# REQUEST FOR PROPOSALS: ORGANIZATION TO DELIVER A CIVIL SOCIETY LANDSCAPE ANALYSIS (CSLA), POLITICAL ECONOMY ANALYSIS (PEA), AND/OR GENDER EQUALITY AND SOCIAL INCLUSION (GESI) ANALYSIS

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| **RFP #:** | RFP-EVER-2024-01  20 November 2024  3 December 2024  Firm Fixed Price contract December 2024  [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com) |
| **Issue Date:** |
| **Response Deadline:** |
| **Award Type:** |
| **Expected Award:** |
| **Refer Questions to:** |

## PROJECT BACKGROUND

The Libya EVER activity is a five-year program to support Libya’s democratic transition by enhancing the effectiveness of key Libyan institutions and empowering diverse Libyan actors to foster an inclusive democratic culture. DI is conducting a Civil Society Landscape Analysis (CSLA), Political Economy Analysis (PEA), and Gender Equality and Social Inclusion (GESI) Analysis during the program’s initial Refine and Implementation (R&I) stage to determine how USAID and DI can promote the long-term objectives of EVER: (1) strengthening Libya’s election institutions and government stakeholders to carry out credible electoral and political processes at the local and national levels and (2) empower the diversity of Libya’s citizens and civil society to advance the democratic process in Libya.

1. **PERIOD OF PERFORMANCE:**

Date of Signature to February 28, 2025

## STATEMENT OF WORK OVERVIEW

Democracy International is seeking proposals for the three scopes of work (CSLA, PEA, and GESI) outlined in Attachment A. Organization(s) may submit proposals for **SOME** or **ALL** of the desired scopes. **Note: Full scopes of work, required qualifications, and a budget template, in addition to this RFP, can be downloaded at the top of the listing on DI’s website by clicking the arrow icon in the right corner.**

Scope 1 - CSLA: Identify the civil society sector’s primary gaps, strengths, and weaknesses, emerging needs, and opportunities for supporting civil society to achieve the Activity goals, and make recommendations on strategic interventions where engagement and investment in civil society (especially unions and professional associations) will lead to achievable results at the local and national level, and have the most impact on democratic reforms and the advancement of sustainable, inclusive democratic culture in Libya.

Scope 2 - PEA: Provide a context-sensitive, politically informed analysis of the factors affecting Libya’s election institutions and related government stakeholders’ ability to carry out credible electoral and political processes and how long-term structural factors, formal and informal rules and norms, and current contextual circumstances interact to shape citizen and civil society’s ability to participate in democratic processes and influence change.

Scope 3 - GESI: Understand the gender and social inclusion dynamics in Libya relevant to the project and inform the design, planning, and implementation of gender-sensitive and inclusive development activities throughout the program’s life, including specific interventions that effectively promote inclusivity and address disparities identified.

Methodology and design:

The assessments will include a quantitative survey, including representative sampling when feasible, and a qualitative component. The firm will develop the measurement tools for these three assessments and solicit feedback from DI prior to finalizing the tools for data collection. The methodology will include meetings with a range of stakeholders.

The assessment methodology should be gender sensitive to reveal specific, substantive gender issues and to allow analysis of these issues in context. To accomplish this, the finalized methodology should account for participants’ perspective, needs, and identities, and adjust data collection methods and location accordingly to address these considerations and maximize inclusivity.

The data should be disaggregated by location, group membership, age group, and sex. For quantitative data, the data should also be disaggregated by sampling method (random/non-random). Data Collection Methods:

* 1. **Required:** Quantitative survey capturing a representative sample of each population of interest. Include proposed sample frame and sampling plan.
  2. **Required:** Qualitative component comprised of participants from target populations and addressing any assessment objectives or guiding questions that cannot be adequately explored in the quantitative survey.
  3. **At Applicant’s Discretion:** Beyond the required methodological considerations above, the methodology should be flexible and may be adjusted as needed to ensure ethical, lawful, and effective engagement with different populations (e.g., children vs. adult participants). Qualitative methodology may include, but is not limited to, structured individual interviews and focus group discussions with social protection service users (e.g., persons who access shelters, elderly people who receive home care). The applicant company is free to suggest/mention any methodology applicable for this assessment.

DI will not provide enumerators or logisticians to assist with primary data collection. The company or groups of individuals is required to adhere to DI’s Data Protection and Privacy policies.

## INSTRUCTIONS FOR RESPONDING

Applicants are encouraged to submit bids for either one, two, or three of the scopes of work in this RFP. Applicants must submit proposals to [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com) by **December 3, 2024**. Proposals must include:

* + No more than a five-page methodology on the suggested technical and operational approach for completing the requested scope(s).
  + Deliverables-based pricing in addition to a detailed budget proposal using the Excel template found in Attachment B.
  + Past performances for similar products, including summaries of products delivered to clients, the year that it was delivered, and client contact information (three desired).
  + CV(s) of individuals or key personnel proposed with the bid.

## EVALUATION CRITERIA

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

* + Quality of technical approach (50%): Approach is clearly defined and there is a plan for addressing each component of the scope(s) of work that is technically sound and operationally feasible.
  + Organizational capacity and experience (15%): Demonstrated ability of organizational capacity to carry out these types of assessments in Libya or similar operating contexts.
  + CVs (15%): Level of pertinent technical and operational experience of proposed key personnel/individuals, based on the detailed qualifications listed in Attachment A.
  + Pricing and cost breakdown (20%)

**Note: DI may elect to evaluate each scope within a bid or the entire bid depending on the proposals received.**

## STANDARD CERTIFICATIONS AND PROVISIONS

Applicable Standard Certifications and Provisions: [Standard Certifications.docx](https://www.usaid.gov/sites/default/files/2022-12/303mav.pdf)

## PAYMENT TERMS

All payments under the contract(s) issued will be based on the complete and approved submission of each deliverable. Payments will be made within 30 days of submission of an approved deliverable.