



Global Expertise. Local Solutions.  
Sustainable Democracy.

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**Date: April 24, 2018**

**Ref.: RFQ 24-04-2018**

**Subject: Data Analyst for a pilot project on Prevention of violence against women in elections through online resources (further VAWIE-Online).**

The International Foundation for Electoral Systems (IFES Ukraine) invites specialized individuals or organizations to submit a proposal for participation in an open competition with submission of quotation and qualification of services for IFES Ukraine. IFES reserves the right to reject any or all the submitted proposals due to incompliance with the requirements; to add new, contract or modify official submission requirements without any liabilities or complaints. This invitation does not obligate IFES to conclude any agreements or pay for any costs incurred by participants in connection with the preparation and submission.

#### GENERAL INFORMATION

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

#### SERVICE REQUIREMENTS

IFES Ukraine is launching a pilot project on Prevention of Violence Against Women In Elections through online resources (further VAWIE-Online). With the purpose to understand how prejudice or violence against women online can affect women and men's political participation in Ukraine, IFES requires a quality sentiment analysis of online legal, regulatory and media resources. For these services IFES is seeking a **Data Analyst** for a three-month service contract.

**The Data Analyst is expected to provide the following services (Scope of work):**

- To get familiar with the Crimson Hexagon software as a tool for conducting Quality Sentiment Analysis, and with the Guidelines, provided by IFES.
- To develop an Action Plan of the VAWIE-Online Quality Sentiment Analysis using the Crimson Hexagon software as a tool.
- To elaborate the List of key words and phrases, which can be used to identify gender-based obstacles, harassment, violence, cyber-bullying in political and electoral context approved by IFES.
- To elaborate Guidance on building effective filters and monitors with IFES-approved key words and phrases, used for preventing gender-based bias.
- To create filters and monitors using IFES-approved key words and phrases in Crimson Hexagon software.
- To conduct Quality Sentiment Analysis and cross-analyses of different online platforms (minimum 8 complex online resources, like Facebook, Instagram, Twitter, etc.) and submit it to IFES.
- To prepare interactive presentations and visualization of the analytical findings in coordination with IFES.
- To organize and moderate three work meetings for IFES and other stakeholders and to present Action Plan, preliminary and final analytical results with visualization in comprehensive visual formats.
- To prepare the final report (approximately 15 pages with visualization) for submission to IFES.

## DELIVERABLES

### Part 1 – June 15, 2018

- Action plan for quality analysis according to the Crimson Hexagon software as a tool for conducting the VAWIE-Online Sentiment Analysis.
- Developed List of key words and phrases, which can be used to identify gender-based obstacles, harassment, violence, cyber-bullying in political and electoral context.
- Created filters and monitors using IFES-approved key words and phrases in Crimson Hexagon software.
- Developed guidance on filters and monitors using key words and phrases in Crimson Hexagon software tool (approved by IFES), which can be used to identify gender-based obstacles, harassment, violence, cyber-bullying in political and electoral context (in Ukrainian and English).
- First workshop with IFES and stakeholders to present results of Part 1.

### Part 2 – July 20, 2018

- Production of cross-analyses, adaptation of the data findings to the stakeholders' perceptions, identification of implications and recommendations on other useful analyses.
- Presentation (power-point slide show) of the preliminary analysis findings on the collected data disaggregated by gender, age, and location, adapted to the stakeholders' perceptions (in Ukrainian and English).
- Second workshop with IFES and stakeholders to present results of Part 2.

### Part 3 – August 24, 2018

- Presentation (power-point slide show) of the final analysis findings on the collected data disaggregated by gender, age, and location, adapted to the stakeholders' perceptions (in Ukrainian and English)
- Visualization of the VAWIE-Online Quality Sentiment Analysis findings (comprehensive visual formats, i.e. infographics, power point slides etc.; in Ukrainian and English).
- Final report on the VAWIE-Online Quality Sentiment Analysis (in Ukrainian and English).
- Third workshop with the IFES and stakeholders to present results of Part 3.

## REQUIREMENTS FOR PARTICIPANTS

- Demonstrated experience in providing similar services;
- Highly qualified staff/specialists

## SUBMISSION REQUIREMENTS

The candidates eligible to apply can be either individuals or organizations from Ukraine.

The candidates should submit their proposals with the following information:

1. Full name (for individuals) and official name/title (for organizations)
2. Full contact information for the further communication
3. Education and general experiences:
  - For individual applicants – CV.
  - For organizations – list of key specialists with their CVs.
4. Description of related experiences in producing quality analysis, data collection, validation, presentations, visualizations, reporting (essay maximum 150 words and 3 examples of these works with links to originals).
5. Knowledge of gender equality issues, gender-based violence in societal, political and electoral context (essay maximum 150 words).
6. Confirmation of presentation skills (only shortlisted candidates can be asked to provide examples of presentations).
7. Registered status (for both, individuals and organizations) with confirmation of the official status.
8. Detailed statement of expected cost for the services (total amount split by the payment for each type of services included in the Scope of work). The proposed price offer should contain detailed cost in Ukrainian Hryvnia (UAH), with all applicable taxes/charges clearly identified, provided against each of the categories of services.

All submissions shall be in English language.

## CRITERIA FOR SELECTION

IFES conducts the evaluation of proposals according to the following criteria:

- 1. Previous experience** 30%  
Evaluation will be based on information about previously completed projects along with the customers' recommendations and/or contact information to receive recommendations;
- 2. Budget proposal** 30%  
Evaluated per specific service and the whole project basing on cost effectiveness of the financial quotations compared against the services being offered
- 3. Quality of Samples** 30%  
Evaluation will be based on quality of samples
- 4. Proposal content (details, compliance with IFES requirements)** 10%  
Evaluation will be based on sufficiency of submitted details and compliance with requirements, mentioned in RFQ

### Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

## SCHEDULE OF EVENTS

Release / Invitation mailout	April 24, 2018
Questions Due	May 8, 2018
Answers from IFES members	May 10, 2018
The deadline for submitting proposals	May 12, 2018, 18:00, Kyiv time

**The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be sent to Mr. Maksym Palamarchuk [mpalamarchuk@ifes.org](mailto:mpalamarchuk@ifes.org) with copy to Ms. Kateryna Makhova [kmakhova@ifesukraine.org](mailto:kmakhova@ifesukraine.org), with "Application for Data Analyst" in the subject line.**

## GENERAL TERMS AND CONDITIONS

- IFES will only consider responsive Responses from responsible contractors for award.
- Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
- Prices quoted must be valid for 90 days minimum.
- Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
- All procurement will be subject to IFES contractual obligations and contingent on the availability of donor funding.
- IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability before signing the contract.
- IFES reserves the right to accept all or part of the quotation when awarding the contract.
- All information provided by IFES in this RFP is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
- IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.

10. The RFP does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

**11. Offers sent to any other address than that indicated above or not in compliance with IFES' requirements may be disqualified. Offers submitted after the specified closing date shall be rejected.**

**IFES has zero tolerance for fraud. Fraud - means any act or omission for the purpose of misleading to obtain undue advantage or avoid implementation of previously assumed commitments. In case you suspect of any fraudulent activities related to the project IFES, including the execution and performance of contracts or any activity, please inform on hotline fraud prevention IFES [compliance@ifes.org](mailto:compliance@ifes.org) or call +1 202-350-6791.**

**End of RFQ**