INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

REQUEST FOR APPLICATIONS (RFA) for
Building Leadership Skills and Increasing Political Participation of
Youth in Nepal

RFA-19-060

Date: June 28, 2019

1. **Request for Application (RFA)**

   1.1. Purpose

   IFES is currently engaged in implementing "Niti Sambad", with funding from the United States Agency for International Development (USAID). The purpose of this Request for Applications (RFA) is to invite youth-led organization(s) to submit applications to implement a project that will broaden the participation of youth in Nepal's electoral and political processes through inclusive civic education efforts. The objective of this project is to ensure youth in Nepal understand the roles and responsibilities of both locally elected officials and citizens and the importance of youth participation in political processes. The RFA provides prospective organizations with the relevant operational and performance requirements.

   IFES plans to issue a Subaward from approximately September 2019 to August 2021.

   1.2. RFA Schedule

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

Issuance of RFA	June 28, 2019
Questions Due	July 12, 2019; by 17:00 Washington DC (EST)
Response from IFES	July 16, 2019
RFA Closes—All Applications Due	July 26, 2019; by 17:00 Washington DC (EST)
Implementation Period	September 2019 – August 2021

2. **General Information**

   2.1. Background

   IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

   As the global leader in democracy promotion, we advance good governance and democratic rights by Providing technical assistance to election officials, Empowering the underrepresented to participate in electoral and political processes, and Applying field-based research to improve the electoral cycle.

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

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 July 12, 2019; by 17:00 Washington DC (EST)** and be submitted to the representatives listed below.

> Mr. Abdullah Abdullah
> Contracts and Grants Manager
> aabdullah@ifes.org
>
> Mr. Khurram Naz
> Contracts and Grants Administrators
> knaz@ifes.org

Note: Questions/Answers and Addenda(s) related to this RFA can be found on IFES Procurement Notices and Devex.com.

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 the date set in the RFA Schedule above. 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
- The Technical Application must include a written application in English describing in detail the applicant's (a) Technical Approach, (b) implementation timeline, and (c) results framework to implement the Program Description as described in Article 4 of this RFA. The evaluation criteria can be found in Article 3.6. Applicants should use the technical narrative template in Attachment A.

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 **NPR,** with applicable taxes/charges clearly identified. Unit costs are required and, in the case of discrepancies between unit costs and total costs, the unit cost will be taken as the reference basis in the evaluation.

- The 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 (see column H of Attachment B).

- The estimated budget will be USD $100,000 for approximately 24 months

3.4.3. A brief outline of the applicant's organization and experience as outlined in Attachment C.

3.4.4. Additional documentation

- A completed pre-award survey as included in Attachment D

- A copy of the organization's most recent final, signed audits/financial statements

- Proof of organization's registration in Nepal

- Any other supporting document that will strengthen the application

3.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to July 26, 2019— by no later than 17:00 Washington DC (EST) time —**to aabdullah@ifes.org and knaz@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

1. **Technical Approach, Implementation Timeline, Results Framework**   **40 points**
    - Demonstrated understanding of the RFA and of IFES' requirements
    - Soundness and feasibility of technical approach
    - Reasonable implementation timeline and results framework

2. **Competitive Budget with efficient and reasonable cost structure**   **30 points**
    - Cost realism in response to RFA requirements
    - Clear budget presentation of necessary, allocable and reasonable costs
    - Appropriate balance of budget between operational/personnel costs and activity costs

3. **Past Performance and Organizational Capacity**   **30 points**
    - Extent to which proposed personnel have relevant qualifications and experience
    - Demonstrated capacity to organize, manage and implement full range of activities required to achieve program goals and objectives

- Demonstrated flexibility to adjust implementation in response to changing environments
- Demonstrated strong past performance in implementing programs of similar size, scope and complexity
- Demonstrated presence and/or networks in the proposed target districts

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

Nepal's 2017 elections for local, state and national officials represented a historic milestone in the country's democratic transition to a federal republic. To maintain trust in democratic processes and build confidence in Nepal's new government institutions, IFES is seeking to work with one youth organization that can motivate youth to participate in political processes. The objective of this project is to ensure youth in Nepal understand the roles and responsibilities of both locally elected officials and citizens and the importance of youth participation in political processes.

IFES is seeking applications from organizations to work with youth with a preference for earthquake affected areas, and districts in **Province 5, Karnali Province and Sudurpashchim Province**. Applications should specify the districts in which the program will be implemented and why the districts were selected. Applicants must work in at least five and must also have a presence in the Kathmandu Valley area. While IFES will accept application from all types of organizations that meet the qualifications detailed below, preference will be given to organizations led and managed by youth and with an existing presence in the geographic areas proposed.

Civil Society Organizations (CSOs) should submit an application to:

- Work with IFES to develop training curriculum for interactive youth trainings.
- Recruit and supervise trainers and/or CSO staff who will attend IFES' Kathmandu-based training of trainers (TOT) and implement the trainings at the district-level (note that IFES will pay for the TOT event).
- Identify and recruit youth leaders, with a focus on mainstreaming young women, youth with disabilities and other marginalized groups. Each district-level training group should consist of no more than 25 participants.
- Implement at least 2 interactive trainings per training group in each target district and in the Kathmandu Valley area, tailored to the specific learning skills of youth in Nepal that combine lessons on democratic values, participatory citizenship, voter education, good governance and Nepal's government structures.
- Explore innovative methods of engaging urban and rural youth in government using social media, mobile devises, and alternative platforms of information technology.
- Supervise youth program participants who will complete community mobilization and advocacy activities in program districts, including tracking total number reached through these activities and other success stories.
- Develop and disseminate youth civic education materials in partnership with IFES.

- Advocate and coordinate with political stakeholders including the Election Commission, Nepal (ECN), elected officials and related government agencies at national, subnational and local levels to strengthen trust, to increase collaboration on inclusive civic and voter education programs while building sustainable partnerships between citizens and government officials.
- Support youth to engage with local representatives, particularly during the local government planning and budgeting processes.

This scope of work will be conducted in close consultation with IFES at every stage, including consultations and communication with IFES Nepal staff daily. Organizations will also be expected to work closely with other IFES Nepal partners and stakeholders, as required.

Deliverables expected as part of work (NOT FOR INCLUSION WITH APPLICATION)
- Implementation timeline.
- Participant lists for each training.
- Pre- and post-test evaluation for each training.
- Summary report of each training.
- Final report of youth program.
- Monitoring and evaluation plan for the program.

All deliverables should be in English.

Specific Organizational Requirements:
Applications are limited to locally registered Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Non-Political Party Organizations or other similar not-for-profit institutions.

Preference is for applications from organizations led and managed by youth and with an existing presence in the geographic areas proposed. 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 Nepal
✓ 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 or organizations affiliated with or engaging in partisan activities
✓ Organisations running on a for-profit basis

4.1. Timeline:

Applicants must submit a detailed timeline in their Application showing the time required to implement the services requested. IFES requires all deliverables to be completed not later than August 30, 2021.

4.2. 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.

4.3. Deliverables:

Specific 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. 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.

5.3. 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.

5.4. Applications

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

5.5. Governing Law

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

5.6. Partial Awarding

IFES reserves the right to accept all or part of the application when awarding the grant. IFES also reserves the right to issue multiple awards and procure only items or services from selected applicants.

5.7. 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.

5.8. Entire RFA

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

5.9. Attachments

Attachment A: Technical Narrative Template
Attachment B: Budget Template
Attachment C: Organizational Capacity and Past Performance Template
Attachment D: Pre-Award Survey

End of RFA

Attachment A: Technical Narrative Template

I.   General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different), including zip code

Office Telephone Number(s), including area code

E-Mail Address(es)

Director of Organization

_____

Project Manager/Contact Person

_____

Project Dates (month/year – month/year)

_____

Project Title

_____

DUNS Number

_____

PAN Number

II.   Technical Approach:

*Please include the following components in in a maximum of **5 pages***

   A. **Project Summary:** describe your project in one paragraph, including objectives, issue, target audience, and geographic coverage.
   B. **Need for the project:** identify the problem your project would help to solve. Why is this project important?
   C. **Project's Goal and Objectives**: what is the specific goal of your effort? Does it comply with the goals and objectives of the competition?
   D. **Target Audience and Stakeholders:** what is your main target audience? What groups of stakeholders will the project primarily serve?
   E. **Activities:** identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities.
   F. **Expected Deliverables:** identify specific deliverables that you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; etc.).

III.   Implementation Timeline

Please use the following format to provide an implementation timeline

Project Month	Activity	Expected Result	Involved Stakeholders

IV.   Results Framework

Please identify specific results that you expect to realize upon completion of your project and the quantitative and qualitative criteria for the project's success. How will you determine that the project goals have been accomplished? The framework should include:

   - A list of results you expect to accomplish throughout the project
   - 1-4 performance indicators for each result including a detailed definition for each
   - 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

Attachment B: Budget Template

Please download the Budget template from below links

IFES Procurement Notices and Devex.com.

Attachment C: Organizational Capacity and Past Performance Template

I.   Summary

Briefly present your organization's mission, its core activities, and why it is best suited for this project

II.   Human Resources

   A. *Please provide full legal name of organization's Director and / or Chief Executive Officer.*
   B. *Please provide CVs for the core technical members of the team (legal experts, election experts, project manager etc.).*
   C. *Please provide hiring plan for full and part-time positions the organization including a list of positions and recruitment plan or cost-share with existing positions.*

III.   Past Performance

   A. *Briefly describe how your organization's previous experience prepares it to successfully implement the proposed project; highlight the organization's relationship and work experience with lawmakers, political parties or government officials if applicable.*
   B. *Please specify previous work in earthquake affected areas, and districts in Province 5, Karnali Province and Sudurpashchim Province.*
   C. *Please list the organization's major projects from the past five years in the following format:*

Project Name	Project Activities	Donor	Award Amount	Period of Award

IV.   References:

If applicable, contact information for three references from donor funded projects similar in scope.

Attachment D: Pre-Award Survey

Please download the Budget template from below links

IFES Procurement Notices and Devex.com.