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Date: **October 4, 2016**
Ref.: **RFP/17/001**
Subject: **Solicitation for the Review, Development and Digitalization/Animation of Election Training Materials**

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Nairobi, Kenya. 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 RFP 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.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

Functional Requirements

Contractors must submit a timeline in the proposal showing the period required to develop, implement, and carry out their services.

Introduction

Following the 2013 elections, the IEBC undertook a post evaluation of the entire electoral framework including training of its officials. The evaluation made several observations including:

- That the organization and quality of the training and the three-day training schedule was not sufficient and the actual training was conducted amid other competing electoral activities;
- The cascade approach that was used did not sufficiently prepare the trainers to deliver in the technical areas;
- Non-experts conducted training on some technical areas such as legal and ICT;
- Training on Electoral Voter Identification Devices (EVID) System and the Result Transmission System was not effective due to inadequate time and the lack of devices for practical training;

- In respect to training materials, the Commission developed support materials. The materials were inadequate and delivered late due to many reviews. Cohesiveness in content and timely availability of the materials would have been achieved had a project team approach been employed in material development.

The evaluation process identified areas for improvement on various areas including training methodology and materials. As part of the improvement in the voter registration and electoral operation, IFES will work with the IEBC to review its training materials, and generate e learning modules and advise on effective training methodology. IFES will work with the IEBC to develop traditional manuals and generate e-training modules to enable self-learning and provide electoral officials with reference materials. This will enable monitoring of training, assessment of consistency in application, and complement the traditional cascade training methodology. The objectives of the material development are:

- to facilitate practical learning by voter registration and electoral operation officials;
- to enhance consistency and efficient voter registration and electoral operation activities;
- to facilitate e-learning, monitoring and evaluation of electoral operations training; and,
- to facilitate efficient training of all electoral officials within the statutory timeframes and enable officials to access reference materials.

Scope of work

IFES wishes to engage the services of a professional firm, on behalf of the IEBC to review, develop, and produce digitized training materials and operational manuals on the electoral operation processes. The materials developed will take in consideration of improved materials generated in 2012 by the IEBC. The materials will include modules on the entire electoral process and emphasize practical learning. The practical learning will address the “*how to do*” processes customized to IEBC systems including electoral technology etc. The digitalized materials will aim to create uniform learning teaching aids that will ensure that the learners get consistent message and quick reference of processes.

The qualifying contractor will have the ability to produce both video and animated digital learning materials using a variety of approaches and for a variety of audiences. Possible material topics to include but are not necessarily limited to:

- Voter education and guides;
- Voter Registration;
- Electoral Results Reporting;
- Elections Dispute Resolution;
- Polling Station Operation;
- Elections Security Officers;
- Polling Station Diary;
- Procurement Procedures
- Elections Observers Training; and
- Political Parties Agents Training.

REQUIREMENTS

Prospective contractors must submit the following information in their response:

1. A technical proposal in English addressing all elements described in Section 4, Scope of Work, Specifications and Requirements, and demonstrating the following:
 - Understanding of training and capacity building through known methods of adult learning;
 - Demonstration of capacity for material development for material development;
 - Ability to do synchronous and asynchronous training materials;
 - Ability to incorporate video and animation;
 - Ability to incorporate comprehension testing;
 - Ability to produce materials that resonate with audiences with low rates of literacy or physical disabilities;
 - Can suggest solutions appropriate to environments with low bandwidth; and,
 - Proven ability to produce multiple projects simultaneously.
2. A budget in (local currency for vendors registered in Kenya) with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
3. Relevant past experience to include: (1) examples of similar projects; (2) list of clients, and; (3) Names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
4. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
5. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
6. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% of more of the company;
 - e. Year business was started or established; and
7. The prospective contractor 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 prospective contractor's offer being removed from consideration. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.
8. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

Delivery Address:

IFES Kenya, Roshanmaer Plaza, Lenana Road, Nairobi

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Demonstrated contractor's expertise and organizational experience (20% weight)
2. Demonstrated understanding of the RFP Requirements and ability to accomplish tasks referenced in Description of Services (30% weight)
3. Timeline (20% weight)
4. Reasonableness of cost proposal (30% weight)

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

SCHEDULE OF EVENTS

Release of RFP	October 4, 2016
Questions Due	October 10, 2016 by 5:00 PM Nairobi local time
Answers from IFES	October 13, 2016
RFP Closes – All Bids Due	October 18, 2016 by 5:00 PM Nairobi local time

All offers must be submitted to Ms. Salima Wiggins at swiggins@ifes.org and Ms. Jenny Xu at jxu@ifes.org or in a hardcopy sealed bid which must be on a company's letterhead with company's contact name and address. Preference will be given to bids submitted via email, however, sealed bids may be delivered by hand to IFES' office in Kenya at Roshanmaer Place, Lenana Road, Nairobi, Kenya. **Email submissions must state "RFP/17/001" and the contractor's name in the subject line.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive quotes from responsible contractors for award.
2. 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.
3. Prices quoted must be valid for entire length of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.

8. All information provided by IFES in this RFP 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 reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.
11. All questions and response must adhere to the schedule noted above and shall be to the attention of Ms. Salima Wiggins at swiggins@ifes.org **and** Ms. Jenny Xu at jxu@ifes.org.

All contractors must submit the documentation requested above, including details of refund and product warranty policies.

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.

END OF RFP