REQUEST FOR PROPOSALS

Issue Date: May 22nd, 2023
Proposal Due Date: June 30th, 2023
Anticipated Award Date: July 15th, 2023

To Whom It May Concern:
IREX (International Research & Exchanges Board) is seeking quotes from qualified individuals to draft a media assessment analysis in the Dominican Republic.
The anticipated award will be a cost reimbursable/fixed price contract. IREX reserves the right to withdrawal this request for proposal at any time up to award the contract.

Proposal Requirements
Individuals interested in providing this service must submit a proposal, including a breakdown of costs, which demonstrates the individual’s capacity to:
Lead and produce in English a media analysis assessment in the Dominican Republic to better understand the information ecosystem (including how the political context, market and economic challenges facing media, and regulation/legislation contribute or hinder independent media) and strategies to navigate this civic space.

Duties and Responsibilities
IREX expects that media assessment will take up to 60 days total, with many partial days spread across the consulting period of approximately 3 months or less. This consultancy involves:

- A media analysis, structured in line with USAID/DRG’s Media for Democracy Assessment Toolkit, and complementing the findings of IREX’s Vibrant Information Barometer (VIBE) report on the Dominican Republic, the Project Baseline (developed through an Applied Political Economy Analysis, APEA), among others. IREX will provide this documentation.
- In coordination with IREX Project Director, leads and drafts the assessment of the Dominican media environment.
- Leads the development of a media partner landscape analysis to map media actors, including media capacities by partnering with local stakeholders and main strengthening needs.
- Analyze external factors which contribute or hinder independent media in Dominican Republic (e.g., political context, market and economic challenges, regulation or legislation, etc.).
- Collects, synthesizes, and curates emerging evidence, lessons learned, and insights from resilience activities in Media and those of like-minded organizations.
- Providing other information for the study including relevant photos and data and providing overall recommendations for improving the country’s media sector and/or engagement within the information sphere; and
- Other duties as assigned.

Proposals must be accompanied by a budget in sufficient detail to determine the price elements, a work plan, a resume of the consultant and a list of three similar projects, with contact information for the clients.

**Skills and Experience**
- Understanding and knowledge of the Dominican operating environment and context
- Extensive in-country contacts with all levels of media, information, and civil society professionals
- Professional level fluency in written and spoken in Spanish and English, required
- Previous experience conducting analyses and studies of the media or civil society sectors
- Professional level familiarity with Microsoft Word and Excel
- Skills and techniques to conduct relevant desk research

**Proposal Submission**
If you are interested in furnishing this service, please e-mail a proposal to contact.csmstand@irex.org If you decide to submit a proposal, it must be received no later than 5:00 p.m. Eastern Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX’s sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

**Proposal Evaluation**
The criteria are listed in descending order starting with the most important factors to be evaluated.
- Overall Price Competitiveness (30%)
- Sufficiency of methodology outlined (25%)
- Qualifications of the consultant (25%)
- Individual capacity (10%)
- Past references (10%)
Evaluation and ranking of proposals will be done by IREX in Washington, DC. IREX may at its discretion ask for additional information or perform site visits.

**Renewal**
IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the winning vendor for a period of up to one year without issuing a new RFP.

**Contact Information**
Mario Narvaez  
Project Director, Information and Media Practice  
IREX  
1275 K Street, NW, Suite 600  
Washington, D.C. 20037