



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
*She Leads Women's Leadership Program in Myanmar***

RFA-19-070

Date: August 27, 2019

1. Request for Application (RFA)

1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organization(s) to submit applications to implement a project that will broaden the participation of women in Myanmar's electoral and political processes through women's leadership programming. The objective of this project is to ensure that women in Myanmar develop the skills necessary to become leaders in their communities and understand the importance of women's political participation. The RFA provides prospective organizations with the relevant operational and performance requirements.

1.2. RFA Schedule

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

Issuance of RFA	August 27, 2019
Questions Due	September 4, 2019; by 17:00 Washington DC (EST)
Response from IFES	September 9, 2019
RFA Closes—All Applications Due	September 20, 2019; by 17:00 Washington DC (EST)
Implementation Period	October 2019 – April 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 this Section. In no case shall verbal communication govern over written communication.

Applicants must include the RFA number in the email subject line for all their correspondence with IFES.

3.3.1. Applicant Inquiries

Inquiries, questions, and requests for clarification related to this RFA should be submitted in writing to the representative listed below by the deadline listed in 1.2. *RFA Schedule*.

Mr. Abdullah Abdullah
Contracts and Grants Manager
aabdullah@ifes.org

Mr. Khurram Naz
Contracts and Grants Administrator
knaz@ifes.org

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

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. Eligibility

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 women and with an existing presence in the geographic areas proposed.

Individuals and the following organizations are not eligible to access funding:

- Governmental and semi-governmental institutions
- International organizations
- Political parties or organizations affiliated with or engaging in partisan activities
- Organizations running on a for-profit basis

3.5. Application Instructions

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

3.5.1. 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.

3.5.2. 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 **MMK**, 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).

3.5.3. A brief outline of the applicant's organization and experience. The past performance must demonstrate experience working in women's leadership, gender equality and elections.

3.5.4. Additional documentation

- When available, a copy of the organization's most recent final, signed audits/financial statements
- Proof of organization's registration in Myanmar
- CV of key personnel including the organization's Director and anticipated program manager
- Any other applicable supporting document that will strengthen the application

3.6. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to September 20, 2019—by no later than 17:00 Washington DC (EST) time** —to aabdullah@ifes.org and knaz@ifes.org.

3.7. 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

3.8. 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

The 2020 elections represent an important opportunity to engage women in Myanmar's electoral and political processes. Building on the successful *She Leads* program, IFES is seeking a local partner to address the low level of women's leadership in political and decision-making processes at all levels. The objective of this project is to ensure that women in Myanmar develop the skills necessary to become leaders in their communities and understand the importance of women's political participation.

IFES is seeking applications from organizations to work with women with a preference for young women, ethnic minorities, and persons with disabilities. Applications should specify the regions/states in which the program will be implemented and why the regions/states were selected. Applicants must work in at least five regions/states and must also have a presence in the Yangon area. Preference will be given to applicants who can demonstrate an ability to go beyond state/region capitals to engage rural and ethnic minority women. While IFES will accept applications from all types of organizations that meet the qualifications detailed below, preference will be given to organizations led and managed by women and with an existing presence in the geographic areas proposed.

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

- Work collaboratively with IFES to review and update the existing *She Leads* curriculum.
- Support translation of materials and curriculum into relevant ethnic languages
- Recruit and supervise trainers and/or CSO staff who will attend IFES' Yangon-based training of trainers (TOT) (note that IFES will pay for the TOT event). A separate TOT will be conducted for each type of *She Leads* training (Beginner, Intermediate, Young Women's).
- Implement at least 14 *She Leads* trainings for 25 young women ages 17-25. The Young Women's Leadership curriculum consists of two modules, which should be delivered as separate four day trainings at least one month apart. **Please note: lack of prior leadership experience should not be a barrier to participation.**
 - Applicants should budget for participant travel costs, lodging, event space rental, staff travel and lodging costs, training materials, supplies, translation, printing, and other costs as needed.
- Implement at least 17 *She Leads* Beginner trainings engaging women ages 18 and over. The curriculum consists of three training modules. Each training is typically conducted over four consecutive days and will have 20-30 participants. At least one training should be conducted in each region/state. Trainings should be conducted in the local language of participants. **Please note: lack of prior leadership experience should not be a barrier to participation.**
 - Applicants should budget for participant travel costs, lodging, event space rental, staff travel and lodging costs, training materials, supplies, translation, printing, and other costs as needed.
- Implement at least 9 *She Leads* Intermediate trainings engaging women ages 18 and over. The curriculum consists of one module which is conducted over four consecutive days and will have 20-30 participants. All trainings should be implemented outside of Yangon, in the region/state target areas identified. Trainings should be conducted in the local language of participants. The same trainer who trains a *She Leads* Beginner cohort should conduct the Intermediate training. **Please note: lack of prior leadership experience should not be a barrier to participation.**
 - Applicants should budget for participant travel costs, lodging, event space rental, staff travel and lodging costs, training materials, supplies, translation, printing, and other costs as needed.
- Assist in the coordination of *She Leads* post-training activities to be led by training participants, including community forums, distributing materials, and cascade trainings. The organization should keep track of total number of community members reached through activities and any success stories.
- Maintain relationships and build a more formal network of *She Leads* Alumnae. The applicant should clearly identify tools that can be used to build relationships among the 1,800+ women of the alumnae network, who are geographically spread out around the country. The organization will be expected to host at least two formal networking gatherings (one in Yangon and one in another geographic priority area).
- Outline a strategy for providing mentorship opportunities for *She Leads* Alumnae to engage young women alumnae.

- Conduct a stipend program for small groups of 3-4 *She Leads* alumnae. 30-40 groups will be selected and provided small stipends to implement activities in their local communities. Activities could include workshops, community forums, advocacy meetings, etc.
 - The selected organization will be expected to recruit and review applications and oversee the distribution of funds and financial management. The selected organization and IFES will conduct a two-day pre-stipend training for all selected groups (this should be included in the applicant's budget).
- Engage electoral stakeholders to advocate for women's inclusion in the electoral process including the Union Election Commission, Ministry for Women and Children's Affairs and other relevant ministries, and elected local representatives. Alumnae of the *She Leads* program should be included in advocacy meetings when possible.
- Coordinate with IFES on organizational development opportunities that will be identified in partnership with IFES. These trainings could include monitoring and evaluation, report writing, budgeting, etc.
- Coordinate with other IFES implemented projects in Myanmar and ensure synergies, where applicable.

This scope of work will be conducted in close consultation with IFES at every stage, including consultations and communication with IFES Myanmar staff. Organizations will also be expected to work closely with other IFES Myanmar partners and stakeholders, as required. IFES reserves the right to approve any key personnel working on the project and any changes in key personnel throughout the program.

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
- Photos of each training
- Summary report of each training
- Quarterly reports which include photos, description of activities, challenges, and upcoming planned activities for the next quarter
- Final report of program
- Monthly financial reports that include bank statements, a record of the money spent to-date, and itemized receipts for expenses
- Monitoring and evaluation plan for the program

All deliverables should be in English.

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 April 30, 2021.

4.2. Monitoring & Evaluation

- As part of its due diligence, IFES conducts pre-award surveys on all selected grantees to assess

capacity and inform the appropriate grant mechanism.

- 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

End of RFA

Attachment A: Technical Narrative Template

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different),

Office Telephone Number(s),

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

DUNS Number (please leave blank if no DUNS number is available)

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](#)

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:*

<i>Project Name</i>	<i>Project Activities</i>	<i>Donor</i>	<i>Award Amount</i>	<i>Period of Award</i>

IV. References:

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