



**National Democratic Institute
Request for Proposal (RFP)**
*Development of a Manual on Formation of Gender-
Focused Caucuses and Cross Party Coalitions in
Ukrainian Local Councils*

RFP Release Date: January 13, 2022

BACKGROUND

The National Democratic Institute (NDI or the Institute) works to support efforts aimed to strengthen democratic institutions and advance democratic reforms through enhancing good governance and citizen engagement, political party strengthening and civil society development, election monitoring and strengthening the political participation of women.

Since 2015, within its Women Lead program, NDI helps institutionalize gender equality at the local level by providing local councilors with consultative support on the formation and development of gender focused caucuses (GFCs). The GFCs bring together local council members representing different political parties to analyze and draft local policies through a gender lens and integrate gender perspective into governance. The GFCs have proven to be an effective tool for gender responsive governance, which entails integration of gender perspective in all decision-making processes at all levels of governance with an ultimate goal of building a gender equal society, with government catering for needs, priorities and concerns of different women and men in policy making, planning, budget allocation, and service delivery.

According to NDI's national [survey](#) conducted in July 2021, the local government has the highest level of trust among Ukrainian citizens - twenty six (26) percent compared to nineteen (19) percent of trust to the president or five (5) percent to the national government. To maintain this trust, it is important for local governments to know the needs of different groups in their communities and to be able to propose initiatives that take these needs into account. The GFCs are designed to facilitate gender-focused coalition building among factions in councils at all levels and develop comprehensive, inclusive and cross-cutting initiatives and proposals that improve the lives of Ukrainian citizens. Thus, it is important to provide local councilors with a broad understanding of the potential of GFCs and strengthen their ability to become vocal agents of change at the local level.

Due to the high demand for consultative support on GFC-related topics from local councilors, and in order to empower them to create GFCs that are effective, change-implementing bodies without external support, NDI plans to centralize relevant materials and guidance in a written manual. This will ensure the sustainability of NDI's work and reach a wider audience of people who can make a difference in their communities through GFCs.

SUMMARY

NDI is seeking consultancy services from qualified individuals to develop a manual that would describe Ukraine's case of formation, development and support of the GFCs in local councils, and their impact on local policy making and promotion of gender equality. In addition to providing the guidelines on building up a network of GFCs in local councils, the manual will include practical advice on issue based cross party coalition building. The manual will walk a user through the way of developing a GFC from an initiative to a strong body that advocates

and acts for the advancement of gender equality at the local level and contributes to the national advocacy for gender issues.

The manual will target members of local municipalities from different countries, including Ukraine, gender experts and consultants, NGOs representatives working with local authorities etc. It should be easy to use for anyone interested in coalition-building around gender issues. The manual will be developed in English and translated into Ukrainian or vice versa.

SCOPE OF WORK

NDI intends to procure services of a reputable and qualified vendor, international or Ukrainian, with deep understanding and practical experience in building coalitions in local municipalities to guide the development of the manual. This person should also be a gender sensitive expert, have understanding of Ukrainian political context and must demonstrate the ability to develop such a product. A general scope of work and illustrative activities areas include:

- analysis of the local context through desk research of the reports on GFCs, meetings / in-depth interviews / consultations with NDI representatives, consultants who work with GFCs, and GFC members;
- drafting the structure of the manual;
- producing the drafts of each section of the manual, including but not limited to:
 - description of NDI approach in Ukraine to the work with GFCs and development of GFC network;
 - desk research on similar international practices that would provide brief comparative analysis in the relevant sections of the manual;
 - collecting testimonies on the GFC work, success stories and including them in the manual;
 - organizing the list of annexes (e.g. template documents); and
- finalizing the manual based on NDI comments to the draft version.

During the preparatory stage, NDI will approve the proposed structure and sections of the manual, as well as provide contact information of the local consultants who work with GFCs and members of the GFCs, and other relevant information necessary for preparing a draft manual. NDI's existing local consultants who currently support GFCs, will be able to provide the vendor with comprehensive information and materials on the best practices and illustrative examples. NDI will also provide translation services as needed.

Due to the Covid-19 situation in Ukraine, all work under this RFP will be conducted remotely at the start of any resulting agreement. If NDI and the successful vendor mutually determine global health conditions have improved at a later date, travel to Ukraine and/or around Ukraine may be considered.

TIMELINE

RFP Publication date:	January 13, 2022
Application Deadline:	February 21, 2022
Contract Duration:	mid-March for up to 9 months

REQUIRED QUALIFICATIONS AND PROPOSAL REQUIREMENTS

Potential vendors should submit a written proposal to NDI by the aforementioned deadline for full consideration. Proposals should indicate the bidder's qualifications to provide the services outlined in their proposal.

At a minimum, the proposal should include:

- General information and background on the vendor, including CVs of key personnel and an organizational/corporate profile for an entity. This section should demonstrate the vendor's:
 - Knowledge of Ukrainian political context and understanding of issues related to the implementation of gender equality policy;
 - Experience in building coalitions in local municipalities, producing papers, manuals on the topics related to vendor's field of work;
 - Organizations and companies are encouraged, but not required, to submit any documents that demonstrate their commitment to promoting inclusivity, diversity and sustainability through internal policies and practices.
- A list of previous projects with a similar scope;
- A sample of written manual, professional publication or article that demonstrates written ability commensurate with the requirements of assigned work;
- Implementation plan and timeline that correlates with the tasks outlined in the scope of work;
- Contact information for at least 2 professional references that can attest to past performance on projects of similar scope. The references must include email addresses and phone numbers;
- Name of contract signatory, registration and tax documentation;
- Proposed daily rate for services, inclusive of all expenses.
 - Please note that all travel costs associated with future in-person meetings and activities (plane/train tickets, lodging, per diem and reasonable reimbursement for travel expenses like taxis) will be covered by NDI. Do not include these expenses in the financial section.

NDI reserves the right to contact bidders to seek additional information and clarifications based on the submission of proposals following the submission deadline.

NDI will evaluate bids based on the vendor's ability to meet the description of services needed, cost and value-for-money, and experience/reputation for delivering similar projects.

If the execution of work to be performed by the bidder requires the hiring of subcontractors, this must be clearly stated in the proposal. NDI will not refuse a proposal based upon the use of subcontractors; however, NDI retains the right to refuse the subcontractors selected by a vendor. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.

The bid should be valid for 90 days from the due date of this RFP.

SUBMISSION PROCESS AND DISCLOSURES

Please submit proposals in English via email to UKR_Procurement@ndi.org by February 21, 2022.

NDI reserves the right to reject any and all bids. NDI reserves the right to consider bids for modification at any time before a contract is awarded. NDI should not be liable for any costs associated with the preparation, transmittal, or presentation materials submitted in response to the RFP. NDI 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.

Bidders must provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, bidders should disclose if a member of their Board is also a member of NDI's Board currently or in the past, ***or if they are affiliated (such as a board member, current/past employee or family member, volunteer, etc.) with a civil society organization that is a current, past or planned recipient of NDI funding.*** The bidder also certifies that the prices offered were arrived at independently and without the purpose of restricting competition with other offerers, including but not limited to subsidiaries and that prices have not been and will not be knowingly disclosed to any other offerer unless required by law. Failure to comply with these requirements may result in NDI having to re-evaluate the selection of a potential bid.

INFORMATION ABOUT NDI

The National Democratic Institute is a nonprofit, nonpartisan organization working to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. NDI has been supporting local democratization efforts in Ukraine since 1992.

For more information about NDI, please visit: www.ndi.org.