

# REQUEST FOR PROPOSALS

## RESEARCH CAPACITY BUILDING FOR CIVIL SOCIETY ORGANIZATIONS PROJECT

**RFP #:** RFP-202407-01  
**Issue Date:** 18 July 2024  
**Response Deadline:** 9 August 2024  
**Award Type:** Firm Fixed Price Contract  
**Expected Award:** September 2024  
**Refer Questions to:** [MMkhitarian@democracyinternational.com](mailto:MMkhitarian@democracyinternational.com)

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### 1. PROJECT BACKGROUND

Democracy International (DI) invites proposals from qualified contractors to implement the Research Capacity Building for Civil Society Organizations Project (hereinafter referred to as "Project").

DI implements the United States Agency for International Development (USAID) supported Protection, Inclusion, and Empowerment (PIE) Activity. Under PIE, DI works to improve the lives of disadvantaged and marginalized populations in Armenia through needed legal-regulatory framework changes, improved services, and intensified cooperation between the government and non-government actors to address the needs of vulnerable and marginalized groups.

To support the program's objectives under Component 4, which aims to improve outreach and research on social sector policy and social services, PIE plans to issue grants to CSOs, that bolster their ability to conduct effective advocacy-based research. To achieve this, PIE seeks a qualified contractor to conduct a rapid analysis of Armenia's CSO landscape. This rapid analysis must identify CSOs active in the Armenian social protection space (persons with disabilities, LGBTIQ+, ethnic and religious minorities, victims of trafficking in persons, victims of gender-based violence and vulnerable women, victims of forced labor, vulnerable children, and displaced people), and identify CSOs' research capacity.

As a result of the findings of the rapid analysis, the selected contractor will identify 24 CSOs to participate in a series of training sessions. The selected contractor will train CSOs in research methodologies, data collection, data analysis, reporting, and advocacy, empowering them to conduct rigorous independent research.

### 2. OBJECTIVES AND ANTICIPATED RESULTS

The objective of this Project is to enhance the ability of CSOs to conduct high-quality research, enabling them to effectively advocate for social protection of vulnerable groups, influence policy, and contribute to sustainable development. As a result of this Project, the identified CSOs will have enhanced research capacity and improved advocacy knowledge.

### 3. REQUIRED SERVICES

The selected contractor will provide the following services to achieve the anticipated results:

#### 1. Rapid Analysis:

- Map the country landscape of CSOs working towards social protection of the following vulnerable groups.

**Table 1. List of Vulnerable Groups**

<b>Vulnerable groups</b>	<b>Number of key CSOs</b>	<b>Number of participants from each CSO</b>
1. Persons with disabilities	3	2
2. LGBTIQ+	3	2
3. Ethnic and Religious Minorities	3	2
4. Victims of trafficking in persons	3	2
5. Victims of gender-based violence and vulnerable women	3	2
6. Victims of forced labor	3	2
7. Vulnerable children	3	2
8. Displaced people	3	2
<b>Total</b>	<b>24</b>	<b>48</b>

- As a result of the rapid analysis, the selected contractor must identify up to three CSOs with a focus on one vulnerable group listed above, for a total of 24 CSOs.

The selected contractor must select CSOs based on the following criteria:

- *Relevance to Vulnerable Groups:* Evaluate and ensure that CSOs are working towards social protection of vulnerable groups.
- *Organizational Capacity:* Evaluate the organizational capacity of the CSO in terms of staff, resources, and infrastructure to participate in and benefit from research capacity building.
- *Need for Research Capacity Development:* Assess the need for research capacity development, prioritizing organizations with identified gaps in research methodologies, data collection, data analysis, reporting, advocacy, and resources.
- *Commitment to Learning and Development:* Ensure the CSO has a demonstrated interest in improving their research capabilities and a commitment to applying the knowledge and skills gained from the Project.
- *Geographical Coverage:* Recognizing that the majority of CSOs operate in Yerevan, ensure broad representation of CSOs that are located outside of Yerevan and/or provide services to vulnerable groups in other regions.
- *Readiness and Willingness to Collaborate:* Evaluate the CSO's interest in collaborating with other organizations and stakeholders involved in the Project.

## **2. Curriculum Development:**

- Design training modules that cover essential research methodologies, data collection, data analysis, reporting, and advocacy best practices; and that utilize a mix of instructional methods, including not but limited to lectures, hands-on exercises, group discussions, and role-playing.
- Selected contractor will need DI's prior approval on final curriculum development.

## **3. In-Person Training Module Implementation:**

- The selected contractor must facilitate training for up to 48 participants representing the 24 identified CSO from the rapid analysis (See Table 1).
- Plan and organize all logistics to implement in-person training sessions, including but not limited to:
  - i. Ensuring transportation and accommodation needs for selected CSO participants are met.
  - ii. Securing venue place with adequate audio/visual tools to support presentations.
  - iii. Providing meals and refreshments.
- Provide personnel to facilitate training module with participation from identified CSOs.

#### 4. Resource Dissemination:

- Provide resources, guidelines and toolkits on research methodologies, data collection, data analysis, reporting, and advocacy best practices that CSOs can utilize during and beyond participation in training sessions.
- Resources, guidelines, and toolkits should meet the following requirements:
  - i. Must be in Armenian language.
  - ii. Must provide print and digital copies.

#### 5. Final Report:

- Produce at minimum a 15-page report, in Armenian and English, that summarizes the activities conducted by selected contractor.
- The selected contractor must receive DI approval on the report's outline, and final report.

### 4. DELIVERABLES AND TIMELINES

DI anticipates selecting a contractor on or around September 2024. The selected contractor will be engaged over a three-month period, September and November 2024.

#### Deliverables:

##### 1. List of 24 Identified CSOs:

- a. The selected contractor must submit a list of 24 CSOs. The list must include how selection criteria listed in Section 3.1 were met.

##### 2. Curriculum Development:

- a. The selected contractor must submit curriculum (including training modules, and a variety of instructional methods) for DI's approval.

##### 3. Resource Materials:

- a. The selected contractor must submit all print and digital resources, guidelines and toolkits on research methodologies, data collection, data analysis, reporting, and advocacy best practices.

##### 4. In-Person Training Module Implementation:

- a. The selected contractor must submit photographs and participant sign in sheets with date(s) and location(s) listed.

##### 5. Final Report:

- The selected contractor must submit a minimum 15-page report, in Armenian and English, that summarizes the activities conducted in the Project.
- The outline of the final report must be approved by DI prior to submission of report.

**Table 2. Anticipated Timeline**

<b>Milestone</b>	<b>Proposed Deliverables</b>	<b>Estimated Due Date</b>
1	List of 24 identified CSOs	30 calendar days after contracting
2	Curriculum	14 calendar days after submission of Milestone 1
3	Printed and Digital Resource Materials	14 calendar days after submission of Milestone 2
4	Photographs and Participant Sign-In Sheets	14 calendar days after submission of Milestone 3

5	Minimum 15-page Final Report	14 calendar days after submission of Milestone 4
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## 5. PAYMENT TERMS

All payments under this contract will be based on complete and approved submission of each deliverable. Payments will be made within 30 days of submission of an approved deliverable.

## 6. INSTRUCTIONS FOR RESPONDING

Detailed responses should be emailed to [MMkhitarian@democracyinternational.com](mailto:MMkhitarian@democracyinternational.com) no later than **Friday, August 9, 2024, at 16:00 p.m.** All questions shall be submitted at least 5 (five) working days before the deadline. Please address all questions to [MMkhitarian@democracyinternational.com](mailto:MMkhitarian@democracyinternational.com). If the question/answer applies to all applications, PIE will update the original posting. Please check the posting periodically.

**All submissions should include the following information:**

- *Methodology:*
  - a. Proposed approach to:
    - i. Conducting rapid landscape analysis.
    - ii. Engaging CSOs to participate in training sessions.
    - iii. Curriculum development – including a summary of anticipated curriculum.
    - iv. Final report.
- *Past Performance & Comparable Projects:*
  - a. Describe the contractor's experience in conducting landscape analysis and capacity building for CSOs.
  - b. Provide a detailed description of minimally two comparable projects (similar in the scope of services to those requested herein) which is either ongoing or completed within the past three years. Each project description should include:
    - i. The client
    - ii. The duration of project
    - iii. A description of work
    - iv. The results/deliverables of the project
    - v. Two references
- *Key Personnel:*
  - a. Provide Curriculum Vitae of Team Lead(s) who are anticipated to lead the rapid analysis and conduct in-person training sessions.
- *Budget:*
  - a. A detailed budget and budget by deliverable must be submitted in USD.
  - b. The proposed budget should include the following, but is not limited to:
    - i. *Staffing:* Costs for trainers, mentors, and administrative support.
    - ii. *Materials:* Printing of training materials and resources
    - iii. *Logistics:* Venue, travel, and accommodation expenses for workshops and seminars
    - iv. *Technology:* Online platforms and tools for training delivery and resource sharing.
  - c. Please use the budget template and complete both worksheets ("Detailed Budget" and "Budget by Deliverable") linked here: [RFP20240701 Budget Template.xlsx](#)

- d. All contractors **must** procure and maintain Defense Base Act (DBA) insurance for the duration of the contract.
  - i. DI will cover the cost of DBA insurance, therefore **include** this cost in the proposed budget.
  - ii. **How to calculate DBA:** 0.69% of all paid wages of employees and consultants) in Armenia.
    1. **Example:**
      - a. Duration = 3 months
      - b. 4 staff members + 1 consultants paid wages = \$20,000
      - c.  $\$20,000 \times .0069 = \$138$
      - d. DBA Insurance = \$138
- e. The must be valid for minimum six months.

## 7. EVALUATION CRITERIA

An award will be based upon best value (a combination of qualification and price), with submissions evaluated in accordance with the following criteria:

- Proposed Methodology (20%)
- Past Performance and Comparable Projects (25%)
- Qualification and Expertise of Key Staff (25%)
- Price (30%)

## 8. STANDARD CERTIFICATIONS, STANDARD PROVISIONS, AND TERMS AND CONDITIONS

All materials produced under this agreement will become the property of Democracy International, Inc. (DI). Please be advised that entering into an agreement with DI, the Prime Contractor for the USAID PIE activity, will mean that the selected contractor will not possess the copyright or legal title to the products generated in the performance or as a result of this contract.

**INSTRUCTIONS:** DI advises prospective contractors to review the following documents. The certifications and incorporated prime contract clauses are requirements that selected contractor will be subject to (if applicable):

Applicable Standard Certifications and Provisions: [Standard Certifications.docx](#)

Contract terms and conditions: [Contract TEMPLATE.docx](#)