



INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

RFP-20-042

Questions and Answers

April 16, 2020

1. Can you provide a definition or explanation of what a remote community is?

IFES Responds: A remote community usually refers to rural areas but not exclusively. Namely, it includes places that are far from major cities, or they have bad transportation and do not have easy access to larger communities. For example, there are smaller towns that are far from larger cities, such as Debar, Makedonski Brod, Kriva Palanka, Delcevo, Pehcevo and the like, which would fall under the definition of a remote community.
2. Should simultaneous translation to English for focus groups be organized in case IFES staff want to participate in the meetings?

IFES Responds: There is no need to incorporate expenses for simultaneous translation to English for focus groups. In case IFES wants to join to observe these meetings, we will make the necessary arrangements.
3. With regard to the boosters for special project audiences, in the survey you are trying to ensure that 30 interviews per group are included. Is it possible to increase the number of boosters in order to receive more representative sample? 30 appears to be quite small so would it be possible to have 100 per target group?

IFES Responds: The 30 participants per group was planned in order to make sure that members of those categories are represented, however, a possible increase of up to 50 participants would be fine.

Basically, for us it is sufficient to have 30 participants per group, but if you think that more is needed, feel free to add the number and the justification.
4. You have identified 12 focus group target with 1 focus group per target. If we feel that different qualitative approach is more effective, do we have flexibility to propose other qualitative approaches depending on the subgroup in mind? Can we give a different research design, or should the pricing be given for 1 focus group per target group?

IFES Responds: In order to have the same application from each bidder, we need to go with the research design described in the ToR. However, if we face difficulties with some target groups during the research process, we can discuss changes.

5. Would you entertain the idea of including an alternate approach for the qualitative or quantitative methods in the proposal, which would be optional for you to consider or disregard?

IFES Responds: An additional optional approach would be fine as long as the main one as described per the ToR is included.

6. Is there any application template? Will we receive additional instructions regarding the limitation of pages or any technical consideration before submitting an application?

IFES Responds: In the RFP, there is a table proposed that includes the minimal information that we require but feel free to add anything that you believe is needed. There are no restrictions or specifications regarding the technical part of the proposal.

7. Will we receive any limit or scope of percentages regarding the different parts of the research (qualitative versus quantitative parts)?

IFES Responds: The financial plan should follow your technical proposal. There is no percentage limitation per category of research.

8. In terms of deliverables, by two reports you mean only frequencies and cross tabulations, without a narrative report?

IFES Responds: For the quantitative research, only frequencies and cross tabulation would be required, while for the qualitative part, a narrative report for each focus group should be provided.

9. Should the focus group transcripts should be in Macedonian and there won't be a need for translation in English of the transcripts?

IFES Responds: No, you do not need to provide transcripts in English, it is sufficient for them to be provided in Macedonian.

10. I can see that there are no focus group with only ethnic Albanian. Does this mean we will have ethnically mixed focus groups for each category?

IFES Responds: There are no focus groups per ethnic group. All focus groups can be mixed, except for those when the targeted audience is Roma or other smaller ethnic groups.

11. We should give a financial offer for 12 and 16 focus groups; however, 13 categories are mentioned in the beginning. So, should the offer still be for 12 and 16 focus group or should it reflect the number of categories?

IFES Responds: We have added one more category in the beginning, so it is 13, and that was not corrected in the subsequent sections of the document. Please consider that we are talking about 13 categories and the budget offer should be for 13 and 16 focus groups.

12. The RFP mentions submissions from local agencies. Are proposals only meant for local agencies or would you accept a proposal prepared in collaboration between a local research firm and a US-based research organization with international research expertise?

IFES Responds: Please follow the RFP requirement. Subcontracting is not allowed.