



Global Expertise. Local Solutions.  
Sustainable Democracy.

# **Libya Elections and Governance Support (LEGS)**

## **REQUEST FOR APPLICATIONS (RFA)**

**Democracy Resource Center in Libya**

RFA No. 17-044

**International Foundation for Electoral Systems  
(IFES)**

**January 30, 2017**

## 1. Request for Application (RFA)

### 1.1.Purpose

IFES is currently engaged in implementing the “Libya Elections and Governance Support (LEGS),” funded by the United States Agency for International Development (USAID). The purpose of this Request for Applications (RFA) is to invite prospective applicants to apply for a sub-award to establish a Democracy Resource Center in Eastern Libya.

An award will be made only after IFES makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management and technical competence to carry out the grant activity, and will practice mutually agreed upon methods of accountability for funds and other assets funded by the United States Agency for International Development. IFES must be fully satisfied that the applicant has the capacity to adequately perform in accordance with the principles established by USAID and 22 CFR 226.

IFES will consider initiatives up to USD 30,000 in value. IFES funds may be used only for the activities directly related to the implementation of a project. IFES reserves the right to fund one, several, or none of the applications submitted.

### 1.2.Coverage & Participation

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.

## 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 the political process
- Applying field-based research to improve the electoral cycle

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

### 2.2.RFA Schedule

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

RFA Response Period	<b>January 30, 2017 – February 20, 2017</b>
Questions Due	February 8, 2017, by no later than <b>4:00 PM EST</b>
Response from IFES	February 14, 2017

RFA Closes—All Applications Due	<b>February 20, 2017, by no later than 4:00 PM EST</b>
Evaluation/Negotiation Period	February 21 – March 14, 2017
Award	March 20, 2017
Implementation Period	March 21, 2017 – March 20, 2018

### 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, **no later than 4:00 PM EST on February 8, 2017**, and be submitted by email only to Rebecca Hawkins, [rhawkins@ifes.org](mailto:rhawkins@ifes.org) and Ragheed Al Ameen, [ralameen@ifes.org](mailto:ralameen@ifes.org).

##### 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 **February 14, 2017**. All questions, answers, and addenda will be shared with all interested organizations.

#### 3.4. Application Instructions

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

### 3.4.1. Technical Application

- All applicants must use the Technical Narrative Template provided in Attachment A in order to prepare their technical application. Applications shall be prepared in English and must be responsive to each element of the evaluation criteria. The evaluation criteria can be found in Article 3.6.

### 3.4.2. 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 local currency. 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 Cost Application should include a Budget Narrative that describes each cost element of the Budget. A budget narrative template is provided in Attachment C.

### 3.4.3. A brief outline of the applicant’s organization and experience, including:

- Full legal name and address of the organization;
- Full legal name of organization’s Director and / or Chief Executive Officer;
- Applicant’s background, its relationship and work experience with the government if any, and other stakeholders;
- Evidence of successful completion of a project of a similar nature and complexity, and if applicable, an overview of projects supported by other international organizations;
- Evidence that the organization has available personnel required for the program; and,
- References: If applicable, contact information for three references from donor funded projects similar in scope and a brief description of their implementation (including location and year).

## 3.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to February 20, 2017 — by no later than 4:00 PM EST** — to Rebecca Hawkins, Contracts and Grants Administrator, at [rhawkins@ifes.org](mailto:rhawkins@ifes.org) and Ragheed Al Ameen, Senior Contracts and Grants Manager, at [ralameen@ifes.org](mailto:ralameen@ifes.org).

## 3.6. 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.

### Evaluation Criteria & Grading

Criteria	Grading
<b>1. Technical Approach</b> <i>A feasible and complete technical application, implementation plan, sustainability plan and staffing plan.</i>	<b>34 points</b>
<b>2. Price</b> <i>A competitive budget and reasonable cost structure. The submitted budget and budget narrative must follow the provided templates.</i>	<b>33 points</b>

**3. Experience****33 points**

*Prior experience and demonstrated expertise in implementation of related projects in a timely and effective manner; prior history of successfully managing sub-awards; proven capacity to implement the project and comply with the managerial, financial, and administrative requirements of the sub-award. Applicants must submit 2 references with permission for IFES to contact the references.*

**3.7. 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****DESCRIPTION OF WORK**

As part of its engagement in Libya, IFES is planning to financially support one Civil Society Organization (CSO) or Non-Governmental Institute (NGI) in East Libya to plan, conduct and provide a venue for meetings for civil society to discuss key electoral issues while simultaneously strengthening the capacity of local organizations to engage in democracy and election-related activities. IFES has supported the establishment of such “Democracy Resource Centers” (DRC) in other parts of Libya as well, and will connect the chosen CSO/NGI to the existing network of DRC partners. The CSO/NGI will potentially be supported with equipment (e.g. IT equipment like computers and printers), internet connection, books and publications in Arabic on election-related issues.

IFES has a strong and well-established partnership with the Libyan High National Elections Commission (HNEC). The DRCs therefore also function as hubs for the dissemination of information related to upcoming electoral processes, as well as serve as venues for relevant HNEC voter education activities. Voter education materials that are produced by the HNEC or other partners will therefore be made available to the CSO/NGI in bulk for local distribution and dissemination.

The aim of supporting the establishment of a DRC in East Libya is to enhance the dissemination of information related to elections to voters and civil society in general.

IFES therefore seeks a qualified CSO/NGI to host at least one roundtable event each month by inviting members of other local CSOs/NGIs, the local HNEC office, parliamentary members, and the media to discuss electoral issues.

The roundtables should focus on enhancing the public’s knowledge about elections and prepare Libyans to interact with their elected officials and state representatives. The participants in roundtables will be encouraged to take information gained through the DRC activities back to their respective organizations and pass it along to others. Issues to be focused on during DRC activities could include:

- Women’s political participation
- Youth in democracy and elections
- CSOs role in electoral processes (pre, during, and post elections)
- CSOs role in mitigating violence related to politics and elections
- Access for Persons with Disabilities during elections

- Media in elections
- Political Finance & CSOs' role as watchdogs
- Electoral Dispute Resolution
- Constitutionalism and referendum processes
- Methods for increasing participation in elections
- Understanding electoral stakeholders - e.g. HNEC, legislators, political parties and the media

In addition to hosting the roundtable discussions, the DRC will be responsible for capturing resulting recommendations in an easily accessible format. Such recommendations will be made available for public distribution and thereby provide the HNEC and other electoral stakeholders a means of securing input from civil society.

The DRC activities will also provide opportunities for generating ideas for potential voter/civic education activities. After agreeing with IFES, the DRC could implement such activities based on IFES/HNEC material.

The DRC will play an important role in linking HNEC will civil society activists in East Libya. This should be done by hosting civil society events with HNEC to facilitate a flow of information between IFES partners. The chosen CSO/NGI will thus be given to opportunity to increase their long-term sustainability by establishing themselves as an institutional democratic resource centers for a variety of Libyan electoral stakeholders.

The DRC will receive IFES support for an initial 12-months period – starting March 21, 2017. After March 20, 2018, the DRC will ideally have built the capacity to continue the work without IFES support.

#### 4.1. Specific Requirements:

Applications are limited to registered, local Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), and religious institutions or other similar not-for-profit institutions.

Locally registered implementing chapters of international or regional (network) organisations are eligible if they meet the following minimum criteria:

- ✓ The majority of Board members are based in Libya
- ✓ The organisation is largely financially independent of its international mother body

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

- ✓ Governmental and semi-governmental institutions
- ✓ International organisations
- ✓ Political parties
- ✓ Organisations running on a for-profit basis

#### 4.2. Timeline:

Applicants must submit a detailed timeline in their proposal showing the time required to implement the services requested. IFES requires all deliverables to be completed no later than **March 20, 2018**.

#### 4.3. Monitoring & Evaluation

- As part of its due diligence, IFES conducts pre-award surveys and risk assessments on all potential grantees to assess capacity and inform the appropriate grant mechanism. In addition, applicants expected to expend \$500,000 or more in U.S. funded awards during their fiscal year must have an

audit conducted in accordance with 22 CFR 226 and OMB Circular A-133. 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.

#### **4.4.Deliverables:**

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

## **5. Additional Terms & Conditions**

### **5.1.Non-Disclosure Agreement**

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

### **5.2.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.

### **5.3.Applications**

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

### **5.4.Governing Law**

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

### **5.5.Partial Awarding**

IFES reserves the right to accept all or part of the application when awarding the grant.

### **5.6.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.

## **5.7. Entire RFA**

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

## **5.8. Attachments**

- Attachment A: Technical Narrative Template
- Attachment B: Budget Template
- Attachment C: Budget Narrative Template



## Attachment A: Technical Narrative Template



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### Technical Narrative

<b>Applicant Name</b>	
<b>Legal registration status</b>	

<b>Applicant's contact details</b>	
<b>Postal address:</b>	
<b>Physical address:</b>	
<b>Telephone number:</b> (landline and mobile)	
<b>Contact person for this application:</b>	Name
	Title
<b>Contact person's tel. &amp; email:</b>	
<b>Website of the Organization:</b>	

#### 1. Technical Approach (max 10 pages)

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results. Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities. Explain the specific results expected, stating how the activities will improve the situation of the target groups and final beneficiaries.

- Target Audience & Geographic Area
- Goal/Objectives
- Proposed Activities
- Outputs and Results
- Process for follow-up and internal/external evaluation

#### 2. Duration and Indicative Implementation Timeline (max 2 pages)

The duration of the action will be <X> months.

Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc.

The action plan will be drawn up using the following format:

Year 1													
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing Body
Preparation Activity 1 (title)													Applicant and/or affiliated entity
Execution Activity 1 (title)													Applicant and/or affiliated entity
Preparation Activity 2 (title)													Applicant and/or affiliated entity
Etc.													

### 3. Sustainability of the Activity (max 2 pages)

Provide the information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Describe the main preconditions and assumptions during and after the implementation phase.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

### 4. Staffing (max 1 page)

- Organisational structure
- Team proposed for the implementation of the action (by function: there is no need to include the names of individuals)

### 5. Applicant's Experience (max 2 page)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

- i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

<b>Name of the Applicant:</b>					
<b>Project title:</b>		<b>Sector:</b>			
<b>Location of the action</b>	<b>Cost of the action (LYD)</b>	<b>Role in the action: Coordinator, co-applicant, affiliated entity</b>	<b>Donors to the action (name)</b>	<b>Amount contributed (by donor)</b>	<b>Dates (from dd/mm/yyyy to dd/mm/yyyy)</b>
...	...	...	...	...	...
<b>Objectives and results of the action</b>					

## Attachment B: Budget Template

Please see the enclosed budget template. Interested organizations can request the budget template in Excel via email from Ms. Rebecca Hawkins [rhawkins@ifes.org](mailto:rhawkins@ifes.org) and Mr. Ragheed Al Ameen [ralameen@ifes.org](mailto:ralameen@ifes.org) if it is not provided.

Libya Elections and Governance Support (LEGS)					
Application Budget					
<b>Applicant Name:</b>					
<b>Project Title:</b>					
<b>Project Start Date:</b>					
<b>Project End Date:</b>					
Line Item	GRANT FUNDS				TOTAL
	Unit of Measure*	Number of Units	Rate per Unit	Total	
<b>1. SALARIES</b>					
1. Title, First & Last Name		0.00	LYD -	LYD -	LYD -
2. Title, First & Last Name		0.00	LYD -	LYD -	LYD -
3. Title, First & Last Name		0.00	LYD -	LYD -	LYD -
<b>Subtotal, Salaries</b>				<b>LYD -</b>	<b>LYD -</b>
<b>2. CONSULTANTS</b>					
1. Title, First & Last Name		0.00	LYD -	LYD -	LYD -
2. Title, First & Last Name		0.00	LYD -	LYD -	LYD -
<b>Subtotal, Consultants</b>				<b>LYD -</b>	<b>LYD -</b>
<b>3. TRAVEL AND TRANSPORTATION</b>					
Lodging		0.00	LYD -	LYD -	LYD -
Meals and Incidental Expenses		0.00	LYD -	LYD -	LYD -
Transfers & Misc. Travel Costs		0.00	LYD -	LYD -	LYD -
<b>Subtotal, Travel and Transportation</b>				<b>LYD -</b>	<b>LYD -</b>
<b>4. TRAININGS, SEMINARS, WORKSHOPS</b>					
Title of Training, Seminar, Workshop					
Lodging		0.00	LYD -	LYD -	LYD -
Venue		0.00	LYD -	LYD -	LYD -
Food		0.00	LYD -	LYD -	LYD -
Tuition		0.00	LYD -	LYD -	LYD -
Trainer Fees		0.00	LYD -	LYD -	LYD -
<i>Subtotal:</i>				LYD -	LYD -
Title of Training, Seminar, Workshop					
Lodging		0.00	LYD -	LYD -	LYD -
Venue		0.00	LYD -	LYD -	LYD -
Food		0.00	LYD -	LYD -	LYD -
Tuition		0.00	LYD -	LYD -	LYD -
Trainer Fees		0.00	LYD -	LYD -	LYD -
<i>Subtotal:</i>				LYD -	LYD -
<b>Subtotal, Trainings, Seminars, Workshops</b>				<b>LYD -</b>	<b>LYD -</b>
<b>5. OTHER DIRECT COSTS</b>					
Communications		0.00	LYD -	LYD -	LYD -
Stationary and Supplies		0.00	LYD -	LYD -	LYD -
Branding and Marking Supplies		0.00	LYD -	LYD -	LYD -
<b>Subtotal, Other Direct Costs</b>				<b>LYD -</b>	<b>LYD -</b>
<b>TOTAL PROPOSED BUDGET</b>				<b>LYD -</b>	<b>LYD -</b>
* Please write the type of unit per line item. Sample base units are: day, month, trip, item					

**Attachment C: Budget Narrative Template**

[Name of Sub-grantee]

[Name of Project]

DETAILED BUDGET for (X) Months (mm/dd/yyyy – mm/dd/yyyy)

**Important Notes:**

- *Applicants are strongly encouraged to use this budget narrative sample when applicable.*
- *The budget narrative shall provide a justification on the basis of each proposed cost in the budget and how it is calculated.*

**Sample Narrative:****1. Salaries (Total LYD X)**

In order to achieve the program's goals and objectives, it is anticipated that the following staffing will be needed:

- Full-time Position Title whose time is estimated to be evenly divided between Component #1 and Component #2 [if applicable], at LYD X per month for total X days/months. This rate represents his/her current salary, which is consistent with the [Name of sub-grantee] personnel policies and the rate set for this position.
- Part-time Financial Officer who will devote full 5 days per month for this project at LYD X /day, for a total LYD X.

**2. Consultants (Total LYD X)**

In order to achieve the program's goals and objectives, it is anticipated that the following consultants will be needed:

- Position Title whose time is estimated to be evenly divided between Component #1 and Component #2, at LYD X per day for total X days. The consultant will be responsible for X. This rate represents his/her current rate, which is consistent with the [Name of sub-grantee] personnel policies and the rate set for this position.

**3. Travel and Transportation (Total LYD X)****(a) Per Diem (Days)**

***(If meals are provided, the proposed per diem rate should be adjusted accordingly and be clearly specified in this budget narrative)***

It is estimated that X days of per-diem will be required for: staff, consultants, etc., for total X days per X trips.

**(b) Other Travel Costs**

It is anticipated that X days of vehicle rental will be required for (type of activities). An average rate of LYD X/day has been used for estimating and budgeting purposes based on X.

**4. Training, Seminars, Workshops (Total LYD X)**

Based on project and in-country experience, we have budgeted for the following workshops to include meals, meeting space, and associated costs:

(a) Workshop Title (Component #X)

Identify the cost per activity and explain the purpose of each activity to carry out the proposed project.

**5. Other Direct Costs (ODCs) (Total LYD X)**

Include sufficient detail to justify costs. Provide a clear explanation as to the purpose of each item and how the costs were estimated.

**End of RFA**