

LETTER OF INVITATION TO TENDER
**“Call for research organisation for regional research into the problem
of radicalisation leading to violent extremism in Central Asia”**

Date of issue: 6 December 2019
Deadline for submission of Tender: 20 December 2019
RFQ/RFP/Tender Reference: 4180-1-002

I. Summary:

Description: This call designed to identify possible research organizations or a consortium of organizations to conduct a regional research into the problem of radicalization leading to violent extremism in Central Asia.

Date of invitation: 6 December 2019

Submission Deadline: 27 December 2019, 18:00, Bishkek/GMT+6

Internews Europe is seeking a vendor to conduct a regional research into the problem of radicalization leading to violent extremism in Central Asia.

The successful respondent will:

1. Conduct a regional study in five Central Asian countries.
2. Develop recommendations to media professionals, state authorities, civic activists, religious leaders and active citizens on how to develop communication strategies online and offline to prevent radicalisation leading to violent extremism in their communities through the development of positive narratives and in line with international policies.
3. Develop one compiled analytical report, covering all research findings of Central Asian countries (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan).
4. Develop five analytical reports (one per target country) along with the recommendations will be produced and disseminated among key stakeholder groups.

This activity is executed as part of a larger project “Strengthening Resilience to Radicalisation and Disinformation in Central Asia through Independent Media” funded by the European Union and implemented by Internews.

Internews invites tenders to be submitted via email at Central-Asia-Info@internews.eu

All questions regarding this Tender should be directed via email at Central-Asia-Info@internews.eu by 13 December 2019, 18:00 Bishkek/GMT+6.

II. Instructions to Respondents:

Tenders must be submitted by email. Size of the package submitted may not exceed 5 MB. The subject line must include the words “**response to Tender 4180-1-002**”. The documents constituting the Tender must be included as attachments. The email must make a reference of the documents attached as parts of the Tender. If more than one message is required to transmit Tender documents, each message must be identified as part of a multi-part submission. (E.g. “message 1 of 3”)

Tender must clearly identify all services/goods proposed, price per unit for each service/good, number of units, and payment terms for all payments (including taxes and/or discounts that should be clearly identified in the calculation of price). The quantities / scope of work indicated for each part will be indivisible. Tender that do not include the whole quantity for each part, will not be taken into consideration.

Any portion of the Tender containing confidential or proprietary information should be clearly marked so within the Tender.

All Tenders submitted will be acknowledged within 3 days. The respondents are responsible for ensuring and confirming that the emails comprising their Tenders are received by the Internews representatives.

Respondents shall submit their Tender in EUR. The contract will be concluded in EUR and the payment for goods supplied or services rendered to Internews will be made in EUR in several tranches as per deliverables. Internews will not compensate any foreign exchange losses.

III. Activity objective:

To conduct a research which will explore the meanings, ideas, and attitudes generated and communicated offline and online by violent groups within local communities of the Central Asian region.

IV. Scope of Work and/or services to be purchased

The successful respondent will develop the research, which includes:

1. Desk study:

Analysis of available researches in this area published during the last 15 months. Researches conducted by international and non-profit organizations, governmental and independent structures of the CA countries. Analysis of government programs and concepts in the field of preventing radicalization leading to violence in five countries of Central Asia.

2. Content analysis of narratives

- Analysis of narratives that have been disseminated by extremist groups in the past 12 months in all target countries (except for Turkmenistan).
- Analysis of the features of the hate speeches, grievances and values of the banned organizations attracted by the youth of the countries of Central Asia;
- Analysis of fakes, disinformation disseminated by the banned organizations.

3. Field study

Development of a questionnaire in Central Asian languages (Kyrgyz, Uzbek, Tajik, Kazakh, Russian). Regional representation for each country (Kazakhstan, Kyrgyzstan, Tajikistan and Uzbekistan) is minimum for each country - 1,000 respondents, considering gender balance, selection of regions (oblasts) from each country including justification why the specified region (oblast) of each country was selected?

The questionnaire should include the following areas:

1. What views, concepts, ideas, values, content distributed by banned extremist organizations on the Internet and why they are attractive for young people in Central Asia;
2. What social groups and youth communities are targeted for banned extremist organizations on the Internet.
3. What communication channels in the countries of Central Asia (social networks, messengers) become a place for polemic and discussions, calls of banned radical groups;
4. What alternative narratives distributed through online and offline contribute to the prevention of radicalization in Central Asian countries.

The findings and recommendations will be shared with media professionals, state authorities, civic activists, religious leaders and citizens, through public presentations in target countries.

4. Communication strategies to respond to radical messaging on traditional media, social networks, as well as offline and community activities of banned groups and organizations that can be used by media professionals, state authorities, civic activists, religious leaders and active citizens. Changes and adjustments to narratives in the media and media space. Recommendations for media workers, government officials, civic activists, religious leaders, and active citizens on how to develop communication strategies online and offline to prevent radicalization leading to violent extremism in their communities through the development of positive stories and in line with international politics.

2.2. Expected outcomes

1. Regional study conducted in five countries.
2. Recommendations to media professionals, state authorities, civic activists, religious leaders and active citizens on how to develop communication strategies online and offline to prevent radicalisation leading to violent extremism in their communities through the development of positive narratives and in line with international policies.
3. One compiled analytical report, covering all research findings of Central Asian countries (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan).
4. Five analytical reports (one per target country) along with the recommendations will be produced and disseminated among key stakeholder groups.

Important! Research and other related reports should be provided and agreed in Russian, final versions of researches and all annexes should be submitted in English.

V. Timeline:

Internews anticipates signing a contract (or contracts) with the winning respondent(s), **by 1 February 2020**. The delivery of services is planned for **February-September 2020**.

In order to accommodate the transitory nature of Internews' grant funding, all contracts will include a clause providing for early termination upon 30-days' notice to the vendor. Tender must offer pricing and terms consistent with this condition.

VI. Submittal Requirements:

Respondent(s) must meet the following minimal requirements:

- Include a signature page which bears the signature, title and full contact information of the authorized representative of the respondent, including email address and phone number.
- Respondent(s) must include a pro-forma contract stating all terms and conditions required by the respondent and incorporating the termination clause described in article V above.
- Respondent(s) must include a written declaration that their Tender is valid for 45 calendar days from the deadline for submission.
- State respondent's qualifications and experience for providing the goods and/or services as described in this Tender. Include three references and contact information for whom the respondent provided similar services.
- Respondent(s) must include a summary list and CVs of key experts who will be involved in the provision of services described in the Tender. Internews encourages all bidders to include capacity statement.
- Respondent(s) must include copies of company's registration documents to confirm that they are duly registered and comply with the necessary legal requirements to supply goods / provide services as described in section IV above. If applicable, a copy of the required licenses must be provided to Internews.
- It is required that Respondent(s) submit(s) the signed Declaration of Supplier and Code of Conduct (forms provided in the attachment to this Letter of Invitation), signed by an authorised representative.
- Respondent(s) may include additional documentation relevant to tender's requirements to support their Tender. Internews will endeavor to evaluate eligibility of these documents as per Tender requirements.

Provide estimated budget for executing services listed in section IV above. **The maximum amount should not exceed EUR 160 000.**

VII. Scoring Methodology

IEU Evaluation Committee will apply the following Scoring Methodology:

0 – Complete failure to understand and address the Technical Specifications / Terms of Reference, no response of bidder is given or acceptable. Not eligible for consideration.

1 – Insufficient understanding of the Technical Specifications / Terms of Reference, poor tailoring of the tender, if any, major weaknesses or gaps in the information provided. There are major doubts that the bidder will be able to deliver according to set requirements and expectations.

2 – Very low level of detail in the proposal, the information is presented in bullet points with no detail how these will be addressed. Weak or inappropriate information that hardly relates to the bullet points. No evidence of interest to tailor the proposal to the requirements. There is no confidence that the bidder will be able to deliver according to set requirements and expectations.

3 – The bidder understands most of the issues related to delivery of the Technical Specifications / Terms of Reference. However, the proposal still lacks details or tailoring, more information and details could be provided regarding how exactly the requirements will be met. There are often general or generic statements in providing the details. There is some confidence that the bidder is able to deliver according to set requirements and expectations.

4 – The bidder demonstrates a good understanding of Technical Specifications / Terms of Reference. The proposal addresses all or the majority of solutions with good level of detailisation and tailoring. Each or the majority of statements are supported by evidence to show what will be provided and how the desirable outcome will be achieved. There is a good level of confidence that the bidder is able to deliver according to set requirements and expectations.

5 – The bidder shows a deep understanding of the Technical Specifications / Terms of Reference and even able to present innovative ideas (if applicable). The proposal has a high level of detail and tailoring, supported by relevant evidences. There is a very high level of confidence that the bidder is able to deliver according to set requirements and expectations.

VIII. Evaluation Criteria

IEU Evaluation Committee will apply the following Evaluation Criteria:

1. Business proposal and pro-forma contract
 - 1.1 Time and schedule for delivery
 - 1.2 Key experts
 - 1.3 After sale service / support
 - 1.4 References
 - 1.5 Terms and conditions of pro-forma contract



1.6 Other specific criteria relevant to this Tender

2. Qualifications and experience

2.1 Professional qualification / legal compliance

- How the evidence demonstrates professional qualification required for delivering outcomes relevant to the Technical Specifications / Terms of Reference?
- How the evidence demonstrates that the bidder has all relevant legal registration documentation to be able to provide outcomes relevant to the Technical Specifications / Terms of Reference?

2.2 Experience/ knowledge requirement

- How clearly has the bidder demonstrated a wide breadth of experience and expertise in delivering outcomes relevant to the Technical Specifications / Terms of Reference?
- How the evidence demonstrates experience of delivering previous projects to a similar level of value and scale?

3. Proposed cost of services

3.1 Competitiveness of fee rates

- How the evidence demonstrates that the fee rates are market competitive and show Value for Money?
- Have the bidder included the fee structure, including taxes, discounts and profit margin (how transparent the pricing is)?

3.2 Financial risk and contingency costs, if applicable

- How have been the financial risk addressed in the proposal (have the bidder identified any risks related to the successful delivery of the Technical Specifications/ Terms of Reference? If yes, what is the financial equivalent of this risk?)

3.3 Economies of scale, if applicable

- If there is any economies of scale* possible due to involvement of other suppliers / service providers in the project, have they been calculated and included in the proposal?
*Economies of scale can be realised through sharing of resources, bulk buying, financial economies etc.

Proposal evaluation overall weighting:

Business proposal and pro-forma contract	weighted: 40%
Qualifications and experience	weighted: 30%
Proposed cost of services	weighted: 30%

Awards shall be made to the respondent whose proposal is responsive to the solicitation and is most advantageous to the project, price, quality and other factors considered.

IX. Award Notification and Responses

Successful respondent(s) will be notified **by 17 January 2020**.

The successful respondent(s) must confirm the proposal and acceptance of the award within 5 working days of award notification or the award will be withdrawn due to non-responsive respondent and offered to the next most qualified respondent.

Once award(s) is (are) finalized, unsuccessful applicants will be notified that an award has been made.

Award of the proposal is not to be construed as a contract or purchase order. Once the proposal is confirmed, a final contract will be negotiated and signed with the successful respondent.

End of invitation to tender