



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **TENDER NOTICE**

Tender Reference No: **2023-02-027**

Assignment Name: **Conducting polling and surveys on Libyan perceptions of the House of Representatives**

Project Name: **Supporting Libya's House of Representatives**

**Deadline for Submissions:** Proposals must be submitted **on or before 23:59 (CET), Wednesday 15 March 2023**. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)

This email address is set up with auto-response to acknowledge emails received. In the event that you did not receive an autoreply, please send a text message (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- Tender reference no. and title
- Email address you used for submission
- Date and Time, you sent your submission (e.g., 01 December 2021, **12:30 CET**)

**Format for Submissions:** Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**

The following text should be put in the subject field of the email:

***“Tender No. 2023-02-027 Technical and Financial Proposals – Do not open before 23:59 (CET), Wednesday 15 March 2023”***

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process.

**Note:** there are two different email addresses as outlined above, one to be used for the Submission of your final proposal and the second one to be used for clarifications and other related correspondence.

## REQUEST FOR PROPOSALS

### Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance ('International IDEA') and the European Union have entered into an agreement to implement a project to support Libya's House of Representatives ('HoR'). The proposed Action seeks to support the HoR's Secretariat General (the 'Diwan') through the following outputs:
- Enhanced Research Capacity of the Diwan;
  - Enhanced Capacity of the Diwan's organization, management, and administration functions;
  - Enhanced capacity of Diwan staff to support the HoR's legislative functions;
  - Enhanced capacity of Diwan staff to support the HoR's oversight functions;
  - Enhanced capacity of Diwan staff to support the HoR's representation and citizen engagement functions;
  - Advisory services provided on issues of Libyan and international law; and
  - Enhanced Diwan collaboration with other parliaments for the purposes of capacity development and knowledge-sharing.
- 1.2 International IDEA now invites proposals from qualified firms, organizations and companies to conduct two surveys:
- 1.2.1 **Quantitative Survey** - Lot 1: Pre and post implementation
- 1.2.2 **Qualitative Survey** - Lot 2: Pre and post implementation (two series of focus groups and/or structured/semi-structured interviews)
- The services should include recruitment and training of interviewers, travel arrangements for on-site data collection, and logistics planning for focus groups and interviews. A detailed description of the assignment is provided in the Terms of Reference (ToR) attached to this Request for Proposals.
- 1.3 **Tentative timeframe:** It is anticipated that the pre-implementation services will have to be completed before end of May 2023. The post-implementation services will have to be completed before 31 May 2025.

### Section 2 Preparation of Proposals

#### Essential Requirements

- 2.1 The service provider should submit any document or proof of authorisation or permission to operate and work in Libya.
- 2.2 The official language for the proposal and the contract is English. Reports and any other documents in relation to the assignment will be delivered in English and Arabic as described under section 5 "Deliverables and Reporting Requirements" of the Terms of Reference (ToR).
- 2.3 The service provider can submit a proposal for only one lot or for both lots.  
Each lot of services is subject to an individual evaluation.
- 2.4 The service provider must submit a separate technical and financial proposals for each lot of services distinctively (quantitative or qualitative) if intended to apply for both.

## Technical Proposal

2.5 The Technical proposal should provide the following information:

### Lot 1:

- (i) A brief description of the company (introduction) including the age, size, detailed structure, company experience, Quality System Certifications, and references for previous similar tasks.
- (ii) CVs for the key staff proposed to perform the assignment, including information on their previous experience in similar assignments.
- (iii) The overall methodological design of the research, including training, piloting and field survey procedures.
- (iv) ***The sampling plan and the methodology:***
  - a) The intervention plan and the organization of data collection and protocols;
  - b) Examples of data collection tools for the quantitative components; and
  - c) Proposed data analysis plan.
- (v) A detailed and clear timeline.
- (vi) The data backup and security plan:
  - a) Sample consent forms for key informants, parental permission forms for parents and guardians; and consent forms for children under 18.
  - b) The Human Protection Plan: plans and rules for handling cases of abuse, exploitation or violence, juvenile delinquency, and insecurity reported or observed during the investigation period, the management of information considered confidential.

### Lot 2:

- (i) A brief description of the company (introduction) including the age, size, detailed structure, Quality System Certifications, and the references for previous similar tasks.
- (ii) CVs for the key staff proposed to perform the assignment, including information on their previous experience in similar assignments.
- (iii) The overall methodological design of the research, including training, piloting, and field survey procedures.
- (iv) ***The focus group plan and the methodology:***
  - a) The intervention plan and the organization of data collection and protocols;
  - b) Examples of data collection tools for the qualitative components; and
  - c) Proposed data analysis plan.
- (v) A detailed and clear timeline.
- (vi) The data backup and security plan:
  - a) Sample consent forms for key informants, parental permission forms for parents and guardians; and consent forms for children under 18.
  - b) The Human Protection Plan: plans and rules for handling cases of abuse, exploitation or violence, juvenile delinquency, and insecurity reported or observed during the investigation period, the management of information considered confidential.

- 2.6 A completed and signed Declaration of Honour Form (for both lot of services) :
- a) Please note that the attached Declaration of Honour Form should be submitted as a separate document along with the Technical and Financial proposals. Sections must be ticked YES or NO.
  - b) For all Bidders, please note that in Section 3 of the Form (please see the below extract for ease of reference), in the absence of a conflict of interest, should be marked Yes.

<b>(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed</b>		
<b>SELECTION CRITERIA</b>	<b>YES</b>	<b>NO</b>
(a) no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(b) no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(c) No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder	<input type="checkbox"/>	<input type="checkbox"/>

### **Financial Proposal**

- 2.7 The bidder must submit a comprehensive financial proposal including all the fees, costs and incidental expenses likely to incur in total amounts. There is no prescribed template and bidder can make use of their own templates for financial proposals.
- 2.8 The bidder must submit a separate financial proposal for each lot of services distinctively (quantitative or qualitative) if intended to apply for both.
- 2.9 International IDEA is not tax-exempt and does not have a VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients. The Bidder shall be responsible for their own tax obligations as per laws of the respective country.
- 2.10 The evaluation of the financial proposals will be based on the total price amount set by the bidder for each lot of services.

### **Section 3 Submission of Proposals**

- 3.1 Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The full details on how to submit proposals is under "Tender Notice" at the beginning of this document.
- 3.2 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. They should be flexible for further extension in case of any delays on the tender process. During this period, the service providers are expected to keep available the professional staff proposed for the assignment.

### **Section 4 Evaluation of Proposals**

#### **Technical Evaluation:**

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

<b>Technical Evaluation Criteria Scoring</b>	
1. General experience of the service provider	30
2. Qualifications and experience of the key staff	30
3. Proposed methodology and timeline	40

Each Lot of service will be evaluated separately as follows:

### **Lot 1: Quantitative surveys**

<b>1. General Experience of the service provider</b>		<b>Max of points</b>
1.1	Adequacy of the information provided about the company: Age/ size/ Structure <ul style="list-style-type: none"> <li>- Age of the Company: 5-8 years: 2 points</li> <li style="padding-left: 20px;">9 or more: 3 points</li> <li>- Size: 5 – 10 employees: 2 points</li> <li style="padding-left: 20px;">11 employees or more: 3 points</li> <li>- Company structure details provided: 4 points</li> </ul>	10
1.2	Specific experience in relevant sectors (socio-economic and political studies) <ul style="list-style-type: none"> <li>- Less than 3 similar projects/ surveys: 2 points</li> <li>- 3 similar projects/ surveys: 4 points</li> <li>- 4 or more similar projects/ surveys: 5 points</li> </ul>	5
1.3	Relevant Quality system certificates <ul style="list-style-type: none"> <li>- ISO or similar certification: 5 points</li> </ul>	5
1.4	Previous experiences in conducting similar surveys (Parliament/ political public opinion) <ul style="list-style-type: none"> <li>- Less than 3 similar projects/ surveys: 2 points</li> <li>- 3 similar projects/ surveys: 4 points</li> <li>- 4 or more similar projects/ surveys: 5 points</li> </ul>	5
1.5	Previous experience in conducting surveys in Libya: <ul style="list-style-type: none"> <li>- Less than 3 similar projects/ surveys: 2 points</li> <li>- 3 similar projects/ surveys: 4 points</li> <li>- 4 or more similar projects/ surveys: 5 points</li> </ul>	5
<b>2. Qualifications and experience of the key staff proposed to perform the assignment</b>		<b>Max of points</b>
2.1	The number of proposed supervisors: <ul style="list-style-type: none"> <li>- 1 supervisor: 3 points</li> <li>- 2 supervisors or more: 5 points</li> </ul>	5
2.2	The number of proposed staff: <ul style="list-style-type: none"> <li>- 2-3 experts: 3 points</li> <li>- 4 experts or more: 5 points</li> </ul>	5
2.3	Educational degrees for the experts: <ul style="list-style-type: none"> <li>- Bachelor: 3 points</li> <li>- Ph.D. or Master: 5 points</li> </ul>	5
2.4	The number of years of experience: <ul style="list-style-type: none"> <li>- 5-7 years: 3 points</li> <li>- 8 years or more: 5 points</li> </ul>	5
2.5	Previous experiences in conducting similar qualitative evaluation/ focus groups (Parliament/ political public opinion): <ul style="list-style-type: none"> <li>- 3-2 References: 3 points</li> <li>- 4 References: 5 points</li> </ul>	5

2.6	Previous experience in conducting qualitative evaluation/ Focus groups in Libya: - 3-2 References: 3 points - 4 References: 5 points	5
<b>3. Proposed methodology and timeline</b>		<b>Max of points</b>
3.1	Detailed description showing the methodology of work: - The overall methodological design of the research, including. training, piloting, and field survey procedures: 5 points - The intervention plan and the organization of data collection and protocols: 4 points - Examples of data collection tools for the quantitative components: 4 points - Proposed data analysis plan: 4 points	17
3.2	Consistency of the proposed timeline with the deliverable deadlines (ToR - section 5)	10
3.3	Security standards - The data backup and security plan: 5 points - The Human Protection Plan: 3 points - Samples and plans and rules for handling cases of abuse: 5 points	13

## Lot 2: Focus groups

<b>2. General Experience of the service provider</b>		<b>Max of points</b>
1.1	Adequacy of the information provided about the company: Age/ size/ Structure - Age of the Company: 5- 8 years: 2 points 9 or more: 3 points - Size: 5-10 employees: 2 points 11 employees or more: 3 points - Company structure details provided: 4 points	10
1.2	Specific experience in relevant sectors (socio-economic and political studies): - Less than 3 Similar projects/ surveys: 2 points - 3 Similar projects/ surveys: 4 points - 4 or more Similar projects/ surveys: 5 points	5
1.3	Relevant Quality system certificates - ISO or similar certification: 5 points	5
1.4	Previous experiences in conducting similar surveys (Parliament/ political public opinion): - Less than 3 Similar projects/ surveys: 2 points - 3 Similar projects/ surveys: 4 points - 4 or more Similar projects/ surveys: 5 points	5
1.5	Previous experience in conducting Surveys about the Libyan situation: - Less than 3 Similar projects/ surveys: 2 points - 3 Similar projects/ surveys: 4 points - 4 or more Similar projects/ surveys: 5 points	5
<b>2. Qualifications and experience of the key staff proposed to perform the assignment</b>		<b>Max of points</b>
2.1	The number of proposed supervisors: - 1 supervisor: 3 points - 2 supervisors or more: 5 points	5
2.2	The number of proposed staff: - 2-3 experts: 3 points - 4 experts or more: 5 points	5

2.3	Educational degrees for the experts: - Bachelor: 3 points - Ph.D. or Master: 5 points	5
2.4	The number of years of experience: - 5-7 years: 3 points - 8 years or more: 5 points	5
2.5	Previous experiences in conducting similar qualitative evaluation/ focus groups (Parliament/ political public opinion): - 3-2 References: 3 points - 4 References: 5 points	5
2.6	Previous experience in conducting qualitative evaluation/ Focus groups in Libya: - 3-2 References: 3 points - 4 References: 5 points	5
<b>3. Proposed methodology and timeline</b>		Max of points
3.1	Detailed description showing the methodology of work: - The overall methodological design of the research, including training, piloting, and focus group procedures: 5 points - The intervention plan and the organization of data collection and protocols: 4 points - Examples of data collection tools for the qualitative components: 4 points - Proposed data analysis plan: 4 points	17
3.2	consistency of the proposed timeline with the deliverable deadlines (ToR - section 5)	10
3.3	Security standards - The data backup and security plan: 5 points - The Human Protection Plan: 3 points - Samples and plans and rules for handling cases of abuse: 5 points	13

The minimum technical score (T) is 60 to pass to the financial evaluation.

#### Financial Evaluation:

- 4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.
- 4.3. The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price (**E**). **The exchange rate is the IDEA monthly exchange rate.**
- 4.4 The currency used for evaluation is EURO.
- 4.5 The financial scores (F) will be computed as follows:

The lowest evaluation price proposal ( $E_m$ ) will be given a financial score ( $F_m$ ) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

$$F = 100 \times E_m/E, \text{ where: } E_m \text{ is the lowest evaluation price, and } E \text{ is the evaluation price of the proposal under consideration.}$$

#### Consolidated Technical and Financial Score:

- 4.6 The final consolidated scores (S) will be computed by applying the formula:

$S = t \times T + f \times F$ ,      where:  $t$  is the weight given to the technical score  
 $f$  is the weight given to the financial score

4.7 The weights given to the technical and financial scores are:

$t = 60\%$

$f = 40\%$

4.8 The service provider (for each lot of the services) ranked highest will be invited to negotiate the contract and if negotiations are successful the selected service provider will be awarded the contract. Should the negotiations fail; the second-ranked service provider will be invited to negotiations.

4.9 International IDEA reserves the right during the negotiation stage to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty-five percent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.

4.10 International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

## **Section 5      Final Considerations**

5.1. International IDEA will not be bound to select any of the proposals.

5.2 The following documents are enclosed with this Request for Proposals:

Terms of Reference

Declaration of Honour

General Terms and Conditions

5.3 Further information on International IDEA may be found on our website <http://www.idea.int/>.

5.4 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Executive Director at International IDEA. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)