



**International Foundation  
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)**

**REQUEST FOR APPLICATIONS (RFA) for  
Chiragh-se-Chiragh Program in Pakistan**

**RFA-24-018**

**Issued June 24, 2024  
Amended July 2, 2024**

## 1. Request for Application (RFA)

### 1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organization(s) to submit applications to implement IFES' Chiragh-se-Chiragh (C2C) youth voter education training program. The objective of this project is to strengthen civic knowledge among young people in Pakistan through civic and voter education and development of leadership skills. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing one award under this RFA.

### 1.2. RFA Schedule

IFES will conduct a competitive process to identify grantees per the tentative timeline below:

Issuance of RFA	June 24, 2024
Questions Due	July 8, 2024; by 17:00 Washington DC (EST)
Response from IFES	July 12, 2024
RFA Closes—All Applications Due	July 17, 2024; by 17:00 Washington DC (EST)
Anticipated Implementation Period	August 2024 – July 2025

## 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 RFA

In responding to this RFA, the applicant accepts full responsibility to understand the RFA 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 RFA 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 RFA. In no case shall verbal communication govern over

written communication.

### 3.3.1. Applicant Inquiries

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

**Name: Cayla Vega**  
cvega@ifes.org

and

**Name: Sarah Bibler**  
sbibler@ifes.org

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

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

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

### 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 RFA 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 Instructions

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

### 3.5.1. 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 RFA. The evaluation criteria can be found in Article 3.6. Applicants should use the technical narrative template in Attachment A.

### 3.5.2. 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 **USD**, 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).

### **3.5.3. 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.

### **3.5.4. 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

## **3.6. Application Submission**

Applicants must send final applications in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

## **3.7. Criteria for Selection**

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

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|--|------------------|
| <b>1. Technical Approach, Implementation Timeline, Results Framework</b>   | <b>40 points</b> |
| <ul style="list-style-type: none"> <li>• Demonstrated understanding of the RFA and of IFES' requirements</li> <li>• Soundness and feasibility of technical approach</li> <li>• Reasonable implementation timeline and results framework</li> </ul>   |                  |
| <b>2. Competitive Budget with efficient and reasonable cost structure</b>  | <b>30 points</b> |
| <ul style="list-style-type: none"> <li>• Cost realism in response to RFA requirements</li> <li>• Clear budget presentation of necessary, allocable and reasonable costs</li> <li>• Appropriate balance of budget between operational/personnel costs and activity costs</li> </ul>   |                  |
| <b>3. Past Performance and Organizational Capacity</b>   | <b>30 points</b> |
| <ul style="list-style-type: none"> <li>• Extent to which proposed personnel have relevant qualifications and experience</li> <li>• Demonstrated capacity to organize, manage and implement full range of activities required to achieve program goals and objectives</li> <li>• Demonstrated flexibility to adjust implementation in response to changing environments</li> <li>• Demonstrated strong past performance in implementing programs of similar size, scope and complexity</li> <li>• Demonstrated presence and/or networks in the proposed target districts</li> </ul> |                  |

## **3.8. 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. Scope of Work

The International Foundation for Electoral Systems (IFES) with funding support from the Department of State, Bureau of Democracy, Human Rights and Labor (DRL) will implement the “Pakistan Fair and Inclusive Representation” (PFAIR) program to increase electoral inclusion and participation of women, people with disabilities, and religious minorities as well as young people who crosscut all target groups. Increased inclusion and participation will be accomplished through a series of interventions in Khyber Pakhtunkhwa.

IFES will engage the local partners to implement the youth voter outreach initiative known as Chiraghe-Chiragh (C2C) (trailblazers) embedded within universities and educational institutes. This program will introduce young leaders to fundamental concepts of inclusive civic participation, gender equality and human rights to equip young leaders with an understanding of the power they hold to advance human rights in their communities and strengthen a network of diverse young activists. These Chiraghe-Chiragh alumni – or youth ambassadors – will identify shared priorities for empowering young people in the political process. At the end of the training program, participants will design and implement post training action plans to conduct education and outreach activities to community members, employing both in-person and online methods.

IFES is looking for a local civil society organization (CSO) partner for implementation of the C2C project in the selected districts of Khyber Pakhtunkhwa as per given Target;

Provinces	Districts	Target	Duration
KP	Peshawar, Lower Dir, Charsada, Mansehra, Mohmand	650 new C2C participants 100 prior C2C Alumni	1 Year

#### Scope of Work

Following are the details of activities for implementation:

- Identify higher education institutes (i.e. universities, colleges, etc.) as partners for the C2C initiative. The list will be finalized in consultation with IFES.
- Coordinate and sign MoUs with selected universities and/or higher education institutes as a basis for planning and implementation of joint activities under the C2C project.
- Develop criteria and process for selection of students/participants from the universities/institutes and select C2C training participants according to the set criteria. These criteria should be inclusive of women, persons with disabilities, minorities, and rural and urban participants to ensure diversity of participation.
- Engage trainers throughout the life of the project. Mentors will be responsible for conducting trainings, facilitating implementation of action plans, providing mentoring and guidance, and tracking and verifying participants’ progress.

- Ensure trainers attend the training of trainers (TOT), IFES will provide Lead Trainers to conduct the TOT and will also bear all related costs such as development of training curriculum, printing for trainers, and logistical support etc.
- Refine and design IEC materials like posters, pamphlets, handouts, banners etc. for use during C2C trainings and for subsequent community awareness/education sessions.
- Identify and select 750 participants. Participants will be identified through a call for applications shared with local college and university faculty members, as well as through advertisement on social media pages of the implementing partners.
- Conduct two-day C2C trainings for 650 students at selected Universities/educational institutes (at least 50 percent of total participants should be women). Each training should consist at 20-25 participants.
  - At the end of the training each participant will develop an action plan, targeting to reach out to a minimum of 15 beneficiaries for education/awareness using C2C curriculum and methodology as well as facilitate at least one person with disability and their family members in acquiring the public facilities. (Adhere to IFES' Do-no-Harm approach ensuring safety of project staff and any of the direct beneficiaries).
- Conduct two-day, advanced workshops for 100 leading C2C alumni focused on the development of strategic approaches to advance the rights of young people. Through these advanced workshops, C2C alumni – or youth ambassadors – will reflect on experiences from their prior training and community assignments to identify shared priorities for empowering young people in the political process.
- Develop a recording and reporting system, with IFES's consultation, ensuring that the implementation process is well documented. This should include a focus on tracking C2C Alumni performance including development and implementation of their respective action plans and means of verification for all stages of implementation are available.
- Arrange award ceremony for appreciation of the C2C star performers based on their performance working closely with the relevant university/educational institute administration/management.
- To ensure sustainability and impact beyond the project duration, institutionalize C2C methodology within the university/institution i.e. build capacity of staff and put in place systems for engagement of students on C2C model.
- Work out innovative methods for C2C alum to network with one another outside of the project duration on the topics around advocacy and citizen engagement.
- Organize a project closeout event/conduct lesson learned workshop with the best of the C2C performers from all selected educational institutes, focal persons/VCs, trainers etc.

### **Reporting and Monitoring:**

- Submit program progress, event reports, project documentary, M&E reports and final report - on weekly, monthly and quarterly basis or as and when required by IFES.
- Provide IFES with participant lists, photographs of trainings, monitoring and evaluation data and training reports for each training.
- Participate regularly in project coordination/progress review meetings arranged by IFES (online or in-person).

## **5. Functional Requirements**

### **5.1. Timeline:**

Applicants must submit a detailed timeline in their Application showing the time required to implement the services requested. IFES requires all deliverables to be completed not later than July 31, 2025.

## 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](mailto: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 RFA 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 RFA 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 RFA. 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 RFA; or
- As a result of the use of any information, error, or omission contained in this RFA document or provided during the RFA process.

**6.8. Entire RFA**

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

**6.9. Attachments**

Attachment A: Technical Narrative Template

Attachment B: Budget Template

Attachment C: Organizational Capacity and Past Performance Template

**End of RFA**



**ATTACHMENT A**  
**Technical Narrative Template**

**I. General Information**

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Complete Legal Name of Applicant Organization

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Office Address

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Legal Mailing Address (if different)

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Office Telephone Number(s)

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E-Mail Address(es)

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Director of Organization

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Project Manager/Contact Person

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Project Dates (month/year – month/year)

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Project Title

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Unique Entity Identifier (UEI)<sup>1</sup>

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PAN Number

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<sup>1</sup> Only organizations with Unique Entity Identifier (UEI) are eligible to receive a subaward under this RFA. If your organization does not have a UEI, please visit [www.SAM.gov](http://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**  
**Budget Template**

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

**ATTACHMENT C**  
**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.*