



Democracy International, Inc.
JURIS
Request For Proposal

Date of Issuance: 9/6/2023
Closing Date: 10/31/2023
RFP Number: 4026-001-1

Type of Subcontract: Firm-Fixed Price
Subcontract Duration: Three months

Subject: Social Conflict Research Institutions

Job Summary: Democracy International (DI) is accepting applications from research institutions based in Peru to conduct social conflict analysis in one, several, or all of Peru's departments. The research will support the Office for the Prevention of Social Conflicts and Governance (APCSG) of Peru's Ombudsman's Office to identify and understand the current conflict, its consequences, and possible prevention strategies in each region. The objective of this consultancy is to produce a comprehensive report(s) that helps to contextualize and explain the development of social conflict in the target region(s). These reports will be shared with the Ombudsman's Office and will inform the development of strategies to prevent and respond to future protests and other social unrest.

For each region, the report(s) will detail the following: (1) social, cultural, political, and economic context in the region; (2) current situation of social conflict in the region; (3) evaluation of the response to conflict in the region; (4) forecast of regional social conflict and ways to address it; (5) conclusions; (6) recommendations; (7) annexes; and (8) bibliography. To ensure uniformity in the format of the report(s), successful applicants will receive a more detailed scope of work and report outline developed by the APCSG, as well as other guidance on what is expected from the investigation.

Democracy International may award a single contract covering all target regions or multiple contracts under this RFP to ensure demographic coverage.

Applicant Eligibility:

Research entities may apply. Candidates should be from the region and have an in-depth understanding of the evolving context and existing social dynamics in target geographic zones.

Location and Performance:

Applicants may submit a proposal for any or all of the below regions.

Huancavelica	Amazonas	Huánuco
Ayacucho	San Martín	Lima Provincias
Junín	Pasco	Arequipa
Cajamarca	Moquegua	Lambayeque
La Libertad		

Functions & Responsibilities of the Applicant:

- Conduct **data collection, review, and analysis**. This could include a variety of research methods, including questionnaires, focus groups, key informant interviews, and desk reviews.
- Produce a **draft report** per region. Please note that the report must include a summary of any individuals interviewed as part of the data collection process. Include the name of the interviewee, job title or expertise, date you spoke to them (month, year), their location at the time (city or similar), how many people you spoke to if summarizing multiple discussions and means of interview if not in person (email, telephone, etc.). If individuals prefer anonymity, omit the name, and obtain their approval for a brief description.
- Following feedback from DI and the Ombudsman's Office, provide response to questions and produce an updated **final report**. The report should be of high quality and include a bibliography summarizing the resources consulted. Plagiarism will not be accepted, and any plagiarized material will be returned for revision.

Deliverables:

- Deliverable I - Work plan, methodology, and work timeline.
 - Detailed index, based on the report outline provided by the APCSG at the start of the consultancy, and the research questions.
- Deliverable II - First draft of the report.
 - At least one working meeting with the Ombudsman's Office and/or Regional Offices.
 - At least one working meeting with the APCSG team, plus additional meetings as necessary.
 - At least one Zoom presentation with the APCSG to present initial findings.
- Deliverable III - Final report, incorporating observations and comments from members of the APCSG and DI.
 - At least one presentation in PowerPoint, Genially, or other format on the development of the research, the main findings, conclusions, and recommendations.
 - Presentation of the final report to the APCSG and the corresponding Ombudsman Regional Office via Zoom or in person.

Duration:

Approximately 3 months

Project Funding:

The project fund will be 14,000 soles per region, with an additional maximum of 2,500 soles for travel expenses. The maximum for one region, including travel, will be 16,500 soles (\$4,380 USD). The budget ceiling for all regions is 214,500 soles (\$56,940 USD).

Payment Schedule:

Payment will be processed upon approval of deliverables.

Evaluation Criteria:

The following criteria will be considered:

- Qualifications and experience of the researcher or project team
- Demonstrated understanding of scope of work and suggested technical approach
- Capacity to perform work within schedule and budget
- Financial proposal, justification of costs, and cost effectiveness

- CV and references of researcher or project team

Other Requirements & Consideration:

Desired applicants will have at least three years of research and investigate work related to conflict analysis, social movements, and/or collective action. Applicants who have authored/co-authored publications in articles, magazines, and/or books on the subject matter are preferred.

Selected applicants will be expected to work closely with the Ombudsman’s Office, the APCSG, and regional offices.

The chosen Applicant will be required to obtain a SAM.GOV Unique Entity Identifier (UEI) and or SAM.GOV Registration if applicable.

Proposal Instructions:

Proposals should include both technical and financial aspects. Applicants must provide their work history, background and credentials, and experience conducting conflict analyses or similar work.

Technical Proposal Requirements:

Applicants must develop a work plan detailing their planned approach for each of the target regions, including the tools proposed for data collection (desk review, interviews, focus groups), potential interviewees, and sources of information. Applicants must detail their proposed staffing schedule, including the lead personnel with experience executing similar projects.

Financial Proposal Requirements:

Applicants must include a budget with a ceiling of no more than 16,500 soles (\$4,380 USD) per target province, *including* a maximum of 2,500 soles for travel expenses. Should travel be deemed necessary by the applicant, justification and proposed amounts must be provided. If applying to all provinces, the budget may not exceed 214,500 soles (\$56,940 USD).

Financial proposals should detail cost and deliverable breakdown. The total estimated cost must include amounts in United States Dollars (USD) as the subcontract will be paid in USD. Each major budget line item shall be made explicit (e.g., expected staff cost; travel cost, etc.). The proposed costs for each deliverable in this contract should be broken down in the financial proposal.

In addition, the subcontractor will be required to obtain Defense Base Act (DBA) insurance and general liability insurance (if the subcontractor does not already have such insurance) immediately following the signing of the contract. DBA for subcontractors is calculated as 0.75% of the total salaries and wages for both staff and consultants. This does not include any payment of benefits. DI will pay for the insurances required specifically for the assignment so please include the prices in the financial proposal.

Required Forms:

- DI Vendor Form
- W8/W9
- If applicable Organization/Business Registration

Proposals should be submitted electronically on or before October 31, 2023, 11:59 pm EST to JRS@DemocracyInternational.com. Applications submitted after this date will be considered on a case-by-case basis. The Subject line of the email should read: **“Submission to RFP No.4026-001-1”**

Those that do not meet the eligibility criteria, or are not relevant to the RFP requested shall not be evaluated. If you have any questions regarding this request for proposals, please forward them to JRS@DemocracyInternational.com.

Announcement Disclaimer:

This announcement does not constitute any commitment on the part of USAID nor Democracy International, nor JURIS. Nor does it commit DI or JURIS to pay for costs incurred by the applicant in the submission of this or any application. JURIS reserves the right to reject any or all applications received. JURIS reserves the right to incrementally fund activities over the duration of the program, if necessary, depending on program length, performance against approved program indicators, and availability of funds.

Democracy International, Inc., JURIS nor USAID demands or charge any fees/charges from potential applicants for considering their application at any time prior to award, during the evaluation process, nor have we authorized any individual, agency or firm to do so on our behalf.

In case of the slightest suspicion about the source and credentials of any individual/agency claiming to be our representative, you may immediately report the same to our office or the local police authorities