



International Foundation  
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS  
(IFES)**

**Request for Proposal (RFP) for Conducting Survey of Opinion Makers in  
Indonesia**

**Solicitation # RFP-22-006**

**October 26, 2021**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective contractors (“Bidders”) to submit a written response (“Response”) for the procurement of a Survey of Opinion Makers in Indonesia. The solicitation provides Bidders with the relevant operational and performance requirements.

### 1.2 Coverage & Participation

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.

### 1.3 Zero Tolerance for Fraud

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](mailto:compliance@ifes.org) or at +1 202-350-6791.

## 2 GENERAL INFORMATION

### 2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- |                                     |  |
|-------------------------------------|--|
| • Issuance of RFP                   | October 26, 2021                               |
| • Technical Questions/Inquiries Due | October 31, 2021, by 17:00 Washington DC (EST) |
| • Answers/Addenda from IFES         | November 2, 2021                               |
| • RFP Closes                        | November 15, 2021, by 17:00 Washington DC      |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

**3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is listed below.

**Abdullah Abdullah**  
[aabdullah@ifes.org](mailto:aabdullah@ifes.org)

**and**

**Khurram Naz**  
[Knaz@ifes.org](mailto:Knaz@ifes.org)

**3.3.2 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

**3.3.3 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

**3.3.4 Posting Online:** Copy of this solicitation, Amendments and or Q&A will be available online at: [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice) and [www.devex.com](http://www.devex.com).

#### 3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors 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:

IFES will evaluate bids based on the following criteria:

- 1. Technical Approach, Timeline, and Results Framework 40 points**
  - Demonstrated understanding of the RFP and of IFES' requirements
  - Soundness and feasibility technical approach including sampling plan, data processing procedures, field work, and quality control
  - Reasonable implementation timeline and results work
  
- 2. Past Performance and Organizational Capacity 25 points**
  - Extent to which proposed key personnel have relevant qualifications and experience
  - Demonstrated capacity to organize, manage, and implement full range of activities required to achieve program goals and objectives
  - Demonstrated flexibility to adjust implementation in response to changing environments
  - Demonstrated strong past performance in implementing programs of similar size, scope and complexity
  - Demonstrated presence and/or networks in the proposed target districts
  
- 3. Competitive budget with efficient and reasonable cost structure 35 points**
  - Cost realism in response to RFP requirements
  - Clear budget presentation of necessary, allocable and reasonable costs
  - Appropriate balance of budget between operational/personnel costs and activity costs

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

#### 4 SCOPE OF WORK/GOODS/SERVICES

Under support from the Australian Department of Foreign Affairs and Trade (DFAT), IFES is implementing the Strengthening Trust and Resilience in Democracy and Elections (STRIDE) program. Democratic deconsolidation during COVID-19 has negatively impacted public and stakeholders' level of confidence in the independence and capability of Election Management Bodies (EMBs) in administering elections in times of crisis. At the same time, the current political climate has also challenged the public's trust in key stakeholders' commitment to advancing political inclusion for marginalized groups and upholding civil rights and liberties. Under STRIDE, IFES will support CSO networks to conduct targeted advocacy events on key proposed reforms and leverage the results of opinion maker surveys as the reference for shaping their advocacy strategy and public opinion surveys

as the reference for developing strategic recommendations that may strengthen EMBs' policies and regulations for the 2024 elections

IFES is seeking service vendors to complete two types of phone surveys with different timelines. All interested vendors must apply for the opinion maker survey (survey #1) which should capture the opinions of local experts on elections and/or democracy in Indonesia from academia, civil society, think-tanks, and the media that may strengthen CSOs partners' advocacy efforts. Interested service vendors also have the opportunity to simultaneously apply for the second survey. The details are listed under the heading 'Add-on Survey #2: Public Opinion Survey'.

The purpose of the opinion maker survey is to elicit opinion maker's opinions and level of confidence on key issues in the proposed reforms under the STRIDE program, including the electoral legal framework that compatible to the implementation of election amidst pandemic towards the 2024 elections and beyond, political finance, inclusive political participation, electoral technology and communication, and civil liberties in Indonesia. The opinion maker survey should be rolled out within 2021. The opinion maker survey will adhere to the following design:

- A. Focus Group Discussion: the service provider will facilitate one FGD with key CSO representatives, academia, and experts identified jointly with IFES. The FGD aims to gauge potential questions included in the questionnaire and critical information from the survey results that will support the CSO network's advocacy strategy.
- B. Questionnaire: IFES will provide the service provider with a questionnaire in English, consisting of approximately 55 closed-ended questions and 5 open-ended questions, not including standard demographics (sex, age, education, occupation, employment status, place of residence, and other demographics). Interviewing time is estimated at 45 minutes. The service provider will be responsible for translating the questionnaire into Bahasa Indonesia. The service provider is also responsible for providing relevant and context-specific response categories to questions on education, income, employment and occupation.
- C. Pre-test: The translated and formatted questionnaire shall be pre-tested with individuals whose demographic profiles match or are similar to those in the targeted sample. The pretest will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arouse. The service provider shall submit data from the pre-test and recommendations to IFES in accordance with the agreed-upon schedule.
- D. Survey Sample: The service provider shall submit bids for an achieved sample of 100-200 opinion makers at national level. The service provider shall design the sample to cover opinion maker population in Indonesia.
- E. Survey Interviews: The service provider will conduct online interviews using specially-trained interviewers. The service provider shall specify how close supervision of field interviews and quality control of survey returns will be assured. The service provider shall ensure that a sufficient number of field supervisors monitor the work of interviewers in all provinces/areas. The contractor shall make arrangements for adequate numbers of interviewers to administer the questionnaires.

- F. Data Processing and Tabulations: Survey data will be coded in accordance with the guidelines set forth by IFES in the English text of the questionnaire T.

### **Add-on Survey #2: Public Opinion Survey (Optional)**

The second survey is a public opinion survey that should capture citizen's opinion on various issues and levels of confidence in the early stages' of 2024 elections. Other topics covered may include such issues as attitudes towards legal framework of inclusive political participation, electoral technology and communication, and civil liberties in Indonesia. The public opinion survey should be rolled out on the mid 2022. The opinion maker survey will adhere to the following design:

- A. Questionnaire: IFES will provide the service provider with a questionnaire in English, consisting of approximately 25 closed-ended questions and 5 open-ended questions, not including standard demographics (sex, age, education, occupation, employment status, place of residence, and other demographics). Interviewing time is estimated at 30 minutes. The service provider will be responsible for translating the questionnaire into Bahasa Indonesia. The service provider is also responsible for providing relevant and context-specific response categories to questions on education, income, employment and occupation.
- B. Pre-test: The translated and formatted questionnaire shall be pre-tested with individuals whose demographic profiles match or are similar to those in the targeted sample. The pretest will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arouse.
- C. Survey Sample: The contractor will design the survey sample to be nationally representative of the adult voting population of Indonesia and will survey 1200 respondents. The Contractor shall specify method used to select respondents. Interviewers are not allowed to make any substitutions except in the following instances: (1) when the respondent completely refuses to be interviewed or to complete the interview; (2) if the respondent is not included in the sample because the respondent is not in the target age or gender group; or (3) the respondent does not answer. It is never acceptable to do substitutions within the household. At least two call backs should be done if the randomly selected respondent does not pick up at the interview.
- D. Survey Interviews: The service provider will conduct phone interviews by specially-trained interviewers. The service provider shall specify how close supervision of field interviews and quality control of survey returns will be assured. The contractor shall ensure that a sufficient number of field supervisors monitor the work of interviewers in all provinces/areas. The contractor shall make arrangements for adequate numbers of interviewers to administer the questionnaires.
- E. Data Processing and Tabulations: Survey data will be coded in accordance with the guidelines set forth by IFES in the English text of the questionnaire and shall reflect the appropriate filters and skips in the questionnaire. IFES will specify what demographic breakdowns are needed for the data tabulations. The Contractor shall submit a data file in SPSS format to IFES upon

completion of the data processing. This file will contain variables that will be named according to the English questionnaire number, eg. Q1, Q2, etc. All value labels shall replicate response choices as closely as possible according to the English questionnaire. All “Don’t know” responses shall be coded to end in a ‘8’, e.g. 8, 98; All “Refused” responses shall be coded to end in a ‘9’, e.g.: 9, 99, etc. The Contractor shall construct weights necessary to ensure that the sample is representative according to region, gender and age.

- F. Methodological Reports: The Contractor shall submit a methodological report for the survey within one week of completion of data processing. This report shall outline the sampling information, as well as descriptions of fieldwork operations and data processing. The report shall also provide a complete breakdown of response and non-response statistics, including response rate.

### **Deliverables**

The service provider is expected to deliver the following products/services:

1. Facilitate an online Focus Group Discussion (FGD) with key CSO representatives, academics, and experts prior to the development of questionnaire.
2. A formatted and translated questionnaire in Bahasa Indonesia.
3. Pretest the formatted Bahasa Indonesia questionnaire and provide a pre-test report that includes pre-test results and recommendations for changes to the questionnaire.
4. A sample design and approach used to select respondents.
5. Identification of politically diverse respondents in consultation with IFES. This will include CSOs, think-tanks/academia, media, political party members, public officials, and organizations of persons with disabilities (OPDs).
6. A coding scheme that includes codes for open-ended questions.
7. A set of soft copies of formatted and reviewed Bahasa Indonesia questionnaire for training and survey interviews.
8. Screen and hire field staff with appropriate qualifications.
9. A training of enumerators.
10. Managing all aspects of survey fieldwork.
11. Marginal frequency results and cross-tab results in Microsoft Excel format.
12. Electronic data file in SPSS.SAV format in English using the coding scheme and open-ended code formulation specified by IFES Survey Researchers including and weight variables that may apply.
13. A detailed methodological report of the survey.

### **Materials to be provided by IFES**

IFES will provide the following materials:

- An English language questionnaire.

- A coding scheme (based on question numbers and skips and filter instructions in the questionnaire).
- Sample design assistance, as needed.
- Advice on interviewer training, as needed.
- A final timeline for the project.

## **5 FUNCTIONAL REQUIREMENTS**

### **5.1 Timeline**

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

### **5.2 Geographic Code (N/A)**

### **5.3 License, Clearance and Approvals**

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

## **6 QUALIFICATIONS & REFERENCES**

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax registration documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
  - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
  - No subcontracting is allowed under this solicitation.
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). IFES reserves the right to request and check additional references.
4. Prospective vendors 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. Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## **7 PRICING**

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in **US Dollars (USD)**. Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item. **Please submit separate budgets for the surveys, if you are applying for both. The budget of the opinion maker survey (survey #1) should be within the range of USD \$18,000 to USD \$26,000. The budget of public opinion survey (survey #2) should be within the range of USD \$6,000 to USD 9,000**

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
<b>Group 1</b>						
1.						
2.						
	Subtotal Group 1					
<b>Group 2</b>						
3.						
4.						
	Subtotal Group 2					
Total					USD	
Taxes (if applicable)					USD	
<b>Grand Total</b>					<b>USD</b>	

## 8 ADDITIONAL TERMS & CONDITIONS

### 8.1 Non-Disclosure Agreement

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

### 8.2 No Collusion

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.

### 8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

### 8.4 Subcontracting

No subcontracting is allowed under this solicitation.

### 8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

**8.6 Intellectual Property**

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

**8.7 Prospective Contractors' Responses**

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

**8.8 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.

**8.9 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

**8.10 Entire Solicitation**

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

**[End of Solicitation]**