

REQUEST FOR PROPOSAL

The National Democratic Institute (NDI or the Institute) requests proposals for services to develop disability-inclusive monitoring and evaluation (M&E) materials, including a disability-inclusive M&E manual. Interested applicants should request a prospectus from Marzia Faraz at mfaraz@ndi.org for a full proposal to be submitted by January 31, 2018.

Background

Expanding inclusion of traditionally marginalized populations is a cross-cutting NDI objective. NDI programs across the globe support people with disabilities to participate politically as full members of society with the same rights, responsibilities, and respect afforded to all citizens. NDI designs and implements projects that explicitly focus on the political inclusion of people with disabilities, as well as initiatives that mainstream disability considerations into broad-based initiatives to ensure equal participation of all citizens in civic life.

NDI seeks the service of a consultant for the period of (February 2018- September 2018) with various work products expected.

Proposal Requirements

After reviewing the prospectus, interested applicants should send the following items:

- Resume/CV and a cover letter outlining their experience and expected timeline for work;
- A writing sample that indicates their experience in monitoring and evaluating disability-inclusive programs;
- Proposed approaches for delivering on the results of the disability-inclusive initiative; and
- Proposed pricing to mfaraz@ndi.org by January 31.

Place of Performance

With the Monitoring, Evaluation and Learning (MEL) team at the NDI office in Washington, D.C. The Consultant can also work remotely.

Period of Performance

NDI anticipates the consultancy to take place between February 15, 2018 and September 30, 2018.

If vendor proposes to bill NDI for any out-of-pocket expenses, that should be noted in the cover letter/pricing. All products prepared for this project would be considered property of NDI.

NDI will evaluate proposals based on vendor's ability to meet description of product needed, experience and price. NDI reserves the right to reject any and all proposals. NDI reserves the right to consider proposals for modification at any time before a contract is awarded. NDI shall

not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to the RFP.

Vendors must provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, applicant should disclose if a member of their Board is also a member of NDI's Board currently or in the past. The vendor also certifies that the prices offered were arrived at independently and without 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 proposal.

Proposals are expected to be binding for a period of one hundred and twenty (120) days from the published response date.

ABOUT NDI

NDI is a nonpartisan, nongovernmental organization that responds to the worldwide quest for popular civic participation, open and competitive political systems, and representative and accountable government. Since its founding in 1983, NDI and its local partners have worked to establish and strengthen democratic institutions and practices by building political and civic organizations, safeguarding elections and promoting citizen participation, openness and accountability in government. You can learn more about the Institute at our website, www.ndi.org.

Disclaimer:

This is for distribution to individual applicants and not for organizations.