



International Foundation for Electoral Systems

REQUEST FOR APPLICATIONS

GRANT COMPETITION: POLICE TRAINING ON ELECTORAL INTEGRITY AND ELECTION INVESTIGATIONS

Ref: RFA-19-010

October 23, 2018

Organizational Background

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy. Through field work, applied research and advocacy, IFES strives to promote citizen participation, transparency and accountability in political life and civil society.

Since 1994, IFES has conducted a range of assistance activities to support the development of democratic elections and political processes in Ukraine. IFES supported the country's institutions and citizenry in building democracy through improvements in election law and administration, civil society development, rule of law and good governance. IFES continues to work closely with election officials, political parties, media, educational institutions, courts, law-enforcement agencies and the non-governmental sector through each election cycle.

Currently, IFES is implementing the Ukraine Responsive and Accountable Politics (U-RAP) and Electoral and Legal Enhancements through Civic Engagement and Technical Assistance (ELECT) programs - two long-term initiatives funded by the United States Agency for International Development (USAID) and UK aid from the UK government, respectively. The projects are aimed at increasing trust in the electoral process among the public and political actors; to foster discussion on electoral law reform; to combat political corruption; to strengthen election administration; to foster strong and accountable electoral justice and effective law enforcement mechanisms to prevent electoral offences; and to build the capacity of civil society to analyze and advocate on electoral reform issues. IFES support has focused on both the process and the content of the reform by promoting inclusive dialogue among stakeholders and providing technical assistance in the development of legislation consistent with European and international standards.

Invitation for Grant Competition

IFES invites non-governmental, not-for-profit organizations meeting the relevant operational and performance requirements to submit applications for a 12-month project on conducting Training on Electoral Integrity and Election Violence for law enforcement agencies. The purpose of this project is to increase the effectiveness of law enforcement personnel during 2019 elections through training initiatives conducted throughout Ukraine. The goal of trainings is to strengthen the capacity of the police to identify the election-related crimes and electoral administrative offences, to document them and collect evidence for the further legal action; as well as increase the capacity of the police investigators to effectively investigate the election-related crimes. Strengthening the capacity of the police and investigators would ensure effective detection and investigation of the alleged violations, prosecution of the offenders and any violation of the election laws is a subject to effective,

proportionate and dissuasive sanctions. In addition, it will provide environment that the elections are held in line with the international standards and ensure overall safety of the elections, both on the Election Day and during election campaign period. This project will be conducted in close coordination with IFES legal and electoral justice experts as well as the National Police of Ukraine.

The maximum grant amount cannot exceed **USD 120,000**. Grant funds may be used only for activities that are directly related to the implementation of the project, which will be funded under this grant competition.

IFES reserves the right to fund any or none of the applications submitted.

Project Description

Ukraine's upcoming presidential and parliamentary elections in March and October 2019, respectively, are milestones for Ukraine's path towards democratic reform and Euro-Atlantic integration. These elections will take place in a complex environment of ongoing reforms, fierce political competition, high voter expectations, and security threats. During such periods of political uncertainty, there is a need to build public trust in democratic processes, including free and fair elections, and to foster social cohesion.

IFES continues its work to engage civil society, law enforcement, and judicial institutions to discuss the main vulnerabilities associated with the existing election dispute resolution (EDR) system and develop joint practical recommendations to strengthen Ukraine's electoral justice process. EDR is not just about post-election cases challenging the results of an election, rather, it encompasses all types of complaints, disputes, violations and offences that can occur throughout the electoral cycle, and that can impact different stakeholders.

The 1984 Code of Administrative Offences identifies violations subject to administrative sanctions (including violations related to election campaigning, voter registration, campaign finance and other) and establishes fines that may be imposed for committing those offences. The administrative offences are documented in Administrative Records (protocols) issued by various state agencies, including the police, which are then forwarded to the court, and which then determines whether an offence has occurred and what fine, if any, should be imposed. The Criminal Code of Ukraine provides for criminal sanctions for a number of serious offences in elections such as fraudulent voting, vote buying, abuse of power/resources, and violation of secrecy of the vote. However, these sanctions are rarely used in Ukraine due to lack of proper investigation. Out of 291 criminal cases opened in relation to 2014 snap parliamentary elections, only 5% of these cases were forwarded to courts, while the remaining were closed before the launch of the court proceedings. Out of those considered by courts, only in isolated cases criminal penalties has been imposed, while in majority of cases the convicted were released from penalties or were sentenced to mild punishments. Ineffective investigation of the criminal cases was also highlighted in the domestic election observation reports following the 2015 local elections.

The police should be on the frontline in terms of protecting electoral rights. Among other things, they must maintain safety and order during elections, receive information and complaints regarding election violations (sharing these with the relevant institutions as appropriate) and gather evidence to help facilitate the resolution of administrative violations, conduct investigation and prosecution of election crimes. In particular, without corroborated evidence and an effective and transparent investigative process, prosecution of election crimes is unlikely.

The goals of the training

The goal of a targeted and well-designed training program prior to the 2019 Presidential and Parliamentary elections for : 1) patrol police – interactive training program will assist patrol police to effectively protect the public order on Election Day and during the public events related to election campaigning, to identify administrative offences and collect evidence of crimes and administrative offences, and to document election-related criminal and administrative offences; and 2) police investigators – interactive training program will assist police investigators to effectively launch and investigate criminal cases in relation to election-related criminal offences in line with the provisions laid down in the Criminal Code, Criminal Procedure Code, and best international practices.

Training should be conducted within 60 days before elections.

Illustrative deliverables may include but are not limited to:

- a) Development of a practical and interactive 1-day police training courses for the upcoming presidential and parliamentary elections targeted at, respectively, the patrol police and the police investigators. The main topics covered by the training initiative should be (but are not limited to) the following: the electoral process and the importance of preserving electoral integrity; the legal framework governing the sanctions for election-related crimes and administrative offences; the role and duties of police during the electoral cycle, including Election Day; the current procedures for identifying, documenting and investigating offences, as well as the international standards and best practices/investigation techniques; and procedures and practices related to coordination between police, electoral management bodies and other electoral stakeholders. The training course should be in response to the goal as identified in section “The goals of the training”.
- b) Development of practical training scenarios, exercises, case studies, training materials, instructions, handouts and other materials for the proposed initiative, in close consultation with IFES and building from existing IFES materials to adapt them to the current Ukrainian context.
- c) Establishment of a team of trainers and conduct of a ‘training of trainers’ (ToT) to ensure the involved trainers are capable of delivering subsequent practical and interactive regional trainings for police officers and police investigators.
- d) Delivery of two series of one-day trainings in all 25 regions, one before the Presidential 2019 and one before the Parliamentary 2019 elections. The grantee will reach out to the relevant police institutions at regional/local level prior to conducting training to identify and engage participants; arrange all conference services and other logistics support, oversee quality control of trained trainers during the trainings and provide reports on the conducted events to IFES within a specified format.
- e) Development of a final report after each electoral cycle (presidential and parliamentary) containing lessons learned and recommendations to the Ministry of Internal Affairs of Ukraine, the National Police of Ukraine, and other key stakeholders on improving effectiveness of the law enforcement bodies within the electoral process.

The project requires close coordination with law enforcement agencies as well as with IFES. Training modules will be approved by IFES, as well as schedule of each training should be shared with IFES on a biweekly basis.

Duration of the Project

Project activities are expected to start December 15, 2018 and finish no later than December 30, 2019, with key milestones and deliverables required prior to the presidential and parliamentary elections.

Technical Proposal (Proposal Goals, Objectives, Activities and Results)

Applicants are advised to follow the Project Proposal Format guidelines (Attachment A) carefully to ensure they meet the criteria below. Application form and budget template can be downloaded as the attachments to this announcement.

Eligibility

- Eligible organizations include Ukrainian non-governmental, non-profit organizations with strong, established financial management and reporting systems, and not affiliated with any political parties or engaged in any political activities.
- Applicants should demonstrate capacity and experience in implementing programs in partnership with and/or supporting government institutions at National or local levels in multiple regions, desirable with the Ministry of Internal Affairs of Ukraine and/or the National Police of Ukraine.
- Applicants should demonstrate ability to organize and deliver large number of training events in all regions of Ukraine during short period of time.
- Proposals submitted to IFES under this competition must be original and the sole work of the applicant organizations.

Decision-making

To ensure an objective and non-discriminatory selection process, proposals will be reviewed by a board comprised of IFES staff and experts. Applicants may be required to submit additional supporting documentation at any time of the selection or contracting process. The applicant will be asked to present the requested information within two days of the request.

Issuance of this RFA does not constitute an award commitment on the part of IFES. IFES does not cover costs incurred in the preparation and submission of a proposal. The award is pending donor concurrence.

Evaluation Criteria

The following criteria will be used for evaluation of applications:

1. Technical Proposal (Project Goals, Objectives, Activities and Results) - 50 points

- Does the project meet the set objectives and the tasks completion?
- Does the project target the main stakeholders?
- Are the goal(s) and objective(s) achievable within the allocated timeframe?
- Is the action plan realistic and comprehensive enough to justify the choice of activities?
- Are the expected results concrete, meaningful, attainable and appropriate to the goals and objectives?
- Are the expected deliverables practical, reasonable, and helpful for the set tasks completion?

2. Budget Proposal - 30 points

- Does the presented budget follow the guidelines?
- Does budget reflect realistic costs?
- Is the budget adequate to cover project activities?
- Is the budget cost-effective?

3. Organizational Capacity/Past Performance - 20 points

- Does the applicant organization have proven experience in organizing trainings or similar activities?
- Has the applicant organization previously had successful projects or experience working in partnership with law enforcement, Ministry of Internal Affairs of Ukraine, or the police?
- Does the applicant organization demonstrate relevant experience of the project team?

Application Submission Procedures

Applicants must submit:

- 1) A completed IFES application form, including the detailed work plan for the proposed activities (Attachment A);
- 2) A completed Performance Monitoring Plan (Attachment B);
- 3) A detailed itemized budget in USD along with the budget notes in the unified IFES format (Attachment C);
- 4) Scanned copies of the registration documents, including by-laws;
- 5) CVs of the project participants (project director, administrative staff, and all expected involved experts/trainers);
- 6) If applicable, applicant should submit additional information about other projects (project summary and budget) on similar topics, submitted or already funded by other donors.

Please note that selected organizations will be subject to a pre-award audit to determine fiscal responsibility and ensure adequacy of financial controls and accounting systems.

Schedule of Events

Release of RFA	October 23, 2018
Deadline for Submitting Questions	October 30, 2018
Answers from IFES	November 2, 2018
RFA Closes – All Bids Due	November 15, 2018 till 6.00 PM Kyiv time

CSOs' Understanding of the Inquiry

In responding to this RFA, the organization 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 organization which demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the organization has demonstrated such understanding. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

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 therefrom.

Contact for submission

Applications must be submitted via email by the deadline set in the *Schedule of Events*. Late proposals will not be considered. IFES will only consider applications ***in English***.

All questions and submission of proposals must adhere to the abovementioned schedule and shall be to the attention of Mr. Najeebullah Yousef nyousef@ifes.org with “Ukraine Police Training” in the subject line for all e-mail communication.

All the materials and documents submitted as part of this competition become IFES property and will not be returned to the applicant. IFES guarantees the confidentiality of applications.

End of RFA

ATTACHMENT A



Grant Competition: Abuse of State Resources Monitoring Project

Application Form and Guideline

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different), including zip code

Office Telephone Number(s), including area code

Fax Number

E-Mail Address(es)

Director of Organization

Project Director

Project Dates (month/year – month/year)

PROJECT TITLE

A. Project Summary: (please describe your project in one paragraph, including objectives, issue, target audience, and geographic coverage)

Amount requested in USD

B. Project Description

1. Need for the project

Please identify the problem your project would help to solve. Why is this project important?

2. Project's Goal and Objectives:

What is the specific goal of your effort? Does it comply with the goals and objectives of the competition?

3. Target Audience and Stakeholders

What is your main target audience? What groups of stakeholders will the project primarily serve?

4. Activities

Please Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities.

5. Expected Results

Please identify specific results that you expect to realize upon completion of your project.

6. Expected Deliverables

Please identify specific deliverables that you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; PSAs, etc.)

7. Organization's Capacity

Please briefly present your organization's mission, its core activity and main current sources of funding. Explain what makes it the best organization to successfully implement the proposed project.

8. Project Evaluation

Please describe what are the quantity and qualitative criteria for the project's success. How will you determine that the project goals have been accomplished?

9. Project Monitoring Methodology and Plan

Please provide performance monitoring methodology and plan, which should have clear indicators, results, and measurement criteria. using the format provided in **ATTACHMENT 2 (Performance Monitoring Plan)**

Performance monitoring plan should include:

- A detailed definition of each performance indicator
 - 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
-

C. Implementation Plan

Please use the following format to provide a detailed work plan

Month	Activity	Location	Expected Result	Responsible Person	Verifiable Criteria of Completion

D. Budget

Complete the budget by line-item for each category of budget expenditure that you are requesting in this grant application. The budget should only include items that are appropriate for the proposed initiative. Indicate costs in USD. If awarded funding, NGOs will receive funding in USD, transferred from the IFES account. Budget notes must accompany the budget and explain, in detail, each budget item.

ATTACHMENT 3 Budget

Please see attached budget template in Excel format.

ATTACHMENT B

Performance Monitoring Plan

Performance Indicator /	Detailed Definition of the performance indicator	Source, method, frequency, schedule of data collection	Staff responsible for collecting data	How data will be reviewed, analyzed and reported	Target group/audience
<p>Example: Number of people reached through public awareness campaign</p>	<p>Example: Number of people reached by materials, messages, or other educational materials, messages and other educational forms of information. Unit: <u>Number of people (disaggregated by gender, and IDP status)</u></p>	<p>Example: Data Source: National and local media resources which publish thematic shows, interviews, publications etc.; public events and actions attendance sheets, material distribution records, view on social media etc. Frequency – by-monthly</p>	<p>Example: PR Consultant, Regional coordinators</p>	<p>Example: 1) Conduct media monitoring. 2) Collect attendance sheets; 3) List publications (if any) 4) Collect number of views on social media 5) Responsible staff aggregates information</p>	<p>Example: The entire population of Ukraine, especially in ten pilot regions</p>
<p>Example: Number of partners reached through coalition building efforts</p>	<p>Example: Number of partner CSOs, local media, independent experts, local authorities' representatives joined or directly involved in coalition activities Unit: <u>Number of partners (disaggregated by type of partners)</u></p>	<p>Example: Data Source: Coalition meetings/ events/ actions attendance sheets, material distribution records; local events records/reports, signatories to joint statements etc. Frequency – after each event</p>	<p>Example: PR Consultant, Regional coordinators</p>	<p>Example: 1) Collect attendance sheets, materials distribution records 2) Review collected materials and list number of partners and coalition members; 3) Media monitoring at national and local level</p>	<p>Example: CSOs, independent experts, local authorities, in ten pilot regions</p>

CSO (Bidder)
RFA No.

Please Note: You can delete and add lines as needed or group and ungroup rows and columns.

Project Period
dd/mm/yyyy - dd/mm/yyyy

Title/Category	Name	Base Rate (USD)	Per	Units	Rate (USD)	Amount (USD)	Budet Notes/Narrative
1. DIRECT LABOR - (Labor & Benefits)							
<i>Salaries</i>							
1.1. <i>Example:</i>	Project Director (salary with taxes)		month			-	<i>Example:</i> General project management; reporting to the donor; representing the project at all levels, including media; maintaining communication with the key stakeholders and partners; advocacy campaign strategic planning and coordination - LOE: 60% of working time
1.2.			month			-	
1.3.			month			-	
<i>Subtotal Salaries</i>						-	
<i>Benefits</i>							
1.4.			month			-	
1.5.			month			-	
<i>Subtotal Benefits</i>						-	
1. Total Direct Labor (CCN) (Labor & Benefits)						-	
2. CONSULTANTS							
<i>Local Consultants</i>							
2.1.			day			-	
2.2.			day			-	
2.3.			day			-	
2. Total Consultants						-	
3. TRAVEL, TRANSPORTATION & PER DIEM							
3.1. (Travel)			trip			-	
3.2. (Per Diem)			day			-	
3.2. (Accommodation)			night			-	
3. Total Travel, Transportation & Per Diem						-	
4. OFFICE EXPENSES							
<i>Operational Costs</i>							
4.1. (Office Rent and Utilities)			month			-	
4.2. (Communication)			month			-	
4.3. (Office Supplies)			month			-	
4. Total Office Expenses						-	
5. PROJECT ACTIVITIES							
<i>5.1. Activity One</i>							
5.1.1.						-	
5.1.2.						-	
5.1.3.						-	
<i>5.2. Activity Two</i>							
5.2.1.						-	
5.2.2.						-	
5.1.3.						-	
<i>5.1. Activity Three</i>							
5.1.1.						-	
5.1.2.						-	
5.2.3.						-	
5. Total Project Activities						-	
6. OTHER DIRECT COSTS							
6.1. Bank Charges approx. ___% of total wired costs						-	
6.2.						-	
6.3.						-	
6. Total Other Direct Costs						-	
TOTAL DIRECT COSTS						-	