

# **Request for Proposal (RFP) Elections Observation Consultant for Southern and East Africa Programs**

**National Democratic Institute (NDI)**

## **BACKGROUND**

NDI's Southern and East Africa (SEA) team seeks a consultant to support the implementation of multiple projects involving election observation and the provision of technical support to domestic election observation partners. While funding for such projects may vary as new projects become active, current support envisioned under the scope of work is funded by the United States Agency for International Development (USAID).

## **SUMMARY**

As part of its democracy and governance support programming, NDI is planning to support domestic election observation groups to monitor electoral and political processes in four or more countries in the SEA region in 2021. The selected vendor will collaborate with NDI's SEA team to support these activities, which are described in more detail below.

## **GENERAL SCOPE OF WORK**

The selected vendor would provide technical assistance to NDI staff and local partners on the observation of electoral and political processes, such as elections, by-elections, voter registration, boundary delimitation, and similar processes. Illustrative activities include development of training and observation materials; facilitation of training for local partners; developing ICT systems for reporting and providing ICT support; providing technical guidance and support throughout the observation process; and supporting data analysis and report development. The scope of work may be adjusted or expanded in consultation with the selected vendor should additional programs in the SEA region require the vendor's services.

## **TIMELINE**

NDI is searching for a vendor to serve as an elections observation consultant from January through December 2021. The exact timing of the consultations will be discussed and finalized with the successful bidder.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

All proposals should indicate the firm's/consultant's qualifications to conduct the component or components of their bidding proposals.

The proposal should include:

- General information about the bidder. Consultants should provide a CV.
- A list of previous clients, particularly any international, political or non-profit organizations.

- Description of previous experience in conducting the types of consultations NDI is seeking to contract.
  - Previous work experience in and understanding of the political environment, historical context, and media landscape in one or more countries in Southern and East Africa is highly preferred.
  - Previous work experience applying, and advising on the design of, methodological tools such as anchoring vignettes, implicit association tests, and conjoint experiments and analysis is highly preferred.
- Detailed daily rate, not including travel and per diem.

## CONTACT DETAILS AND SUBMISSION DEADLINE

Please submit proposals in English via email to Macire Aribot at [maribot@ndi.org](mailto:maribot@ndi.org) with a copy to Christina Murphy at [cmurphy@ndi.org](mailto:cmurphy@ndi.org). The deadline for submitting proposals is **December 29, 2020**. Early submissions are welcome and appreciated. For further information, please contact Macire Aribot via email at [maribot@ndi.org](mailto:maribot@ndi.org) and Christina Murphy at [cmurphy@ndi.org](mailto:cmurphy@ndi.org).

NDI will evaluate bids based on the vendor's ability to meet the description of product needed, experience and price. NDI reserves the rights 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. Proposals are expected to be binding for a period of two years from the published response date.

Bidders must provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, applicants should disclose if a member of their Board is also a member of NDI's Board currently or in the past. 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.

For more information about NDI, please visit: [www.ndi.org](http://www.ndi.org).