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Kenya Electoral Assistance Program (KEAP)

REQUEST FOR APPLICATIONS (RFA)

Innovation Grants for Electoral Support

RFA No. 16-139

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

October 3, 2016

1. Request for Application (RFA)

1.1.Purpose

IFES is currently engaged in implementing the “Kenya Electoral Assistance Program (KEAP) 2017,” funded by the United States Agency for International Development (USAID). The purpose of this Request for Applications (RFA) is to invite prospective applicants to propose innovative ways to provide targeted election-related programming to support relevant KEAP program components as highlighted below. IFES plans to award multiple sub-grants, up to a maximum ceiling per each component.

Component #1: Key Institutions, Voter Registration and Voter Education, and Election Coordination (KES 100,000,000)

Component #2: Women and Youth Participation (KES 50,000,000).

Component #4: Dialogue, Consensus-Building, and Conflict Early-Warning/Early- Response (KES 50,000,000)

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 the Department of State and 2 CFR 600.

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

The International Foundation for Electoral Systems (IFES) is an independent, non-governmental organization providing professional support to electoral democracy. IFES promotes democratic stability by providing technical assistance and applying field-based research to the electoral cycle worldwide to enhance citizen participation and strengthen civil societies, governance and transparency. The activities outlined in this Request for Application draw on IFES’ 27 years of experience working in 137 countries including emerging, transitional and post-conflict democracies.

2.2.RFA Schedule

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

RFA Response Period	October 3 – November 4, 2016
Questions Due	October 14, 2016
Response from IFES	October 19, 2016
RFA Closes—All Applications Due	November 4, 2016, by no later than 5:00 p.m. Nairobi time
Evaluation/Negotiation Period	November 7 – December 15, 2016
Award	December 16, 2016

Implementation Period

December 17, 2016 – October 30, 2017

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 October 14, 2016**, and be submitted by email only to KEAPgrants@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 **October 19, 2016**. 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.
- 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 prospective applicant chooses the de minimis rate, the applicant must follow the requirements in 2 CFR 200.414(f). 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. 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 November 4, 2016—by no later than 5:00 p.m. Nairobi time**—to Salima Wiggins, Senior Contracts & Grants Manager, and Jenny Xu, Contracts & Grants Analyst, at KEAPgrants@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
1. Technical Approach	40%
2. Implementation Timeline	20%
3. Cost Application	20%
4. Past Performance and Organizational Capacity	20%

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

IFES will identify grantees whose activities are inclusive of women, youth, people living with disabilities, and other marginalized communities. It is anticipated that the grants program will build capacity of local grantees to fully manage and implement their programs with a view towards sustainability. The goal of successful proposals will contribute to one or more of the following components:

Component #1: Key Institutions, Voter Registration and Voter Education, and Election Coordination

Improvement of key electoral processes related to voter registration, party registration and compliance, voter education, electoral dispute resolution and results transmission and verification.

Component #2: Women and Youth Participation

Increased participation of women and youth as voters, as election staff, as advocates and awareness of the importance of inclusion to a healthy democracy.

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 Eastern half of Kenya.

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 Kenya
- ✓ The organisation is largely financially independent of its international mother body

Individuals and the **following organisations** 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 **October 30, 2017**.

4.3. 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.

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

Applicant Name	
Legal registration status	

Applicant's contact details	
Postal address:	
Physical address:	
Telephone number: (landline and mobile)	
Contact person for this application:	Name
	Title
Contact person's tel. & email:	
Website of the Organisation:	

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.

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

Attachment B: Budget Template

Kenya Electoral Assistance Program (KEAP)
Application Budget

Applicant Name:
Project Title:
Project Start Date:
Project End Date:

Line Item	GRANT FUNDS				TOTAL
	Unit of Measure*	Number of Units	Rate per Unit	Total	
1. SALARIES					
1. Title, First & Last Name		0.00	KES -	KES -	KES -
2. Title, First & Last Name		0.00	KES -	KES -	KES -
3. Title, First & Last Name		0.00	KES -	KES -	KES -
Subtotal, Salaries				KES -	KES -
2. STAFF FRINGE BENEFITS					
1. Title, First & Last Name		0.00	KES -	KES -	KES -
2. Title, First & Last Name		0.00	KES -	KES -	KES -
Subtotal, Staff Fringe Benefits				KES -	KES -
3. CONSULTANTS					
1. Title, First & Last Name		0.00	KES -	KES -	KES -
2. Title, First & Last Name		0.00	KES -	KES -	KES -
Subtotal, Consultants				KES -	KES -
4. TRAVEL AND TRANSPORTATION					
Airfare		0.00	KES -	KES -	KES -
Lodging		0.00	KES -	KES -	KES -
Meals and Incidental Expenses		0.00	KES -	KES -	KES -
Transfers & Misc. Travel Costs		0.00	KES -	KES -	KES -
Subtotal, Travel and Transportation				KES -	KES -
5. TRAININGS, SEMINARS, WORKSHOPS					
Title of Training, Seminar, Workshop					
Lodging		0.00	KES -	KES -	KES -
Venue		0.00	KES -	KES -	KES -
Food		0.00	KES -	KES -	KES -
Tuition		0.00	KES -	KES -	KES -
Trainer Fees		0.00	KES -	KES -	KES -
<i>Subtotal:</i>				KES -	KES -
Title of Training, Seminar, Workshop					
Lodging		0.00	KES -	KES -	KES -
Venue		0.00	KES -	KES -	KES -
Food		0.00	KES -	KES -	KES -
Tuition		0.00	KES -	KES -	KES -
Trainer Fees		0.00	KES -	KES -	KES -
<i>Subtotal:</i>				KES -	KES -
Subtotal, Trainings, Seminars, Workshops				KES -	KES -
6. EQUIPMENT					
Name of item		0.00	KES -	KES -	KES -
Name of item		0.00	KES -	KES -	KES -
Subtotal, Equipment				KES -	KES -
7. OTHER DIRECT COSTS					
Communications		0.00	KES -	KES -	KES -
Stationary and Supplies		0.00	KES -	KES -	KES -
Branding and Marking Supplies		0.00	KES -	KES -	KES -
Subtotal, Other Direct Costs				KES -	KES -
8. INDIRECT COSTS (IF APPLICABLE)					
Indirect Rate		0.00	KES -	KES -	KES -
Subtotal, Indirect Costs				KES -	KES -
TOTAL PROPOSED BUDGET				KES -	KES -

* 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 KES 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 KES 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 KES X /day, for a total KES X.

2. Staff Fringe Benefits (Total KES X)

(Provide detailed breakdown of percentage and/or amounts for fringe benefits and allowances and the cost elements included)

Fringe benefits for staff equivalent to X% of salaries are required by local labor laws and customs as follows: For example: X% Social Security (Employer Contribution), X% Health Insurance, X% Life Insurance, X% Retirement, X% Paid Absence, etc. Total X% * KES X = KES X

3. Consultants (Total KES 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 KES 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.

4. Travel and Transportation (Total KES X)**(a) Air Travel**

Component	No. of Trips	Airfare Cost	Trip Destination	Position and Purpose
#1	2		Nairobi/X	

(b) 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.

(c) Other Travel Costs

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

5. Training, Seminars, Workshops (Total KES 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.

6. Equipment (Total KES X)

Only include equipment with per unit value of \$5,000 or more each. Identify the cost per item and justify the need for each piece of equipment to carry out the proposed project.

7. Other Direct Costs (ODCs) (Total KES X)

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

8. Indirect Costs (Total KES X)

In accordance with [Name of sub-grantee]'s current approved NICRA dated X, 200X, indirect costs are budgeted at X.00% of Total Direct Costs excluding X. Total indirect costs: X% * KES X (ODCs – X) = KES X.

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 prospective applicant chooses the de minimis rate, the applicant must follow the requirements in 2 CFR 200.

End of RFA