



## REQUEST FOR PROPOSALS

Issue Date: December 8, 2022  
Proposal Due Date: **EXTENDED from March 15<sup>th</sup> TO March 31<sup>st</sup>, 2023**  
Anticipated Award Date: **EXTENDED from April 1<sup>st</sup> TO April 10<sup>th</sup> , 2023**

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking quotes from qualified organizations to moderate and author Vibrant Information Barometer Panel(s) for its Nepal study/ies.

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

Organizations interested in providing this service must submit a proposal, including a breakdown of costs, which demonstrates the organizations' capacity to:

Lead the adaptation of the **Vibrant Information Barometer (VIBE)** in Nepal at the national (country-wide) and regional levels (Province 2: Madhesh and Province 5: Lumbini).

The VIBE Study is an annual index to track how information is produced, spread, consumed, and used. It is based on four principles of information vibrancy:

1. **Information Quality:** How information is produced by both professional and nonprofessional producers. This includes content quality, content diversity, and economic resources.
2. **Multiple Channels—How Information Flows:** How information is transmitted or spread by both formal and informal information channels. This includes the legal framework for free speech, protection of journalists, and access to diverse channels and types of information.
3. **Information Consumption and Engagement:** How information is consumed by users. This includes looking at freedom of expression, media and information literacy, digital privacy and security, the relevance of information to consumers, and public trust in media and information.
4. **Transformative Action—How Information Drives Behavior:** How information is used and put into action. This includes how governments, corporations, and civil society

use information to inform decisions and actions; whether information is spread across ideological lines; and whether individuals or groups feel empowered to use information to enact change.

### **Duties and Responsibilities**

IREX expects that each study will take up to 40 days total, with many partial days spread across the consulting period of approximately 5 months or less. Implementing VIBE involves:

- Training in VIBE methodology and processes;
- Selecting 12 to 15 panelists from the media and civil society sector including but not limited to: editors, journalists, media managers or owners, bloggers, advertising and marketing specialists, pollsters, lawyers, professors or teachers, or human rights observers;
- Coordinating and conducting a panel discussion or interviews with all panelists, and providing them with IREX materials for scoring and narrative inputs;
- Collecting and compiling panelists' scores;
- Preparing a 10 to 20-page written report of the panel discussion and questionnaire responses. Consultant will be required to answer multiple rounds of questions from editors;
- 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, resumes of key staff that will be assigned the project, a detailed description of the method used to perform the tasks outlined, and a list of five similar projects, with contact information for the clients. **If you do not have a budget template of your own, please use Annex 1 – Budget (below) as a guide.**

### **Skills and Experience**

- Understanding and knowledge of Nepal 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 Nepali and English, required
- Previous experience conducting analyses and studies of the media or civil society sectors
- Ability to convene participants and hold interviews virtually

- Familiarity with use of secure communications protocols
- 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](mailto: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%)
- Flexibility & Customer Service (15%)
- Sufficiency of methodology outlined (20%)
- Creativity in approach (10%)
- Qualifications of key personnel (10%)
- Organizational capacity (10%)
- Past references (5%)

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 five years without issuing a new RFP.

### **Contact Information**

Michelle Adames-Sucameli  
Project Director, Information and Media Practice  
IREX  
1275 K Street, NW, Suite 600  
Washington, D.C. 20037

RFA VIBE Nepal Study

**CSM STAND**

ANNEX 1 - Budget

**Name of Project**

**Name of Applying Organization**

**Period of Excecutio:** (*xx months*)

**Date:** (DD/MM/YYYY)

Item	Description	Unit of Meausre	Quantity	Cost in USD	Cost in Local Currency	Total cost in USD	Budget Notes
<b>I-A</b>	<b>Salaries of Personnel</b>						
1A.1				\$0.00	\$0.00	\$0.00	
1A-2				\$0.00	\$0.00	\$0.00	
	<i>Sub-total Salaries</i>			<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	
<b>II.</b>	<b>Fees/Consultancies</b>						
2.1				\$0.00	\$0.00	\$0.00	
2.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Fees/Consultancies</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>III.</b>	<b>Travel / M&amp;IE</b>						
3.1				\$0.00	\$0.00	\$0.00	
3.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Travel/M&amp;IE</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>IV.</b>	<b>Office Supplies/ Materials</b>						
4.1				\$0.00	\$0.00	\$0.00	

4.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Suministros/Materiales de Oficina</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>V.</b>	<b>Furniture and Equipment (Unit cost equal to or greater than \$5,000.00)</b>						
5.1				\$0.00	\$0.00	\$0.00	
5.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Furniture and Equipment</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>VI.</b>	<b>Activities</b>						
6.1				\$0.00	\$0.00	\$0.00	
6.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Activities</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>VII.</b>	<b>Other Direct Costs</b>						
7.1				\$0.00	\$0.00	\$0.00	
7.2				\$0.00	\$0.00	\$0.00	
	<b>Sub-total Other Direct Costs</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Budget Total</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	