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Date: November 13, 2015

Ref.: **RFP/16/020**

Subject: Solicitation for Survey of Polling Place Locations and Access for Persons with Disabilities

The International Foundation for Electoral Systems (IFES) - Washington DC, invites your organization to participate in this competitive solicitation for pricing, delivery and terms for the following services to be performed in Poltava oblast for IFES' office in Kyiv, Ukraine.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States. IFES promotes democratic stability by providing technical assistance to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency.

DESCRIPTION OF GOODS/SERVICES

PROJECT DESCRIPTION

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 and those with limited mobility such as older citizens, participate in elections primarily through the use of home voting. 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" exacerbates the marginalization of persons with disabilities in society.

Following local elections in October 2015 and having considerable time for changes before the next regular election, IFES seeks a civil society organization (CSO) with experience working on issues surrounding the political rights of Persons with Disabilities (a disabled persons' organization [DPO] run by and for persons with disabilities is preferred) to carry out monitoring of polling stations in Poltava oblast (1,269 polling stations), in cooperation with the local oblast administration, to determine whether they are accessible to people with disabilities. This is a pilot project that could potentially be extended to other oblasts as well. Through this monitoring, the project aims to:

1. Highlight barriers to participation in the electoral process by citizens with disabilities, specifically physical barriers created by the location and layout of polling places in Poltava oblast;
2. Provide concrete data on the state of accessibility in those locations and offer specific, cost-effective recommendations to local administration authorities to either upgrade the existing polling site or identify a realistic alternative;

3. Enhance collaboration between the disabled persons community, local authorities and election management bodies.

This project requires a CSO or DPO partner with knowledge of electoral access requirements, strong report-writing skills, and capacity to recruit, train and coordinate monitoring staff in the target region.

The polling station review in Poltava oblast will be carried out under the supervision of IFES Ukraine, which will help develop the methodology and work on recommendations for local authorities/EMBs.

SCOPE OF WORK

In support of this effort the selected organization will:

- Develop a detailed project implementation plan in coordination with IFES;
- Recruit 2-3 disability experts to work on monitoring methodologies together with election experts defined by IFES;
- Organize a one-day workshop together with IFES for project coordinators and experts (up to 10 persons) to develop monitoring methodologies, tools (checklist, forms) and reporting systems; Organize transportation and accommodation of workshop participants as needed;
- Recruit approximately 30 men and women from the DPO network to work as monitors; at least 40% of monitors should be women and at least 40% should have a disability (mobility, hearing, vision, intellectual);
- Hold a multi-day training for monitors, led by project coordinators/experts, to educate monitors on electoral access principles and requirements, and measuring/reporting tools and procedures.
- Coordinate with Poltava local authorities about the project and the time and date of monitoring visits; prepare monitoring schedule based on agreements with local authorities and sites to be visited (1,269 polling stations in total);
- Divide monitors into pairs; define the logistics scheme and resources (e.g. transportation, points of contact at polling sites, etc.) needed; ensure each team has necessary supplies (T-shirts, checklists, clipboards, stationary, camera, etc. [Note: IFES can lend the sub-recipient tablets for each team to facilitate data processing]);
- Collect reports from monitors after completion of each district's monitoring visits, or on a weekly basis, on an agreed schedule to compile and analyze the data;
- Develop concrete recommendations for local authorities based on the findings (to include both upgrades [i.e. adding a ramp, widening a doorway, removing low-hanging objects] or alternative locations/buildings); research and state estimated budget implications of recommended actions;

- Write and publish a Polling Station Accessibility Review Report (Ukrainian language) for the CEC and Poltava local authorities that includes findings and assessments from the data collected, and recommendations to improve polling station accessibility in the oblast.

DELIVERABLES

The selected organization shall develop and submit the following to IFES by the conclusion of the project:

- Detailed project implementation plan with timeline;
- A list of names and contact information for the monitors recruited by the DPO, including information on gender and disability type; pre- and post-tests from training of monitors;
- Curriculum and supporting materials (e.g. PowerPoint presentations, handouts) for the training for monitors on topics to be determined;
- A database of information collected from completed checklists from monitors;
- Polling Station Accessibility Review Report for Poltava oblast, to include findings, photographs, and recommendations which is acceptable to IFES.

REQUIREMENTS

Bidders must submit the following:

1. IFES requests a draft budget for the above listed services in the template provided in this RFP;
2. General information about the bidder history and experience.
3. Detailed description of past experiences providing similar services to international NGOs.
4. Names, addresses, emails and telephone numbers of three references from international NGOs or organizations, and approval to contact listed references.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Technical Proposal – how the organization proposes to meet IFES requirements as stated in the Project Description and Scope of Work;
2. Budget Proposal and overall cost;
3. Experience and past performance of similar work; including references;
4. Timeline proposed to complete the work.

SCHEDULE OF EVENTS

Release of RFQ	13 November 2015
Questions Due	18 November 2015
Answers from IFES	23 November 2015
RFQ Closes – All Bids Due	3 December 2015 17:00 hrs Kyiv time.

GENERAL TERMS AND CONDITIONS

1. Costs quoted must be valid for 90 days.

2. Unit costs are required in the budget and in the case of discrepancies between unit cost and total cost, the unit cost will be taken as reference basis in the evaluation.
3. All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
4. IFES reserves the right to accept or reject any bid or stop the procurement process at any time, without assigning any reason or liability.
5. IFES reserves the right to accept all or part of the quotation when making the award.
6. All information provided by IFES in this RFQ 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.
7. IFES reserves the right to require any bidder to enter into a non-disclosure agreement.
8. The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any 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.

FORM/CONTENT OF RESPONSE

All quotations shall:

1. Be in the English language.
2. Contain detailed cost in USD, with applicable Tax/Charges clearly identified, provided against each of the categories of services described in this request.
3. Include a contact name, email address, and telephone number to facilitate communication between IFES and the Bidder.
4. A brief outline of the organization , history, goals and services offered, including:
 - Full legal name and address of the organization;
 - Full legal name of organization's President and / or Chief Executive Officer;
 - Year organization was started or established
5. All questions and responses must adhere to the schedule noted above and shall be to the attention of Ragheed Al Ameen (email: ralameen@ifes.org) **and** Melanie Poulsen (email: mpoulsen@ifes.org)

End of RFQ

See attached Excel Sheet Budget Template