



Global Expertise. Local Solutions.
Sustainable Democracy.

2011 Crystal Drive
Floor 10
Arlington, VA 22202

Tel: 202.350.6700
Fax: 202.350.6701
www.IFES.org

REQUEST FOR APPLICATIONS (RFA) **for Electoral Violence Monitoring for Nigeria's 2019 General Elections** **RFA-18-057**

1. Request for Application (RFA)

1.1. 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. Since arriving in the country, IFES has been building the capacity of institutions such as the Independent National Electoral Commission (INEC), Civil Society Organizations (CSO), media organizations, and the judiciary. Electoral violence is a unique subcategory of political violence experienced in different forms, ranging from intimidation, to destruction of property, to violent clashes resulting in loss of life. IFES defines electoral violence as, "Any harm or threat of harm to any person or property involved in the election process, or the process itself, during the election period."

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.

1.2. Purpose

IFES is currently engaged in implementing the Support for Electoral Reforms Project (SERP) in Nigeria, funded by USAID and DFID. The purpose of this Request for Applications (RFA) is to increase awareness of and accountability for electoral violence through conflict monitoring, public education and advocacy in Nigeria. As part of SERP programming, IFES and local partners maintain a "Nigeria Electoral Violence Report." IFES will continue this support in advance of the 2019 General Elections by providing six (6) subawards to Nigerian CSOs that will identify, train and deploy monitors across each of Nigeria's 6 geopolitical zones, to monitor, analyze and respond to incidents of electoral violence. The RFA provides prospective organizations with the relevant operational and performance requirements for the expected awards.

1.3. 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.

1.4. Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2. Scope of Work

The following objectives will guide the NEVR project:

- i. To increase public knowledge and awareness of the dangers of electoral violence before, during, and after elections;
- ii. To increase the participation and involvement of election stakeholders in the mitigation and prevention of electoral violence;
- iii. To increase the capacity of CSOs and the electorate to monitor and prevent electoral violence.

Based on IFES' Electoral Violence Education and Resolution (EVER)¹ methodology - which combines assessment, research, on-the-ground monitoring and reporting, as well as stakeholder participation and dialogue - the selected organisations will have the following general scope of work:

- Train, and deploy NEVR monitors to work with partner CSOs based in the target geopolitical zone to observe and document incidents of electoral violence.
- Carry out advocacy and share electoral violence related information, with particular attention to the impacts and experiences relative to persons with disabilities, women, men and youth.
- Identify electoral violence hotspots, focusing on areas that experienced high levels of violence during previous elections, and other areas identified by stakeholders as likely hotspots.
- Provide a detailed written assessment to IFES of the electoral violence landscape in the designated geopolitical zone.
- Build relationships, initiate dialogue and conduct evidence- and knowledge-based advocacy with key stakeholders and government institutions before, during and immediately following the 2019 General Elections.
- Share information with key decision makers that facilitates violence-free elections across the states in the designated geo-political zone.
- Review and update IFES-provided electoral violence monitoring forms including incident reporting form, log book, training manuals and procedures.
- Deliver monthly reports and a final project report. These reports are expected to be submitted to IFES within the timeframes stipulated in the sub award.

Interested applicants may request additional details about IFES' EVER methodology through the contacts listed below.

GEOGRAPHIC SCOPE

IFES plans to issue six separate awards – one per each geopolitical zone of Nigeria. To be responsive, each application must focus solely on a single geo-political zone.

NB: Applicants may propose work in more than one geo-political zone through **separate proposals**.

PROPOSAL REQUIREMENTS

Applicants must submit a proposal of not more than 15 pages (including cover page, all text, and any annexes, but excluding budget and budget notes), which must include the following elements:

- A clear, concise and substantiated description of what the organization sees as the main drivers of electoral violence in the target geopolitical zone.
- A well-developed technical proposal detailing how the organization will complete the required activities outlined above.
 - **Please note:** Successful applicants must substantively demonstrate how their awareness raising, monitoring, data collection and analysis will account for the differing ways in which women and men may experience and report about electoral violence related issues.
- A technically sound and specific plan for monitoring and evaluation of the proposed activities.
- A detailed and realistic timeline for program implementation.

¹ Prospective applicants are invited to request additional information about the EVER methodology using the contact information included in this RFA.

- The organizational structure, capacity and experience of the organization in doing similar work, including:
 - Evidence that the proposed staff possess the experience and qualifications necessary to successfully implement the proposed activities;
 - An organizational chart or brief description that defines the roles, management responsibilities and authorities of the staff; and
 - Demonstrated ability to conduct activities in all six geo-political zones.
- PLEASE NOTE: Requirements for the mandatory Budget & Budget Narrative are detailed separately below in section 4.4.2 of this RFA.

3. General Information

3.1. RFA Schedule

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

Issuance of RFP	October 01, 2018
Questions Due	October 05, 2018, by no later than 1700 Abuja local time
Response from IFES	October 09, 2018
RFA Closes—All Applications Due	October 15, 2018, by no later than 1700 Abuja local time
Implementation Period	November 1, 2018 – February 28, 2019

4. Application Preparation Instructions

4.1. 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.

4.2. 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.

4.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by the IFES officials identified below. In no case shall verbal communication govern over written communication.

4.3.1. Applicant Inquiries

Inquiries, questions, and requests for clarification related to this RFA should be submitted in writing, **no later than the date identified in Section 2.1**, and be submitted only to the representative(s) listed below.

Elisa Velasco
Contracts and Grants Manager
Email: evelasco@ifes.org

and

Khadar Maow
Email: Kmaow@ifes.org

4.4. Application Instructions

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

4.4.1. Technical Application

- The Technical Application must include a written proposal in English describing in detail the applicant's (a) Technical Approach, (b) Organizational Capacity, and (c) Project Work-plan to implement the Program Description as described in Article 4 of this RFA. The evaluation criteria can be found in Article 4.6. The Technical Application should be responsive to each element of the evaluation criteria.

4.4.2. 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 to charge 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.
- Budgets exceeding 16 million Nigerian Naira will not be considered. Cost realism and cost effectiveness will be key considerations in the evaluation of proposals in addition to the budget total.

4.4.3. Timeline

Applicants must submit a detailed timeline in their proposal showing the time required to implement the services requested.

4.4.4. 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;
- 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).

4.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or prior to the RFA closing date and time identified in Section 2.1 to **Elisa Velasco** at velasco@ifes.org and **Khadar Maow** at Kmaow@ifes.org

4.6. 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 2 of this RFA.

Evaluation Criteria & Grading:

1. Technical Approach: Feasible, detailed and responsive technical application	30%
2. Cost Proposal: competitive budget with a realistic and efficient cost structure	30%
3. Past Performance and Organizational Capacity: Prior experience and demonstrated expertise in implementation of related projects	20%
4. Project Methodology and Monitoring: Feasible and complete project monitoring methodology and plan	20%

Evaluation Criteria Grading:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

4.7. 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.

5. Additional Terms & Conditions

5.1. 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 the local country.
- ✓ 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

5.2. Pre-Award and Subrecipient Monitoring

- 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. government 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 mentorship, training and oversight to ensure grant management practices are in line with anti-corruption principles as well as to build capacity of local grantees to fully manage and implement their programs in adherence to donor regulations and with a view towards sustainability.

5.3. Non-Disclosure Agreement

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

5.4. 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.

5.5. Applications

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

5.6. Governing Law

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

5.7. Partial Awarding

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

5.8. 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.

5.9. Entire RFA

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

5.10. Attachments

Attachment A: Technical Narrative Template

Attachment B: Budget Template

End of RFA

Attachment A: Technical Narrative Template

Technical Narrative

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

1. Technical Approach

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

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

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

- 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

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.

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 (Nigerian Naira)	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 Sample Budget Template

Please Note: Budgets must be presented in Nigerian Naira.

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

* Please write the type of unit per line item. Sample base units are: day, month, trip, item