



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**ANNUAL PROGRAM STATEMENT (APS)
For Voter Education Projects in Sri Lanka**

APS-24-021

June 27, 2024

1. Annual Program Statement (APS)

1.1. Purpose

In Sri Lanka, IFES is implementing the Elections and Political Processes (EPP) program funded by the U.S. Agency for International Development (USAID). Under EPP, IFES works with the Election Commission of Sri Lanka, civil society groups, and other electoral stakeholders to advance democratic, participatory and inclusive elections and political processes in Sri Lanka.

The purpose of this Annual Program Statement (APS) is to invite civil society organization(s) to submit applications to conduct voter education projects in Sri Lanka. The APS provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing multiple awards under this APS.

Depending on the nature of the activities and the capacity of the recipient(s), IFES may issue subawards via two different mechanisms: fixed-amount awards or cost-reimbursable awards. Under fixed-amount awards, payments are made according to milestones or deliverables. Under cost-reimbursable awards, organizations are reimbursed for their expenses according to financial reports, although advance payments are allowed under certain conditions.

1.2. APS Schedule

IFES will accept concept papers on a regular basis over the course of 12 months but will review them during the tentative timelines provided below:

1st Round of Concept Notes Due:	July 12, 2024, by 17:00 Colombo (IST)
2nd Round of Concept Notes Due:	December 13, 2024, by 17:00 Colombo (IST)
3rd Round of Concept Note Due:	May 16, 2025, by 17:00 Colombo (IST)

For the first round, IFES will conduct a competitive process to identify grantees per the tentative timeline below:

Issuance of APS	June 27, 2024
Questions Due	July 3, 2024, by 17:00 Colombo (IST)
Response from IFES	July 6, 2024
Concept Notes Due	July 12, 2024, by 17:00 Colombo (IST)
Review and Shortlisting by IFES	July 12 – 18, 2024
Comments from IFES	July 19, 2024
Full Proposals Due	July 26, 2024, by 17:00 Colombo (IST)
Anticipated Implementation Period	Late August – early/mid November 2024

This APS may be amended with detailed timelines for future rounds of subawards.

2. General Information

2.1. Background

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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.

As the global leader in democracy promotion, we advance good governance and democratic rights by Providing technical assistance to election officials, Empowering the underrepresented to participate in electoral and political processes, and Applying field-based research to improve the electoral cycle.

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

3. Application Preparation Instructions

3.1. Applicant's Understanding of the APS

In responding to this APS, the applicant accepts full responsibility to understand the APS in its entirety, and in detail, including making any inquiries to IFES as necessary to gain such understanding. IFES reserves the right to disqualify any applicant who demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the applicant has demonstrated such understanding. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to IFES.

3.2. Good Faith Statement

All information provided by IFES in this APS is offered in good faith. Individual items are subject to change at any time. IFES makes no certification that any item is without error. IFES is not responsible or liable for any use of the information or for any claims asserted there from.

3.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by the IFES officials identified in Section 3.5 of this APS. In no case shall verbal communication govern over written communication.

3.3.1. Applicant Inquiries

Inquiries, questions, and requests for clarification related to this APS should be submitted in writing to the representative listed below by the deadline listed in 1.2. APS Schedule.

Name: Maria de la Paz
mdelapaz@ifes.org

and

Name: Cayla Vega
cvega@ifes.org

Questions/Answers and Addenda(s) related to this APS can be found on [IFES Procurement Notices](#).

3.3.2. Formal Communications shall include, but are not limited to:

- Questions concerning this APS
- Expressions of Interest
- Pre-award negotiations under this APS
- Addenda to this APS

3.3.3. Addenda

IFES will make a good-faith effort to provide written responses to the questions or requests for clarifications that require addenda by the date set in the APS Schedule above. All questions, answers, and addenda will be shared with all interested organizations.

3.4. Eligibility

Locally registered Disabled Persons Organizations (DPOs), Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Non-Political Party Organizations or other similar not-for-profit institutions are invited to apply. If a DPO, CSO, or NGO is not locally registered, a signed letter stating the reason why must be included as part of the application.

Individuals and the following organizations are **not eligible** to access funding:

- Governmental and semi-governmental institutions
- International organizations

- Political parties or organizations affiliated with or engaging in partisan activities
- Organizations running on a for-profit basis

3.5. Application Process

3.5.1. Submission of Concept Notes

The first step of the application process is for organizations to submit concept notes. The concept note must include a written application in English describing in detail the applicant's technical approach and implementation timeline. Applicants must also provide an estimated budget and brief organizational background. The template for the concept note can be found in Attachment A-1.

The objective of the concept papers is to give IFES a clear understanding of the project that is being proposed. The IFES Evaluation Committee will review and shortlist applicants for the next stage of the process. Concept notes that are incomplete or not directly responsive to the terms, conditions, and provisions of this APS may be eliminated from further consideration.

For consideration in each round of concept notes, applicants must send final concept notes in electronic copy via e-mail to the points of contact identified in 3.3.1 on or prior to the closing date and time shown in 1.2 APS Schedule for each round.

3.5.2. Submission of Full Proposal

Applicants will be informed in writing of the decision made regarding their concept note. Organizations with successful concept notes will be invited to submit a full proposal per the instructions in section 3.6 of this APS. These organizations will receive comments and questions from IFES to be addressed in the full proposal.

3.6. Application Instructions for Full Proposals

All applications should include the following, in order for their application to be considered:

3.6.1. Technical Application

The Technical Application must include a written application in English describing in detail the applicant's (a) Technical Approach, (b) implementation timeline, and (c) results framework to implement the Program Description as described in Article 4 of this APS. The evaluation criteria can be found in Article 3.8. Applicants should use the technical narrative template in Attachment A-2.

3.6.2. Cost Application – Budget & Budget Narrative

- The Budget should reflect costs associated with the technical activities and deliverables. All applicants must use the budget template provided in Attachment B and submit it in Excel format as part of their application. The Budget should be presented in **LKR** with applicable taxes/charges clearly identified. Unit costs are required and, in the case of discrepancies between unit costs and total costs, the unit cost will be taken as the reference basis in the evaluation.
- The applicant must agree to keep these costs valid for a minimum of 90 calendar days.
- The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B).

3.6.3. A brief outline of the applicant's organization and experience.

Organizations should demonstrate prior experience working with young people from a wide range of states and regions, particularly rural areas, facilitating training programs, and working on programming such as youth leadership, civic education, and/or elections.

3.6.4. Additional documentation

- When available, a copy of the organization's most recent final, signed audits/financial statements
- Proof of organization's registration or a signed letter indicating why the organization is not registered.
- CVs of key personnel including the organization's Director and anticipated program manager
- Any other supporting document that will strengthen the application

3.7. Application Submission

Applicants must send final full proposals for each round in electronic copy via e-mail to the points of contact identified in 3.3.1 on or prior to the respective closing date and time shown in 1.2 APS Schedule.

3.8. Criteria for Selection of Full Proposals

The evaluation of each response to this APS will be based on its demonstrated competence, compliance, format, and organization. The purpose of this APS is to identify those organizations that have the interest, capability, and financial strength to implement projects as described in Article 4 of this APS.

- 1. Technical Approach, Implementation Timeline, Results Framework 35 points**
 - Demonstrated understanding of the APS and of IFES' requirements
 - Soundness and feasibility of technical approach
 - Reasonable implementation timeline and results framework
- 2. Competitive Budget with efficient and reasonable cost structure 30 points**
 - Cost realism in response to APS requirements
 - Clear budget presentation of necessary, allocable and reasonable costs
 - Appropriate balance of budget between operational/personnel costs and activity costs
 - Budget accounts for all relevant costs in relation to the program. For example, the budget should account for remunerations and travel costs for staff, consultants and other people engaged in the project (e.g., trainers); should account for anticipated costs related to printing and translating program materials; should ensure sufficient resources are allocated for monitoring and evaluation (M&E), which may include budgeting for a part- or full-time staff member to oversee M&E.
- 3. Past Performance and Organizational Capacity 35 points**
 - Demonstrated capacity to organize, manage and implement full range of activities required to achieve program goals and objectives
 - Demonstrated flexibility to adjust implementation in response to changing environments
 - Demonstrated strong past performance in implementing programs of similar size, scope and complexity
 - Demonstrated presence and/or networks in the proposed target districts

3.9. Selection and Notification

Applicants determined by IFES that possess the capacity to compete for this project will be selected to move into the negotiation phase of this process. Written notification will be sent to these applicants via e-mail. Those applicants not selected for the negotiation phase will also be notified.

4. Program Description

Up to four elections may be held over the next two years in Sri Lanka. The next presidential election is scheduled to take place between mid-September and mid-October 2024. Additionally, parliamentary elections, provincial council elections, local government elections, and/or a referendum could be organized in the near future. Per the constitution, parliamentary elections must take place before the current term ends on August 20, 2025. As for provincial council and local government elections, these are overdue.

In support of these elections, IFES is seeking to award multiple subawards to eligible organizations to conduct voter education projects in Sri Lanka. The overall purpose of these projects will be to inform and motivate Sri Lankans, especially those from underrepresented groups, to vote in the elections. Under this program, select organizations will be awarded subawards in line with the criteria and procedures outlined in this APS. These subawards will initially be designed to fund voter education projects for the next elections, which are expected to be the presidential elections. Pending performance and availability of funding, IFES may issue cost-extensions to subrecipients so that their projects can be implemented for subsequent election(s)/referenda. The budgets for the initial subawards, prior to any potential cost-extension, are expected to be between LKR 3,000,000 and LKR 5,000,000.

In the event of unforeseen events, such as postponements, snap elections, or a referendum, IFES will work with selected organizations to adjust projects to focus on civic education, with emphasis on the importance of periodic and genuine elections to democracy.

The initial duration of the subawards is expected to be three (3) months, with projects being implemented for the presidential elections, which are expected to be held between mid-September and mid-October 2024. However, projects may be extended and/or amended due to unforeseen events. Additionally, IFES anticipates issuing cost extensions to at least a select few subawards, pending performance delivery and funding availability, so that voter education projects can be further implemented for subsequent elections or in order to deliver civic education in the absence of parliamentary, provincial council and/or local government elections.

5. Functional Requirements

5.1. Timeline

Applicants must submit a detailed timeline in their proposal showing the time required to implement the services requested.

5.2. Monitoring & Evaluation

- As part of its due diligence, IFES conducts pre-award surveys on all potential grantees to assess capacity and inform the appropriate grant mechanism. In addition, applicants expected to expend \$750,000 or more in U.S. funded awards during their fiscal year must have an audit conducted in accordance with 2 CFR Part 200, Subpart F—Audit Requirements. If Applicable, applicants must ensure that funds are included in the grant budget for an audit.
- IFES will issue the appropriate grant mechanism depending on the nature of the work, the capacity of the grantee, the duration of the grant, and the overall value of the grant.
- IFES will provide continuous mentorship, training and oversight to ensure grant management practices are in line with anti-corruption principles as well as to build capacity of local grantees to fully manage and implement their programs in adherence to donor regulations and with a view towards sustainability.

5.3. Deliverables

Specific deliverables and reporting will be determined based on the grant activities proposed and negotiated during the negotiation phase.

6. Additional Terms & Conditions

6.1. Non-Disclosure Agreement

IFES reserves the right to require any applicant to enter into a non-disclosure agreement.

6.2. Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

6.3. Intellectual Property

Applicants should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time, without the prior written approval of IFES, as appropriate.

6.4. Applications

All accepted applications shall become the property of IFES and will not be returned.

6.5. Governing Law

This APS and the applicants' applications shall be governed by the laws of the Commonwealth of Virginia, USA.

6.6. Partial Awarding

IFES reserves the right to accept all or part of the application when awarding the grant. IFES also reserves the right to issue multiple awards and procure only items or services from selected applicants.

6.7. No Liability

Issuance of this APS does not constitute a commitment on the part of IFES to make an award nor does it commit IFES to pay for costs incurred in the preparation and submission of any application in response to this APS. Further, IFES reserves the right to reject any or all applications received or stop solicitation process at any time, without assigning any reason or liability.

IFES shall not be liable to any applicant, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the applicant responding to this APS; or
- As a result of the use of any information, error, or omission contained in this APS document or provided during the APS process.

6.8. Entire APS

This APS, any addenda to it, and any attached schedules, constitute the entire APS.

6.9. Attachments

Attachment A-1: Concept Note Template
 Attachment A-2: Full Proposal Technical Narrative Template
 Attachment B: Full Proposal Budget Template
 Attachment C: Full Proposal Organizational Capacity and Past Performance Template

End of APS

ATTACHMENT A-1
Concept Note Template

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different)

Office Telephone Number(s)

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

Unique Entity Identifier (UEI)¹

PAN Number

¹ Only organizations with Unique Entity Identifier (UEI) are eligible to receive a subaward under this APS. If your organization does not have a UEI, please visit www.SAM.gov to get a Unique Entity ID only (no entity registration required).

II. Technical Approach:

Please include the following components in in a maximum of **2 pages**

- A. Project's Goal and Objectives:** what is the specific goal of your effort? Does it comply with the goals and objectives of the competition?
- B. Target Audience and Stakeholders:** what is your main target audience? What groups of stakeholders will the project primarily serve?
- C. Activities:** identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities.
- D. Expected Deliverables:** identify specific deliverables that you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; etc.).

III. Implementation Timeline

Please use the following format to provide an implementation timeline

Project Month	Activity	Expected Result	Involved Stakeholders

IV. Budget Estimate (Summary)

Please use the following table to estimate the project expenses in Sri Lankan Rupee (LKR). Please note that shortlisted applicants will be required to provide a detailed budget in Excel as part of their full proposals.

No.	Category	Amount (LKR)
1	Program Staff Labor	
2	Office Expenses	
3	Furniture & Equipment	
4	Travel & Transportation	
5	Program Activities	
6	Other Direct Costs	
7	Indirect Costs	
Total Budget Estimate		LKR

V. Organizational Background and Experience

In 1-2 paragraphs, please briefly share relevant information about your organization. This may include details about relevant experience implementing similar projects, relevant networks and partnerships the organization has, and the geographical areas where the organization has an active presence through projects and/or offices.

ATTACHMENT A-2
Full Proposal Technical Narrative Template

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different)

Office Telephone Number(s)

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

Unique Entity Identifier (UEI)²

PAN Number

² Only organizations with Unique Entity Identifier (UEI) are eligible to receive a subaward under this APS. If your organization does not have a UEI, please visit www.SAM.gov to get a Unique Entity ID only (no entity registration required).

II. Technical Approach:

Please include the following components in in a maximum of 5 pages

- A. Project Summary:** describe your project in one paragraph, including objectives, issue, target audience, and geographic coverage.
- B. Need for the project:** identify the problem your project would help to solve. Why is this project important?
- C. Project's Goal and Objectives:** what is the specific goal of your effort? Does it comply with the goals and objectives of the competition?
- D. Target Audience and Stakeholders:** what is your main target audience? What groups of stakeholders will the project primarily serve?
- E. Activities:** identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities.
- F. Expected Deliverables:** identify specific deliverables that you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; etc.).

III. Implementation Timeline

Please use the following format to provide an implementation timeline

Project Month	Activity	Expected Result	Involved Stakeholders

IV. Results Framework

Please identify specific results that you expect to realize upon completion of your project and the quantitative and qualitative criteria for the project's success. How will you determine that the project goals have been accomplished? The framework should include:

- A list of results you expect to accomplish throughout the project
- 1-4 performance indicators for each result including a detailed definition for each
- The source, method, frequency and schedule of data collection,
- Staff responsible for collecting data.
- How the performance data will be collected
- How data will be reviewed, analyzed and reported

ATTACHMENT B
Full Proposal Budget Template

[CLICK HERE](#) to visit IFES Procurement Notices page and download the budget template.

ATTACHMENT C
Full Proposal Organizational Capacity and Past Performance Template

I. Summary

Briefly present your organization’s mission, its core activities, and why it is best suited for this project

II. Human Resources

- A. *Please provide full legal name of organization’s Director and / or Chief Executive Officer.*
- B. *Please provide CVs for the core technical members of the team (the director of the organization, training or curriculum experts, project manager etc.).*
- C. *Please provide hiring plan for full and part-time positions the organization including a list of positions and recruitment plan or cost-share with existing positions.*

III. Past Performance

- A. *Briefly describe how your organization’s previous experience prepares it to successfully implement the proposed project; highlight the organization’s relationship and work experience with lawmakers, political parties or government officials if applicable.*
- B. *Please specify previous work in the relevant field.*
- C. *Please list the organization’s major projects from the past five years in the following format:*

<i>Project Name</i>	<i>Project Activities</i>	<i>Donor</i>	<i>Award Amount</i>	<i>Period of Award</i>

IV. References:

If applicable, contact information for three references from donor funded projects similar in scope.