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Date: September 22, 2016

Ref.: **RFQ/16/135**

**Subject: Request for Quotations for Survey Research of Voter Education in Sri Lanka**

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of the following services for the IFES office in Colombo, Sri-Lanka. 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 RFQ 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.

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.

**DESCRIPTION of SERVICES**

IFES invites prospective service providers to submit a proposal, quotations and technical specifications for the conduct of a national survey of the adult population in Sri Lanka aged 18 years and older, ensuring equal participation of women and youth, and fair representation of other marginalized groups such as persons with disabilities, estate workers, ethnic minorities, internally displaced persons, etc.

The purpose of this survey is to evaluate citizens' understanding of the voting process, citizens' confidence in the electoral process, and attitudes towards political participation, among other political and electoral issues. The survey will also identify factors behind the high rates of rejected ballots in some areas of Sri Lanka, identify and analyze the differential needs of women, persons with disabilities and other marginalized groups. The survey will cover all 25 districts in Sri Lanka, with a minimum sample of 1,500 respondents. It will reach 7% of the Grama Niladari Divisions and 100% of the Divisional Secretary areas.

## SCOPE OF WORK

### I. Overall Design of the Survey:

A. **Sample:** The survey should be designed to be nationally representative. The contractor shall submit a sampling plan for an achieved sample with two different scenarios: a sample of 1,500 respondents and a sample of 2,000 respondents (18 years and older) covering all districts in Sri Lanka using random selection techniques. The sample design shall ensure that observations are stratified proportionately across the regions of Sri Lanka, taking into account urban and rural characteristics while ensuring equal participation of women and youth, and fair representation of other marginalized groups such as persons with disabilities, estate workers, ethnic minorities, internally displaced persons, etc.

Additionally, given the aims of this survey in exploring voter education, we propose to have an oversample of voting age adults in certain regions of the country where there was a higher rate of rejected ballots. The regions proposed for oversampling include Matale, Nuwara-Eliya, Anuradapura, Jaffna, Mulative, Vavuniya, Mannar, Kilinochchi and Puttalam administrative districts.

The contractor should specify all assumptions for the division of the country into a specific number of regions. The contractor shall specify the data source upon which the sample is based. IFES requires that no more than 10 interviews take place in any one sampling point. Submitted proposals should reflect this requirement for the fieldwork.

B. **Questionnaire:** IFES will provide the English text of the questions, consisting of approximately 35 closed-ended questions and 8 open-ended questions, not including standard demographics (gender, age, education, occupation, employment status, place of residence, ethnicity, religious affiliation, disability, etc.). Interviewing time is estimated at 30 to 35 minutes. The contractor will be responsible for translating the questionnaire into Sinhala and Tamil. IFES will review the translated version(s) and provide comments to the contractor.

C. **Pretest:** The translated and formatted questionnaire shall be pretested with 30 adults (18 years and older). The selection of respondents for the pretest shall also take into account gender, age, language, marginalized groups and other appropriate demographic criteria. The pre-test will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arouse. The contractor shall submit data from the pretest and recommendations to IFES in accordance with the agreed-upon schedule.

D. **Training of Interviewers:** Before pre-testing the questionnaire, the contractor should provide an orientation to the interviewers on the objective of the survey and review the questionnaire from the field perspective. The contractor will provide a schedule for the orientation so that IFES staff may observe.

E. **Interviewing:** Personal, face-to-face interviews should be conducted in the homes of the respondents by trained interviewers. The contractor shall specify how close supervision of field interviews and quality control of survey returns will be assured. The contractor shall make arrangements for adequate numbers of interviewers to administer the questionnaires in the language of respondent's choice. The Contractor shall demonstrate that there will be a balance of male and female interviewers during the fieldwork process.

**F. Data Processing and Tabulations:** The contractor will create a coding scheme for both open and closed-ended questions. Survey data will be coded and organized in SPSS in accordance with the guidelines set forth by IFES and as found in the English-text of the questionnaire. Data entry must be checked for errors before proceeding. The contractor should provide clear quality control measures for both field work and the data entry process. An Excel file with marginal frequency tabulations (topline data) will provide results for the total samples and by sex, age, education, region, and ethnicity or any other variable decided by IFES. IFES will need complete data set in both SPSS and excel files.

**II. Responsibilities of Contractor (In close consultation at every stage with IFES):**

1. Format, translate and print the questionnaire.
2. Create a coding scheme for the questionnaire.
3. Pre-test the formatted and translated questionnaires.
4. Identify population database used to design sample (e.g. census, etc).
5. Select sampling approach, construct sample and identify method for selecting respondents in consultation with IFES.
6. Describe means to be used to examine the representativeness of the achieved sample.
7. Manage all aspects of fieldwork.
8. Screen and hire field staff with appropriate qualifications and regional knowledge.
9. Conduct training of interviewers and enumerators in consultation with IFES.
10. Develop coding scheme in consultation with IFES; code, enter, and clean data.
11. Prepare electronic data file (with weight if necessary), a marginal frequency tabulations file, and a methodological report.
12. Institute quality control measures.
13. Provide technical support during the dissemination of findings.
14. Provide analysis of survey data.
15. Prepare final report in consultation with IFES.

**III. Materials Delivered by Contractor to IFES (all via email):**

1. The translated and formatted questionnaires.
2. Pre-test results and recommendations for changes in questionnaires.
3. Sample design and approach used to select respondents.
4. Coding scheme, including codes for open-ended questions.
5. Marginal frequency results (topline data).
6. Electronic data file in SPSS.SAV format using coding scheme and open-end code formulation specified by IFES (with weight if necessary).
7. Electronic data file in Excel format (frequency table and complete dataset)
8. A final report which includes the methodology for the survey and analysis of the finding.

**IV. Materials to be Provided by IFES**

1. English language text of questions and instructions for placement.
2. Assistance in developing coding for open-ended questions, as needed.
3. Sample design assistance, as needed
4. Advice in interviewer training, as needed.
5. Schedule for the project.

## V. Timeline

IFES invites service providers to suggest a timeline to conduct this survey. IFES generally expects the fieldwork and data processing to take approximately 8-10 weeks from the time the questionnaire is delivered to the contractor till the time that the data files and final report is delivered to IFES.

## REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. 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.
4. 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; and
  - e. Year business was started or established.
5. 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.
6. IFES requests quotations for the above listed services on a deliverable basis with unit costs.
7. Detailed costs in Sri Lanka Rupees, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Detailed description of past experiences providing similar services to international NGOs.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
10. 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.

All Responses shall be in the English language.

## EVALUATION

IFES will evaluate bids based on the following criteria:

- Adequacy of Sampling Plan 25%
- Fieldwork and Quality Control Procedures 25%
- Cost Proposal 15%
- Data Processing Procedures 15%
- Qualifications of Key Personnel 10%

- Organizational Experience 10%

**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 RFQ	27 September 2016
Questions Due	30 September 2016
Answers from IFES	4 October 2016
RFQ Closes – Responses Due	17 October 2016 Midnight Washington DC time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Elizabeth Durbin at email: [edurbin@ifes.org](mailto:edurbin@ifes.org)

**GENERAL TERMS AND CONDITIONS**

1. IFES will only consider responsive Proposals 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 RFQ 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 RFQ 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.

**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.**