**Subject:** Request for Application No. RFA-16-139
**Amendment Number:** One (1)
**Issuance Date of Amendment Number One (1):** Thursday, October 20, 2016
**Subject:** Amendment One (1) to the Kenya Electoral Assistance Program (KEAP)
Innovation Grants for Electoral Support

Dear Prospective Applicants:

The purpose of this Amendment One (1) to the KEAP Innovation Grants for Electoral Support RFA is to:
- Revise the Applications Preparation Instructions of the RFA issued on October 3, 2016; and
- Answer potential applicants' questions.

Accordingly, RFA-16-139 is revised as follows:

**Section 3.5, Application Submission, page 4, is revised to add the following:**
Applications will be accepted and reviewed on a rolling basis until November 4, 2016, by no later than 5:00 p.m. Nairobi time. However, given IFES' interest in addressing the RFA objectives as soon as possible, IFES encourages submissions well in advance of that deadline. Applicants may be contacted by IFES if additional information is needed.

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### Questions and Answers

**Q1.     Can proposals submitted to you be for County or national level project activities?**

**IFES:**     Proposals may be submitted for county or national-level activities.

**Q2.     Your component 4 states that interest and goals are for activities in Eastern half of Kenya, so does the RFA for Western Kenya NGOs and activities be considered since electoral conflicts are also more pronounced in western Kenya (parts of Rift Valley, Nyanza and Western) former provinces?**

**IFES:**     Applications for activities in Western Kenya will not be considered. Organizations based in Western Kenya may propose implementation of activities in Eastern Kenya. For those who may be interested in implementing programs in Western Kenya, please contact the Kenya Electoral Violence Prevention Program (KEV), implemented by Mercy Corps.

**Q3.     What's the levels of support for single project? Is it the 100,000,000/= ,50,000,000/= and 50,000,000/=.**

**IFES:**     The maximum award varies by component as follows:
- Component #1: Key Institutions, Voter Registration and Voter Education, and Election Coordination – 100,000,000 KES
- Component #2: Women and Youth Participation – 50,000,000 KES
- Component #4: Dialogue, Consensus-Building, and Conflict Early-Warning/Early-Response – 50,000,000 KES

**Q4.** **I wish to know which areas you would assist our organization?**

**IFES:** KEAP will fund projects in the three component areas described in Q3. Funding may be used to support salaries; staff fringe benefits; consultants; travel and transportation; trainings, seminars, workshops; equipment; other direct costs; and indirect costs (if applicable) required to implement activities.

**Q5.** **In the list of not eligible organizations is the criteria of being an international organization. In our case as explained, are falling under the category – International organizations?**

**IFES:** Per the RFA, individuals and the following organizations are not eligible to access funding:
- Governmental and semi-governmental institutions
- International organizations
- Political parties
- Political candidates
- Organizations running on a for-profit basis

Locally registered implementing chapters of international or regional (network) organization are eligible if they meet the following minimum criteria:
- The majority of Board members are based in Kenya
- The organization is largely financially independent of its international mother body

**Q6.** **Kindly advise if the RFA in question also targets Media Houses?**

**IFES:** Media houses may apply if they are registered, local civil society organizations (CSOs), non-governmental organizations (NGOs), community-based organizations (CBOs), or other similar not-for-profit institutions.

**Q7.** **Our effort to find the right templates has been unsuccessful. Please and kindly give us the proper link?**

**IFES:** To access the Technical Narrative Template, please click the following link:
[Technical Narrative Template](#)

To access the Budget Template, please click the following link: [Budget Template](#)

To access the Budget Narrative Template, please click the following link: [Budget Narrative Template](#)

**All templates can be accessed on IFES' Procurement Notices page (at the top of the page): http://www.ifes.org/procurement-notices**

**Q8.** **Is it possible for us to submit an application as partnership of organizations?**

**IFES:** Organizations may apply as partners. All partner organizations should submit detailed budgets, and the combined total for all budgets must not exceed the maximum funding level indicated per component.

**Q9.** **Component #4: Dialogue, Consensus-Building, and Conflict Early-Warning/Early- Response.**

**Advance the goals of consensus-building, conflict mitigation or prevention in communities that have experienced electoral violence in the <u>Eastern half of Kenya</u>.**

**In the component above, what do you mean by Eastern half of Kenya underlined?**

**IFES:** For the purposes of this grant opportunity, Eastern Kenya includes: Embu, Garissa, Isiolo, Kajiado, Kiambu, Kilifi, Kirinyaga, Kitui, Kwale, Lamu, Machakos, Makueni, Mandera, Marsabit, Meru, Mombasa, Murang'a, Nairobi, Nyeri, Taita-Taveta, Tana River, Tharaka-Nithi, and Wajir.

**Q10.** **In the RFA Scope of work under Component 1 you have indicated that Party Registration and compliance is a key element constituting the goal of a successful proposals. Then under item 4.1 Specific Requirements, you have gone ahead to state that political parties are not eligible to access funding. So how is this going to happen?**

**IFES:** Organizations may submit applications proposing activities that support key institutions that ensure registration and compliance by political parties. However, political parties may not apply directly for funding**.**

**Q11.** **Party registration and Compliance is purely an issue left for Political parties in Kenya Civil Society (NGOs, CBOs, CIGs and FBOs) do not wonder into this arena. So please clarify what this statement means?**

**IFES:** Organizations may submit applications proposing activities that support key institutions that ensure registration and compliance by political parties.

**Q12.** **In your RFAs under 3.4.1 Application Instructions on Technical Application you have indicated that all Applicants must use Technical Narratives Templates provided in Attachment A in order to prepare their technical applications. However, these attachments are prepared in PDF format? So how do I access the word and excel format templates to prepare my application?**

**IFES:** Please see the response to Q7 in this Addendum.

**Q13.** **I would like to see clarification on the eligibility requirement in regard to this grant. Our HQ is in London, but we are registered in Kenya. However, we have a UK and US Board, but no Kenyan Board. Kindly advice on our eligibility based on the above.**

**IFES:** Per the criteria listed on page 5 of the RFA, locally registered implementing chapters of international or regional (network) organizations are eligible to apply if the majority of Board members are based in Kenya; or if partnering with a Kenya-based organization with a Kenya Board. Locally registered implementing chapters without a Board with a majority of members based in Kenya are not eligible to apply.

**Q14.** **There are funding ceilings for each of the components, are organizations required to apply for the whole amount or we can apply for just a portion of the amount?**

**IFES:** Applicants may submit applications for any funding level, up to the ceiling indicated per component. Organizations are not required to submit applications at the maximum funding level.

**Q15.** **Can community based organizations apply without being in a consortium with other organizations?**

**IFES:** Registered community-based organizations (CBOs) are eligible to apply for innovation grants. Individual CBOs may submit applications and are not required to apply as part of a consortium.

**Q16.** **I wish to get clarification whether Constitutional Commissions and Independent offices quality for this call.**

**IFES:** Per the eligibility requirements on page 5 of the RFA, governmental and semi-governmental organizations are not eligible to apply for innovation grants. Commissions and Independent Offices of the Kenya Government are not eligible to apply.

**Q17.** **Are we supposed to apply basing on County Levels, Regional or Nationwide?**

**IFES:** Organizations may submit applications for projects with county-level, regional, or nationwide coverage.

**Q18.** **Are the said amount per each component shared amongst all the qualified applicants in that particular region or it is only for the qualified applicant?**

**IFES:** IFES may award multiple sub-grants per each component. Applicants may apply for funding up to the maximum amount indicated per component, and IFES will consider all applications from eligible organizations. For example, under Component 1, multiple organizations may receive funding for projects up to KES 100,000,000.

**Q19.** **Kindly wanted to know how I can submit my application.**

**IFES:** Per page 4 of the RFA, complete applications must be submitted by e-mail to KEAPgrants@ifes.org by no later than November 4, 2016, at 5:00 p.m. Nairobi time.

**Q20.** **Can we apply as a consortium of CSOs working in one particular locality?**

**IFES:** Organizations may apply as partners. All partner organizations should submit detailed budgets, and the combined total for all budgets must not exceed the maximum funding level indicated per component.

**Q21.** **What is "de minimis rate?"**

**IFES:** As detailed in Article 2 CFR 200.414(f) in the U.S. Code of Federal Regulations, a "de minimis rate" is an indirect cost rate that represents 10% of an organization's modified total direct costs (MTDC) billed to a specific award. (MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and sub-awards and sub-contracts up to the first $25,000 of each sub-award or sub-contract, or approximately 2,500,000 KES. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and sub-contract in excess of $25,000,

or approximately 2,500,000 KES). Additional information about indirect cost rates is detailed in the response to Q88 of this Addendum.

**Q22.** **My CSO is relatively new and I have never received a grant directly into our account, all has been in-kind support. Should I go ahead and apply?**

**IFES:** All registered, local CSOs, NGOs, CBOs, religious institutions, or other similar not-for-profit institutions are eligible to apply. Please see the eligibility requirements on page 5 of the RFA.

**Q23.** **Is it possible to tackle more than one aspect of the grant intervention for example is it possible for one grantee to apply for both option #2 and #4 in one application? In other words, can I be allowed to integrate youth and women and dialogue intervention in one RFA?**

**IFES:** Organizations may submit applications for programs targeting one or more of the three components. Applications may propose programs that contribute to both women's and youth participation and dialogue.

**Q24.** **Having registered at district level in the year 2011 and operating on medium level where our activities are limited due to limited resources but with ability to obtain all the necessary technical competencies are we eligible if we partner or consult a training firm to assist us?**

**IFES:** Organizations may hire consultants to assist in the implementation of activities.

**Q25.** **In the component 2 category, can I include PWDs (persons with disability)**

**IFES:** IFES encourages all applicants to ensure their activities are inclusive of women, youth, PWDs, and other marginalized communities. Applications for programs targeting Component #2, or any component, are encouraged to include interventions targeting PWDs.

**Q27.** **What figure are we looking at in terms of participants in Component 2 category?**

**IFES:** Applicants should determine the number of participants appropriate for their proposed programs.

**Q28.** **Will the activity take place all over Kenya or selective places e.g. per county or constituency?**

**IFES:** Except for programs targeting Component #4, which should focus only on the Eastern half of Kenya, activities may have any geographic coverage.

**Q29.** **Can I send the CBO certificate at this stage?**

**IFES:** Applicants are not required to submit certifications with their applications. Successful applicants will be required to complete pre-award surveys.

**Q30.** **Can we suggest topics to train on at this stage or KEAP has it owned areas to train on?**

**IFES:** Applicants may include training topics in their proposals.

**Q31.** **What the schedule to release the funds? e.g. at different stage a certain percentage is given...etc.**

**IFES:** 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 may issue a Cost-Reimbursement Grant (CR) or a Fixed Amount Award (FAA). Under a CR, reimbursement is made to the grantee after expenses are incurred and based on documentation to support the costs incurred. Under a FAA, funds will be disbursed after agreed upon milestones or deliverables are completed, with documentation to support the milestone or deliverable.

**Q32.** **If our bank account is new does this result to disqualification and we can prove we can deliver the results as CBO.**

**IFES:** Applications will be evaluated by the criteria listed on page 4 of the RFA. Bank account details will not be part of evaluation criteria. However, successful applicants will be required to submit pre-award surveys of accounting systems and financial capability.

**Q33.** **In each category are you looking for only one grantee to do it in Kenya or many per category?**

**IFES:** IFES may award multiple sub-grants per component area.

**Q34.** **In Component 4 scope of work you stated " Eastern half of KENYA", can you give details.**

**IFES:** Please see the response to Q9.

**Q35.** **If we involve consultants who have done similar assignments, is it allowed to include their scope of works to enrich the application?**

**IFES:** Applicants may provide a description of the team proposed for implementation.

**Q36.** **On Equipment No. 6 you indicated budget per unit value $5,000, if we are purchasing computers/laptops and value is less than $5,000 can we include projectors as a component to meet threshold?**

**IFES:** Equipment means tangible, nonexpendable personal property having a useful life of more than one year, and an acquisition cost of $5,000 or more **per unit**. Applicants should budget for equipment necessary to conduct the activities as described in the application.

**Q37.** **Having worked on a similar proposal which we intended to roll out targeting ASPIRING CANDIDATES, can I forward a summary copy for you to give a consideration?**

**IFES:** To be eligible for funding, organizations must submit complete applications by e-mail to KEAPgrants@ifes.org by no later than November 4, 2016, at 5:00 p.m. Nairobi time. IFES will not consider any other unsolicited proposals.

**Q38.** **How do you work to ensure that your information is confidence and reliable?**

**IFES:** The Selection Committee will evaluate all applications based on the criteria listed in Section 3.6, Criteria for Selection, on page 4 of the RFA. In addition, successful applicants will be required to submit pre-award surveys of accounting systems and financial capability.

**Q39.** **How does IFES works that makes it different with other independent election monitoring organizations?**

**IFES:** Please visit the IFES website at www.ifes.org for additional information about our work.

**Q40.** **After elections, does IFES gives it is accounts on the elections?**

**IFES:** Please visit the IFES website at www.ifes.org for additional information about our work.

**Q41.** **Are there any additional addenda you might need, apart from the ones listed, for example the organization registration documents?**

**IFES:** Applicants are not required to submit additional annexes with their applications.

**Q42.** **Are youth led organizations accepted to participate in the activity of applications?**

**IFES:** Youth-led organizations that are registered as a CSO, NGO, CBO or other similar not-for-profit institution are encouraged to apply.

**Q43.** **Are proposals written that covers one county accepted?**

**IFES:** Applicants may submit proposals with activities that target one or more counties. Applicants must provide a justification or rationale for the geographic areas that they propose.

**Q44.** **Can IFES make partial funding to successful organizations to roll out proposed deliverables?**

**IFES:** Per Section 5.5 on page 6 of the RFA, IFES reserves the right to accept all or part of the application when awarding the grant.

**Q45.** **I would like to inquire if an organization can apply for more than one component for the Kenya Electoral Assistance Program 2017?**

**IFES:** Applicants may submit proposals contributing to one or more of the three components.

**Q46.** **Are self-help groups eligible as per the attached registration certificate?**

**IFES:** Per the RFA, locally registered implementing chapters of international or regional (network) organizations are eligible if they meet the following minimum criteria:
- The majority of Board members are based in Kenya
- The organization is largely financially independent of its international mother body.

**Q47.**  **Give us the counties you consider venerable?**

**IFES:** Applicants should determine the target counties appropriate for their proposed programs.

**Q48.**  **Maximum budget per group/organization?**

**IFES:** The maximum award varies by component as follows:
- Component #1:    Key Institutions, Voter Registration and Voter Education, and Election Coordination – 100,000,00 KES
- Component #2:    Women and Youth Participation – 50,000,000 KES
- Component #4:    Dialogue, Consensus-Building, and Conflict Early-Warning/Early- Response – 50,000,000 KES

**Q49.**  **Coverage area per group/organization e.g. sub counties or county?**

**IFES:** Organizations should decide the geographic coverage appropriate for their proposed programs.

**Q50.**  **Can an organization submit two proposals, one for component 1 (Key Institutions, Voter Registration and Voter Education, and Election Coordination) and another for component 2(Women and Youth Participation)?**

**IFES:** Organizations may submit proposals contributing to all three components listed in the RFA.

**Q51.**  **What is the budget ceiling for organizations making applications for components 1 and 2?**

**IFES:** Organizations targeting both Component #1 and Component #2 may request funding up to the cumulative ceiling for both components (150,000,000 KES). Large applications that target all three components may also request funding up to the cumulative ceiling of all three components (200,000,000 KES). However, applicants may also submit multiple applications for one or more components.

**Q52.**  **Kindly wanted to know how I can submit my application?**

**IFES:** Please see the response to Q19.

**Q53.**  **Can we apply as a regional network composed of registered organizations?**

**IFES:** Please see the response to Q8.

**Q54.** **What is the maximum amount that an organization can apply for?**

**IFES:** Please see the response to Q3.

**Q55.** **Do you give funding specifically for every category as you have listed that you have put the programme into 3 components?**

**IFES:** IFES will fund programs in all three component areas.

**Q56.** **Can an organization do one application that in cooperates all the categories/components?**

**IFES:** Organizations may submit proposals contributing to all three components.

**Q57.** **Do you also provide an excel template for the budget or every organization that does the application makes their own excel budget template?**

**IFES:** Please see response to Q7.

**Q58.** **Which Counties are targeted with this intervention?**

**IFES:** Applicants should determine which counties to target in their proposals.

**Q59.** **What is the maximum Grant amount per County?**

**IFES:** Awards will be made by component area, not by county. Please see the response to Q3 for maximum funding levels by component.

**Q60.** **Will organizations based in those specific counties be given a priority?**

**IFES:** In their technical approach, organizations should indicate their target geographic areas and provide a justification/rationale for those areas. IFES does not prioritize specific counties.

**Q61.** **Our company registered as a limited company though we conduct nonprofit based activities. We have been involved in Building Capacity of communities in Election violence prone areas. We have implemented a USAID funded project earlier. We were interested in submitting our RFA. Does our status allow us to do the same?**

**IFES:** Per Section 4.1 of the RFA, applications are limited to registered, local CSOs, NGOs, CBOs, and religious institutions or other similar not-for-profit institutions.

Locally registered implementing chapters of international or regional (network) organizations are eligible if they meet the following minimum criteria:
- The majority of Board members are based in Kenya
- The organization 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 organizations
- Political parties
- Organizations running on a for-profit basis

**Q62.** **Are profit making organizations eligible to submit proposals?**

**IFES:** Per Section 4.1 on page 5 of the RFA, for-profit organizations are not eligible for funding.

**Q63.** **Should applicant organization allowed to combine to work on all 3 component or choose specific component to handle?**

**IFES:** Organizations may submit applications for programs targeting one or more of the three components.

**Q64.** **What is the funding limits per organization?**

**IFES:** Please see the response to Q3 for maximum funding levels per component.

**Q65.** **The call makes reference to, under Component #4, advancing "the goals of consensus-building, conflict mitigation or prevention in communities that have experienced electoral violence in the Eastern half of Kenya". Please clarify which counties are included in this definition.**

**IFES:** Please see the response to Q9.

**Q66.** **Grant amount ceiling – is the amount allocated per Component to be split amongst successful bidders? In addition, is there a budget floor and ceiling for which each applicant is eligible to apply?**

**IFES:** No, the award ceilings indicated are per project. There is no budget floor. Please see the response to Q3 for award ceilings for projects in each component.

**Q67.** **Are we legible to apply for grant work on a certain filed such as voter registration and voter education only targeting a county or two counties?**

**IFES:** Yes, applicants may propose projects focusing on voter registration and voter education in one or two counties. In the technical approach, organizations should indicate their target geographic areas and provide a justification/rationale for those areas.

**Q68.** **If an organization was registered in 2015 and does not have any records asked on the technical narrative template No. 5. e.g. experience. Can it apply?**

**IFES:** Organizations without past performance may apply for funding. Per Section 3.6 on page 4 of the RFA, Past Performance and Organizational Capacity will account for 20% of evaluation criteria and grading.

**Q69.** **Can an organization partner with another organization?  e.g. NGO- NGO, FBO, CBO. (Thereafter make an agreement / MOU)?**

**IFES:** Please see the response to Q8.

**Q70.** **Can an organization partner with an institution e.g. university and others on a triangular approach method?**

**IFES:** Organizations may partner with other eligible organizations, i.e. other registered, local CSO, NGO, CBO, religious institution, or other similar not-for-profit institutions.

**Q71.** **Can an organization apply for less than 50,000,000 KES and cover a county or district?  or if the organization was mandated to cover 3 counties by the non- governmental co-ordination Board how much would it need? E.g. for Tharaka-Nithi, Embu and Meru counties?**

**IFES:** Yes, organizations may request funding below the award ceiling. In their technical approach, organizations should indicate their target geographic areas and provide a justification/rationale for those areas. Organizations should also determine the funding level required to successfully implement proposed activities.

**Q72.** **How many components can an organization apply for?**

**IFES:** Organizations may submit applications for programs targeting one or more of the three components. Organizations may submit one application for three components.

**Q73.** **Does IFES have organizations that have worked in the same field in the past which can be asked to partner with new org at the grass root?**

**IFES:** IFES will not provide a list of organizations with which it has worked in the past.

**Q74.** **What does 2CFR200.414 (f) on article 3.4.2 mean?**

**IFES:** This refers to a U.S. Government Code of Federal Regulations article addressing indirect costs. For more information, please see the link here: [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8) and responses to Q21 and Q88 regarding this topic.

**Q75.** **Can IFES train/ capacity build an organization to make it able to implement the proposal for an area where no experienced local organization can be found?**

**IFES:** IFES will provide training to grantees on grants management.

**Q76.** **Our organization is requesting for more information as regards to a) principles established by the Department of State and 2CFR600; 2) requirements as per 2CRF200.414(f).**

**IFES:** Information regarding 2 CFR 600 is available online at [http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=11bc02f059d60b385c07b4c3f6bb602a&ty=HTML&h=L&r=PART&n=pt2.1.600](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=11bc02f059d60b385c07b4c3f6bb602a&ty=HTML&h=L&r=PART&n=pt2.1.600).

Information regarding 2CRF200.414(f) is available online at [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8)

**Q77.** **Can anyone organization apply for only one component?**

**IFES:** Proposals may contribute to one or more of the three components. However, organizations may submit only one proposal.

**Q78.** **Please help me understand lower eastern.**

**IFES:** Please see the response to Q9.

**Q79.** **[Organization name redacted] works mainly in Kiambu, Muranga, Eastern Machakos around Kilimambogo and lower Nyandarua, can we make an application to any one of this areas?**

**IFES:** Except for programs targeting Component #4, which should focus only on the Eastern half of Kenya, activities may have any geographic coverage within Kenya.

**Q80.** **Am I supposed to attached Certificate of the organization?**

**IFES:** No, applicants are not required to submit certifications with their applications.

**Q81.** **What is the minimum amount that a Disabled People Organization can apply for?**

**IFES:** There is no award floor. Any organization may submit applications for funding up to the maximum funding level indicated per component.

**Q82.** **Is there a special guideline/evaluation plan that guides IFES in considering organizations for and of people with special needs for a grant?**

**IFES:** IFES will evaluate whether applications are inclusive of persons with disabilities across all criteria. For example, applications detailing work with persons with disabilities in the technical approach should also have corresponding costed activities in the budget.

**Q83.** **Do persons with disabilities fall under component No.2?**

**IFES:** Yes. Please see the response to Q25.

**Q84.** **Can a Consortium consisting of non-profits and for-profits apply where the For-profit is more qualified in terms of relevant experience and resources including technology?**

**IFES:**    Per Section 4.1 on page 5 of the RFA, for-profit organizations are not eligible for funding. However, successful grantees may hire consultants from for-profit organizations.

**Q85.**    **Can a new Non-profit apply as the Lead Organization that can obtain or leverage the experience, Innovative Processes and Civic Education delivery technology of a for-profit as part of a Consortium?**

**IFES:**    Per Section 4.1 on page 5 of the RFA, for-profit organizations are not eligible for funding as part of a consortium. However, applicants may propose leveraging the services of for-profit organizations.

**Q86.**    **Is it acceptable to respond to this RFA as a joint partnership or must it be done by an individual participation?**

**IFES:**    Please see the response to Q8.

**Q87.**    **Is it right to include any two components in one application and budget or must every component have its own application and budget?**

**IFES:**    Applicants may propose projects that contribute to two (or more) components in a single application.

**Q88.**    **Does indirect cost mean administrative cost? What is the full meaning of NICRA?**

**IFES:**    Indirect costs are costs which cannot be directly identified with a single contract or grant. Indirect costs must be applied equitably across all of the business activities of the organization, according to the benefits each gains from them. Some examples of indirect costs are office space rental, utilities, and clerical and managerial staff salaries. To the extent that indirect costs are reasonable, allowable and allocable—according to applicable U.S. Government cost principles—they are a legitimate cost of doing business payable under a U.S. Government contract or grant. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

NICRA is an acronym that stands for Negotiated Indirect Cost Rate Agreement. These rates must be negotiated and formalized in a written agreement between the nonprofit organization and the cognizant U.S. federal government agency for indirect costs. Negotiated Indirect Cost Rate Agreements specify: (a) the final rate(s), (b) the base(s) to which the rate(s) apply, and (c) the period(s) for which the rate(s) apply.

More information on indirect cost rate determination, application and negotiation is available from the following sources:

* Articles 2 CFR 200.412, 413 and 414 in the U.S. Code of Federal Regulations;
* Appendix IV to Part 200 - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations; and
* The USAID Best Practices Guide for Indirect Costing.

**Q89.**    **Please clarify if the call can be responded to by organizations that are still undergoing the process of registration but are currently hosted by a duly registered organization.**

**IFES:**      Please see Section 4.1 of the RFA regarding the eligibility requirements.

**Q90.    What size of grant can we apply?**

**IFES:**      Please see the response to Q3.

**Q91.    Can we apply in a partnership or consortium?**

**IFES:**      Please see the response to Q8.

**Q92.    What's your overhead cost percentage threshold for communication, administration, monitoring and evaluation?**

**IFES:**      Awards will cover indirect costs in accordance with an organization's current approved NICRA. If the applicant has never received a negotiated indirect cost rate, the applicant may elect to charge a *de minimis* indirect rate of 10% of modified total direct costs as per 2 CFR 200.414(f). If the applicant chooses the *de minimis* rate, the applicant must follow the requirements in 2 CFR 200. For more information, please see the responses to Q21 and Q88.

**Q93.    How do we plan for currency fluctuation in our budget?**

**IFES:**      Awards will be made in Kenyan Shillings.

**Q94.    Is Technical Assistance [TA] available and in which form?**

**IFES:**      Please see the response to Q75.

**Q95.    What are your reporting requirements?**

**IFES:**      Reporting will be determined based on the grant activities proposed and negotiated during the negotiation phase. At minimum, IFES will require technical and financial reporting.

**Q96.    Please clarify if the application should be treated as one where it explains in detail how the three components are to be realized.**

**IFES:**      Applicants may submit proposals that contribute to all three components.

**Q97.    Please clarify if the three components are entirely different and an institution should only pick one component.**

**IFES:**      Organizations may submit applications for programs targeting one or more of the three components.

**Q98.    What is the maximum period of the grant or implementation- How many months or years?**

**IFES:** The implementation period will be December 17, 2016 – October 30, 2017.

**Q99.** **What is the maximum amount per organisation (Estimate)?**

**IFES:** Please see the response to Q3.

**Q100.** **Kindly provide us with all the necessary conditions/prerequisite for the grant.**

**IFES:** Please see Section 3.6., Criteria for Selection, and Section 4.1., Specific Requirements, of the RFA.

**Q101.** **Do you have any regional preference or areas of interests as per the component?**

**IFES:** Except for programs targeting Component #4, which should focus only on the Eastern half of Kenya, activities may have any geographic coverage. In their technical approach, organizations should indicate their target geographic areas and provide a justification/rationale for those areas. IFES has not prioritized specific geographic areas.

**Q102.** **Would you undertake capacity assessments for the qualifying organisations?**

**IFES:** Successful applicants will be required to submit pre-award surveys of accounting systems and financial capability.

**Q103.** **Can one organization apply for all the three components?**

**IFES:** Organizations may submit applications for programs targeting one or more of the three components.

**Q104.** **Are the stated budgetary caps the maximum that one organization can apply for or are they caps for the entire component to be shared among selected sub-grantees?**

**IFES:** The award ceilings are per project in each component, not shared among selected sub-grantees.

**Q105.** **Can the applicant partner with like-minded organizations to increase quality of delivery of any or all the components that they apply for?**

**IFES:** Please see the response to Q8.

**Q106.** **We would much appreciate a little more clarity on Component 2's stated objective:** *Increased participation of women and youth as voters, as election staff, as advocates and awareness of the importance of inclusion to a healthy democracy*. **It would be good to know what is meant by participation, and also whether you also see this component as contributing to increased participation of women as politicians and leaders. The RFA for the overall KEAP programme (RFA-615-16-000001) describes this component as about** *promoting women's and young men and women's (youth) political participation and inclusion in the 2017 election allowing more women and youth to engage in the political process and vie for elected positions.*

**IFES:** KEAP is already conducting candidate training seminars for female, youth, and disabled aspirants. As such, applicants submitting proposals addressing Component #2 should focus on the participation of women and youth as voters, election staff and advocates, as specified in the RFA.

**Q107.** **If an organization has not managed a project on elections but it the project implementers are people with over 10 years' experience on governance and electoral process is such organization eligible to apply?**

**IFES:** Please see Section 4.1., Specific Requirements, on page 5 of the RFA for eligibility requirements. If your organization meets those requirements, it is eligible to apply. Per Section 3.6 on page 4 of the RFA, Past Performance and Organizational Capacity will account for 20% of evaluation criteria and grading.

**Q108.** **In case an organization has not received any grant since it was formed but it has a very strong and highly experienced technical team and financial management team, is it eligible to apply?**

**IFES:** Please see Section 4.1., Specific Requirements, on page 5 of the RFA for eligibility requirements. If your organization meets those requirements, it is eligible to apply. Per Section 3.6 on page 4 of the RFA, Past Performance and Organizational Capacity will account for 20% of evaluation criteria and grading.

**Q109.** **Can we participate in both component 1&2 since our scope of service is overlapping in both?**

**IFES:** Applicants may submit proposals that contribute to both Component #1 and Component #2.

**Q110.** **We noted that the RFA has been limited to local entities on the basis of building their capacity in order to build sustainable organizations. However, as an international organization with strong grassroots connections and a dedicated local staff, couldn't the program benefit from an experienced and established grantee that uses its vast knowledge and current programming to produce national results? We would like to clarify why this opportunity has been limited to local Kenyan organizations.**

**IFES:** As Q110 notes, one of the goals of the grants program is to build the capacity of local grantees to manage and implement sustainable programs. While IFES acknowledges the value of international organizations' work in Kenya, one of the key purposes of this RFA is to provide local organizations the opportunity to implement innovative programming.

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**The hour and date specified for receipt of Applications remains unchanged. Except as provided herein, all terms and conditions of the Request for Applications remain unchanged and in full force and effect.**

**End of Addendum 1**