative schedule will apply to this RFP, but it may change in accordance with the IFES' needs or unforeseen circumstances. Changes will be communicated by e-mail to all known bidders.

- Issuance of RFP on 26 June 2015
- Technical Questions/Inquiries Due by 2 July 2015
- Answers/Addenda from IFES on 8 July 2015
- RFP Closes on 21 July 2015 at 17:00 Washington, DC time

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 DPO's Understanding of the Inquiry

In responding to this RFP, the DPO accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to IFES as necessary to gain such understanding. IFES reserves the right to disqualify any DPO who demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the DPO has demonstrated such understanding. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Good Faith Statement

All information provided by IFES in this RFP is offered in good faith. Individual items are subject to change at any time. IFES makes no certification that any item is without error. IFES is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

- 3.3.1 Notice of Intention:** DPOs' interested in bidding to this RFP are encouraged to notify IFES of their interest as soon as possible by filling and sending to the contact below the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is does not legally bind the interested DPOs.

Attention: Elizabeth Durbin
Fax: +1 202 350 6701
E-mail: edurbin@ifes.org

- 3.3.2 DPOs' Inquiries.** Applicable terms and conditions herein shall govern communications and inquiries between IFES and DPOs as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attention: Elizabeth Durbin
Fax: +1 202 350 6701
E-mail: edurbin@ifes.org

- 3.3.3 Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- Errors and omissions in this RFP and enhancements. DPOs shall recommend to IFES any discrepancies, errors, or omissions that may exist within this RFP. With respect to

this RFP, DPOs shall recommend to IFES any enhancements, which might be in IFES best interests.

- Inquiries about technical interpretations must be submitted in writing.
- Addenda to this RFP.

3.3.4 Addenda: IFES will make a good-faith effort to provide a written response to the questions or request for clarification that requires addenda per the *Schedule of Events in 2.2*.

3.4 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those DPOs 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:

1. Quality of Technical Proposal- demonstrated understanding of IFES needs	30%
2. Budget Proposal – clear delineation of necessary and reasonable costs	25%
3. Related Experience and successful Past Performance	20%
4. Timeline proposed to complete all required activities, realistic, step by step	25%

3.5 Selection and Notification

DPOs determined by IFES who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these DPOs via mail. Those DPOs not selected for the negotiation phase will not be notified.

4 SCOPE OF WORK

As part of its program to build the capacity of electoral actors in Ukraine, IFES is working with civil society and the Central Election Commission (CEC) of Ukraine to improve electoral access for persons with disabilities. Today, voters with disabilities or limited mobility participate in elections primarily through the use of mobile ballot boxes brought to their houses. While that system allows them to vote, it denies them the opportunity to demonstrate their citizenship by voting in public alongside their fellow citizens. This “invisibility” extends to other areas of the electoral process; few if any efforts are made to recruit persons with disabilities as election commissioners, observers, or candidates, and voter education and political campaign materials are seldom produced in accessible formats.

In this context, ahead of local elections in October 2015, IFES seeks a disabled persons’ organization (DPO) to carry out Disability Access Monitoring in select regions of Dnipropetrovsk, Lviv, and Odessa before and on Election Day, October 25, 2015. This type of monitoring is different than traditional election observation, as it will look specifically at issues of accessibility (of voting premises, election commissions, the voting process, public information materials, etc.). Through this monitoring, the project aims to:

1. Identify barriers to participation in the electoral process by citizens with disabilities, including barriers created by the location and layout of polling places;
2. Assess the effectiveness of training provided to election commission members;
3. Improve awareness among election management bodies, political parties and the general public of improving access and participation of persons with disabilities in elections;
4. Increase participation of DPOs and persons with disabilities in election-related processes;
5. Enhance coordination and collaboration between DPOs, observer groups and election management bodies (EMBs).

This project requires DPOs with a strong background in electoral access issues and report-writing, and demonstrated capacity to recruit, train and coordinate monitors in the regions in which observation will take place.

The DPO election monitoring effort should be carried out in coordination with a CSO election observation organization selected by IFES (the “Partner Observer Group”) that will help train and mentor DPO monitors.

In support of this effort the DPO will:

- Develop a detailed project implementation plan in coordination with IFES;
- Participate in a one-day workshop organized by IFES for 12-15 attendees from the DPO and the **Partner Observer Group (to be named later)** on election access monitoring methodologies, tools and reporting systems;
- Recruit 210 men and women with a variety of disabilities (e.g. physical, visual, hearing, psychosocial, and intellectual) to be long- or short-term monitors; at least 40% of monitors should be women;
- Assist in event planning, and prepare and lead modules during a two-day training in Kyiv for long-term monitors (LTMs), to be organized by the Partner Observer Group, which will include training on the observation methodologies and tools to be used;
- Assist in event planning and prepare and lead modules during one-day training sessions for short-term monitors (STMs), to be organized by the Partner Observer Group in the three relevant oblasts;
- In coordination with the Partner Observer Group, coordinate the deployment of long-term monitors from the commencement of the campaign period to Election Day to locations such as political entity campaigns and election management bodies. Organize transportation for monitors as needed;
- Design and produce T-shirts for disability access short- and long-term monitors;
- Collect weekly reports from long-term monitors to compile and analyze the data;
- Release a two-page report on the results of long-term monitoring every three weeks;
- Hold at least 2 press conferences (one before and one after the elections) to draw public attention to the monitoring project;
- In coordination with the Partner Observer Group, coordinate deployment of short-term monitors to pre-selected polling stations in the select oblasts. Organize transportation as needed;
- Manage a call center on Election Day to monitor the progress of STMs;
- Collect completed checklists from short-term monitors to compile and analyze the data. Maintain the database of results;

- Write and publish a Disability Access Monitoring Final Report that includes findings and assessments from the data collected during the campaign period and Election Day;
- Organize and conduct two, half-day “lessons learned” workshops with monitors, DPOs, and observer groups prior to completion of the final report, in order to review the implementation of the project and produce recommendations for the development, implementation and supervision of future disability access monitoring projects. Organize transportation and accommodation as needed;
- Assist in organizing and creating materials for an awareness-raising workshop for EMB staff, to be organized by IFES;
- In coordination with IFES and using input from the **Partner Observer Group**, organize two stakeholder strategy workshops to develop a set of recommendations for electoral stakeholders such as the EMB, political parties, CSOs, DPOs and elected representatives based on observation findings.

DELIVERABLES

The DPO shall develop and submit the following over the course of the project:

- Detailed project implementation plan;
- A list of names and contact information for the long- and short-term monitors recruited by the DPO, including information on gender and disability type;
- Curriculum and supporting materials (e.g. PowerPoint presentations, handouts) for the training for long-term monitors on topics to be determined;
- Curriculum and supporting materials (e.g. PowerPoint presentations, handouts) for the training for short-term monitors on topics to be determined;
- At least three (3) publically released LTM reports during the campaign period;
- A database of information collected from completed checklists from long- and short-term monitors;
- Final Disability Access Monitoring Report (minimum 15 pages);
- Curriculum and supporting materials (e.g. PowerPoint presentations, handouts) from the awareness workshop for EMB staff;
- Two (2) “lessons learned” workshops. Summary of findings and recommendations developed by participants in the evaluation workshop should be submitted;
- Two (2) press conferences. A minimum of ten (10) photos and PowerPoint or other presentation materials from the two press conferences should be submitted;
- Two (2) stakeholder strategy workshops. Summary of recommendations should be submitted.

5 FUNCTIONAL REQUIREMENTS

All Proposals shall:

1. Be in the English language.
2. Contain a written technical proposal explaining the organization’s capability to be used to meet the technical requirements and provide the deliverables required plus its workplan with timeline to do so.
3. Contain detailed cost information in US Dollars (USD), in the subagreement budget template included in *Schedule B*.

4. Include a contact name, email address, and telephone number to facilitate communication between IFES and the organization.

All questions and responses must adhere to the schedule noted above and shall be to the attention of Elizabeth Durbin (edurbin@ifes.org) and Melanie Poulsen (mpoulsen@ifes.org).

5.1 Timeline

DPO must submit a timeline in the proposal showing the time required to produce the required results. Training of LTMs should take place before the end of August. Training of STMs should take place approximately one month before Election Day. IFES expects the project to be completed on or about January 31, 2016.

5.2 Geographic Code

IFES's project in Ukraine is partially funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 121 (for more information please refer to [22CFR228.03](#)).

5.3 License, Clearance and Approvals

In the presence of any local legal requirement to produce or deliver the products and/or services described in the Scope of work, the DPO will include the time needed to obtain possible, licenses, clearances and/or approvals in the timeline.

6 QUALIFICATIONS & REFERENCES

The applying organization must provide the following information in order for their proposal to be considered:

1. A brief outline of organization, including:
 - Full legal name and address of the organization
 - Full legal name of organization's President and / or Chief Executive Officer
 - Registration Documents
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)

7 BUDGET & ESTIMATED PRICING

The applying DPO must provide a budget for the implementation of their solution for IFES's project as described in this RFP in the template attached as *Schedule B*. An Excel version of the budget template may be obtained on request.

Expenses must be expressed in US Dollars (USD). Unit costs are required and in the case of discrepancies between unit cost and total costs, the unit cost will be taken as reference basis in the evaluation. Technical Specifications must be shown per each item.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

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

8.2 Costs

The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a DPO or third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.3 Intellectual Property

The Respondent should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time without the prior written approval of IFES, as appropriate.

8.4 DPO's Responses

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

8.5 Partial Awarding

IFES reserves the right to accept all or part of the quotation when awarding the purchase order.

8.6 No Liability

IFES reserve the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.

IFES shall not be liable to any DPO, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the DPO responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

8.7 Entire RFP

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

9 DPO Certification

This certification attests to the DPO’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The DPO must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP/15/170 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

(DPO Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 90 calendar days.

The undersigned further certify that their firm (check one):

- IS
- IS NOT

currently debarred, suspended, or proposed for debarment by any 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 this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

SCHEDULE "A"

NOTICE OF INTENTION

RFP/15/170

From:

Name: *[INSERT COMPANY 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 the subject Request for Proposal by selecting one of the following:

- Intends to respond to IFES Request for Proposal
- Does not intend to respond to IFES Request for Proposal

TO:

International Foundation for Electoral Systems
Attention: Elizabeth Durbin
Fax: +1 202 350 6701
E-mail: edurbin@ifes.org

AND

Attention: Melanie Poulsen
Email: mpoulsen@ifes.org

Schedule B Sample Budget				Project Period			Total	
				MM/DD/2015-MM/DD/2015			Units	Amount
Title/Category	Name	Rate	Per	Units	Rate	Amount	Units	Amount
1. DIRECT LABOR - (Labor & Benefits)								
<i>Project Staff Salaries</i>								
Project Staff 1	Name	Current Rate		0	0	\$0	0	\$0
Project Staff 2	TBD	0 /day		0	0	\$0	0	\$0
Project Staff 3	TBD	0 /day		0	0	\$0	0	\$0
<i>Subtotal Project Staff Salaries</i>				0		\$0	0	\$0
1. Total Direct Labor - (USN & TCN)				0		\$0	0	\$0
2. CONSULTANTS								
<i>Local Consultants</i>								
Consultant -1		0 /day		0	0	\$0	0	\$0
Consultant -2		0 /day		0	0	\$0	0	\$0
<i>Subtotal Local Consultants - (In the Field)</i>				0		\$0	0	\$0
2. Total Consultants						\$0		\$0
3. TRAVEL, TRANSPORTATION & PER DIEM								
<i>In-Country Travel (Field)</i>								
Airfare (Origin/Destination)		0 /round trip		0	0	\$0	0	\$0
Perdiem (Lodging) - City		0 /day		0	0	\$0	0	\$0
Perdiem (M&IE) - City		0 /day		0	0	\$0	0	\$0
Airport Transportation		0 /trip		0	0	\$0	0	\$0
<i>Subtotal In-Country Travel (Field)</i>						\$0		\$0
<i>Field Office - Local Transportation (Field)</i>								
Local Transportation		0 /month		0	0	\$0	0	\$0
<i>Subtotal In-Country Travel (Field)</i>						\$0		\$0
<i>Travel Services</i>								
Interpreter/Facilitator		0 /each		0	0	\$0	0	\$0
Travel Insurance		0 /day/person		0	0	\$0	0	\$0
<i>Subtotal Travel Services</i>						\$0		\$0
3. Total Travel, Transportation & Per Diem						\$0		\$0
4. OPERATIONAL EXPENSES								
<i>Operational Costs-Expenses</i>								
		0 /each		0	0	\$0	0	\$0
		0 /each		0	0	\$0	0	\$0
		0 /each		0	0	\$0	0	\$0
4. Total Operational Expenses						\$0		\$0
5. SPECIAL EVENT EXPENSES								
<i>Project Activities</i>								
Briefings		0 /month		0	0	\$0	0	\$0
Meetings		0 /month		0	0	\$0	0	\$0
Workshops		0 /workshop		0	0	\$0	0	\$0
5. Total Special Event Expenses						\$0		\$0
6. OTHER DIRECT COSTS								
<i>Other Expenses (Field)</i>								
Bank Charges		0 /year/type		0	0	\$0	0	\$0
Translation		0 /month		0	0	\$0	0	\$0
6. Total Other Direct Costs						\$0		\$0
SUB-TOTAL DIRECT COSTS (1-6)						\$0		\$0
TOTAL COSTS (1-6)						\$0		\$0