



International Foundation  
for Electoral Systems

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

**Request for Proposal (RFP) for Monitoring Electoral Violence in Libya**

**Solicitation # RFP-22-008**

**November 1, 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 monitoring and reporting of incidents of electoral violence in the period before, during and after national elections in Libya. The organization with the winning bid should be able to provide a network of monitors who will be able to submit reports of online or in-person violence, intimidation or threats of violence related to elections. The organization should have a broad presence across Libya with the ability to mobilize monitors in all of Libya’s population centres. It is anticipated that in total 25 monitors will be required for 4-5 months, along with three or four supervisors. Training and reporting tools will be provided. 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                   | November 1, 2021             |
| • Technical Questions/Inquiries Due | November 5, 2021             |
| • Answers/Addenda from IFES         | November 7, 2021             |
| • RFP Closes                        | November 15, 2021 9:00 am ET |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Bidders' Understanding of the Solicitation

Bidders 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 Bidder 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.

**Ian Swank**  
C&G Manager  
[iswank@ifes.org](mailto:iswank@ifes.org)

**and**

**Hend Ghobrial**  
C&G Administrator  
[hghobrial@ifes.org](mailto:hghobrial@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. Bidders should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Bidders 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).

### 3.4 Submission

It is mandatory for Bidders 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 Bidders 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 responsive offers based on the following criteria:

1. Price 30 points  
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.
2. Past Performance 30 points  
The Vendor must demonstrate prior experience in conducting data collection, analysis, and monitoring as detailed in the SOW. Prior experience working with USG and/or international NGOs is preferred.
3. Organizational Capacity 30 points  
The Vendor must demonstrate the organizational capacity to carry out complex data collection activities over a wide geographic scope. The Vendor must have prior experience in coordinating and liaising with governmental and non-governmental entities.
4. Key Personnel 10 points  
The Vendor must provide illustrative CVs for Key Personnel (Project Officer, Project Administrators). Proposed personnel must meet the requirements per the SOW.

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible Bidders 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

### SOW for Election Violence Monitoring Services in Libya

#### Background

IFES is supporting Libya's High National Elections Commission (HNEC) to fulfill its mandate as Libya's independent electoral management body. Part of IFES' support includes ensuring that its election management partners are equipped to mitigate and manage potential violence related to electoral events. IFES Libya is launching an electoral violence data reporting platform to map incidents of electoral violence in targeted electoral districts in Libya. The platform will help increase transparency about violent incidents and empower HNEC and civil society to target appropriate interventions.

## **Job Responsibilities**

IFES Libya is seeking to contract an organization(s) to provide data collection services in support of the EVER 2.0 Electoral Violence Analytic Dashboard. IFES Libya intends to contract one or more organizations who can provide a minimum of twenty-five (25) qualified Community Coordinators, three (3) Project Administrators, and one (1) Project Officer. The Community Coordinators will be responsible for tracking election violence and entering the incidents into the election violence mapping platform. The organization will need to be able to provide skilled monitors who can be trained and are based in all of Libya's population centers. Project Administrators will oversee and verify the reporting conducted by the Community Coordinators. The Project Officer will serve as the main point of contact with IFES and the Libyan High National Election Commission, as well as providing oversight of the project team.

Responsibilities will include:

- Collect, collate, and input qualitative and quantitative data related to electoral violence. The vendor will compile, verify accuracy, and sort information according to donor priorities to prepare data for entry.
- Perform data quality reviews to verify the accuracy of data, and correct and deficiencies, errors, or incompatibilities.
- Review and submit electoral violence incidents and accompanying documentation for completeness and accuracy into the appropriate database. Incidents will be submitted by third parties tasked with tracking election violence in Libya.
- Monitor media and Civil Society Organization (CSO) reports related to election violence and enter data into the EVER 2.0 platform.
- Liaising with CSOs that specialize in election violence tracking.
- Process and enter data in an accurate, efficient, and timely manner.
- The Vendor will collaborate with IFES Libya to develop standard reporting templates and forms.

## *Geographic Scope*

Organizations will be preferred that possess the capacity to collect data in the following locations in Libya:

- Khoums, Tripoli, Tajoura, Misrata, Bani Walid, Tarhouna & Msallata, Al-Zawiya, Al-Sahel Al-Gharbi, Nafusa Mountains, Sirte, Ghadames, Al-Shatee, Awbari, Sabha, Al-Kufra, Ajdabya, Benghazi, Al-Marj, Al-Baida, Darna, Tubruk, Zliten, Al-Gouba.

## **Period of Performance**

Data collection is expected to take place from December 1 until the completion of the electoral events.

## **Deliverables**

The Vendor will produce the following deliverables:

- Incident Reports – Community Coordinators will provide daily incident report using the provided software and hardware.
- Monthly Status Reports – The Vendor will produce Monthly Status Reports, no longer than 5 pages, summarizing the data collected and entered into the EVER 2.0 database. Reports should highlight any challenges to conducting data collection. IFES Libya will provide a report template for the Vendor.
- Final Report – The Vendor will produce a final report, no longer than 15 pages, summarizing all data collected throughout the activity. Report should also provide any lessons learned and recommendations from the Vendor’s perspective.
- Raw Data – at the conclusion of the activity, the Vendor will provide all raw data sets (incident reports, media reports, tables, figures, etc.) to IFES Libya.

### **Preferred Qualifications for Key Staff**

#### ***Project Officer***

- University Degree in a relevant field (Political Science, Sociology, Statistics, Etc.)
- 5 – 10 years of experience.
- Strong oral and written communications skills in English and Arabic.
- Demonstrated experience in overseeing data collection activities.
- Demonstrated experience liaising with governmental and non-governmental entities.
- Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities.
- Strong level of proficiency with MS Office Suite, specifically Word and Excel.
- Flexible, enthusiastic and ability to multi-task under pressure.
- Demonstrated communication and organizational skills.

#### ***Project Administrator***

- University Degree in a relevant field (Political Science, Sociology, Statistics, Etc.)
- 3 – 5 years of experience.
- Strong oral and written communications skills in English and Arabic.
- Demonstrated experience in research, data collection, and analysis.
- Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities.
- Strong level of proficiency with MS Office Suite, specifically Word and Excel.
- Flexible, enthusiastic and ability to multi-task under pressure.
- Demonstrated communication and organizational skills

#### ***Project Coordinator***

- University Degree in a relevant field (Political Science, Sociology, Statistics, Etc.)
- At least 1 to 3 years of proven data entry experience. Previous experience working as an election observer or with NGOs preferred.
- Strong oral and written communication skills in English and Arabic.
- Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities.
- Strong level of proficiency with MS Office Suite, specifically Word and Excel.
- Flexible, enthusiastic and ability to multi-task under pressure.
- Demonstrated communication and organizational skills

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Bidders must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services and recruit personnel required to carry out these services.

### 5.2 Geographic Code (applicable to USAID funding only)

IFES' project in Libya is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all Bidders to consider products that fall under S/N Geographic Code 937 whenever possible.

### 5.3 License, Clearance and Approvals

The Bidders 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

Bidders 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. Bidders 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 Bidder has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Bidders must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Bidders 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.

No.	Item Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
<b>Direct Labor</b>						
1.						
2.						
	Subtotal Group 1					
<b>Other Direct Costs</b>						
3.						
4.						
	Subtotal Group 2					
<b>Indirect Costs</b>						
5.						
6.						
	Subtotal Group 3					
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 Bidder 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 Bidder 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 Bidder'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 Bidder or third parties, in connection with the Response.

### **8.6 Intellectual Property**

Bidders 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 Bidders' Responses**

All accepted Responses and supporting documentation shall become the property of IFES, subject to claims of confidentiality in respect of the Response and supporting documentation.

### **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 Bidder, 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]**