

Request for Proposals



NATIONAL
DEMOCRATIC
INSTITUTE
FOR INTERNATIONAL AFFAIRS

Consultant for Analysis of Long-Term Research Data Trends

Issued: November 18, 2024
Responses Due: December 6 by 5:00 pm ET

Vendors may email questions and responses to the following contact:

Contact information
Samantha Nibali
snibali@ndi.org

National Democratic Institute
455 Massachusetts Ave, NW, 8th Floor
Washington, DC 20001

I. About NDI

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades. NDI receives grants and cooperative agreements to pursue its mission from U.S. Federal agencies, including the U.S. Agency for International Development (USAID) and the Department of State (DOS), as well as grants and service contracts from private and international donors such as the United Nations Development Fund, the U.K. Department for International Development (DFID) and the World Bank, among others.

Since its founding in 1983, NDI and its local partners have worked to establish and strengthen political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. NDI works on five continents with political parties, governments, parliaments and civic groups to establish and strengthen democratic institutions and practices. The Institute uses a multinational approach that reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. That philosophy has been applied in more than 132 countries since NDI's founding. NDI has been a pioneer in the use of technology as an integral component of democratic development. The Institute has helped citizens create and refine tools to advocate, organize and mobilize in ways that encourage governments to be more accountable and create opportunities for citizen-led social and political change.

II. Introduction

The NDI Ukraine research team annually conducts two waves of a major political survey, as well as various thematic surveys, which are presented to donors, a wide range of international and government partners, political parties, and civil society. NDI desires to engage a consultant (individual or firm) to support the team in analyzing long term data trends and presenting relevant research products to high-level stakeholders in Kyiv.

III. Scope of Work

- Review all NDI Ukraine quantitative research projects since 2015;
- Develop an executive report and accompanying presentation of major trends and analysis based on last ten years of research products;
- Consult on future questionnaire design, data visualization, and presentation strategy.
- Assist with presentation of research findings and longitudinal analysis to high-level audiences in Kyiv, Ukraine.

- Travel to Ukraine will be required.

IV. Criteria for Vendor Selection

Vendors who meet the following criteria will be given preference:

- Required criteria:
 - Minimum 8 years of sociological research experience
 - Portfolio with professional work and project samples
 - Knowledge of Ukrainian social and political trends
 - Familiarity with the best practices of visualization of the sociological data
 - Ability and willingness to travel to Kyiv for in-person presentations of results
 - Experience presenting sociological research to high-level audiences
 - Experience summarizing and articulating research findings based on complex and diverse types of analysis (correlation, factor, cluster)
- Desired criteria:
 - Experience analyzing and summarizing data trends within varying periods (1 year, 5 years, 10 years)

V. Proposal Guidelines and Submission Process

Proposals should include the following information:

- Proposal and/or Curriculum Vitae
- Client list, particularly any international, political or non-profit organizations
- Detailed budget containing all costs. Proposals may be priced by day, or by the hour. Different rates may be given for different services and/or different team roles.
- A portfolio of relevant past work (e.g. research presentations, sociological overviews of relevant trends, political analysis).
- If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. NDI will not refuse a proposal based upon the use of subcontractors, however, NDI retains the right to refuse the subcontractors selected by a vendor.

All final proposals should be submitted via email to contact information (same as above) at the National Democratic Institute by **5:00 pm ET on December 6, 2024**.

Early submissions are welcome and appreciated. NDI will evaluate bids based on the vendor's experience, costs and ability to satisfy the proposed tool requirements. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all bids. NDI also reserves the right to consider bids for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation,

transmittal or presentation of any materials submitted in response to this RFP, but reserves the right to request further information before making an award. Please note that selected vendor(s) would be expected to use NDI's standard contract template, a copy of which is available upon request.