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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

Request for Applications RFA-19-070

Questions and Answers

September 10, 2019

Q1: In terms of geographical areas of young women and beginner trainings, whether we can implement in 17 areas (as YCT implemented She Leads programme in the last years) of 14 States and Regions or can implement at least 5 Regions/States as mentioned in RFA.

- *IFES Response: Each organization is expected to propose at least 5 regions/states in which they would implement the program. Organizations are welcome to propose more regions/states than this minimum requirement.*

Q2: In page number 13 of RFA, it has been mentioned as "please specify previous work in earthquake affected areas, and districts in Province 5, Karnali Province and Sudurpashchim Province" under III. Past Performance (B). As such, could you clarify what does it mean to us?

- *IFES Response: Our apologies, this information was included in error and is not part of the scope of work of this RFA.*

Q3: Do you have budget ceiling of this RFA -19-070? If so, could you let me know please as we need to consider geographical areas based on budget because of we have different travel expenses based on different States and Regions.

- *IFES Response: Please provide a budget that is reflective of the costs needed to implement the program.*

Q4: In the previous phases of She Leads, we were allowed operational cost (overhead cost) as 7% (phase I and II) and 10% in Phase-III. In this RFA, I'd like to know what percentage (%) we should request for operational cost.

- *IFES Response: Yes, an organization can include overhead costs up to a rate of 10%.*

Q5: In the criteria no.2 of RFA, it has been mentioned as "appropriate balance of budget between operational/personnel costs and activity costs". In this regards, I would like to clarify what percentage (%) should be personnel costs and what percentage (%) should be activity costs.

- *IFES Response: Organizations should use reasonable judgement to determine appropriate percentage splits between personnel costs and activity costs. Funds should be adequately divided so that as much as possible is used in direct implementation of project activities.*

Q6: I would also like to know whether we can include audit fees, office rental fees under other direct costs.

- *IFES Response: Yes, audit fees and office rental costs can be included in the Other Direct Costs section of the budget.*

Q7: In terms of references, whether we need to mention the name of donors or detail information with separate sheet like that reference check letter.

- *IFES Response: The name(s) of previous donors who have funded the organization's activities over the past 5 years should be included in the past performance section of Attachment C. If the space provided is not enough, organizations can include an additional page with the full list.*

Q8: Can we do training and capacity building program for women activists in Non-Party Political Organizations such as Activist networks, Mass Organizations – Labor Unions/Student Unions?

- *IFES Response: The training program should be open to all women who fit the training profile, which will be finalized in close coordination with IFES. Trainings will include women from a diverse range of backgrounds should be recruited for each training – there shouldn't be siloed trainings for women activities or organizers as mentioned in Question #9. Organizations should not discourage participation of women who don't fit a certain background and/or do not have prior leadership experience.*

Q9: Can we do training for women candidates, women campaign managers and women organizers?

- *IFES Response: The training program should be open to all women who fit the training profile, which will be finalized in close coordination with IFES. Organizations should not discourage participation of women who don't fit a certain background and/or do not have prior leadership experience.*

Q10: Can we launch “a new website regarding this project by linking with social media page?

- *IFES Response: IFES will provide support to grantees to develop a website and/or Facebook page for the She Leads program.*

Q11: Do we need to open “a new specific office- like women center ‘? or “should we use the existing office for cost-effective? Which option is preferable?

- *IFES Response: Organizations should use existing office space to conduct the project.*

Q12: Which date should be the starting date of project ? Eg – 16th October 2019

- *IFES Response: The exact start date of the project will be determined in coordination with IFES once grantees have been selected. For budgeting purposes only, organizations can use October 21 as an estimated start date.*

Q13: As we found out there are other call of proposals for Shan & Kachin , and IFES already have some other partners Rakhine and Chin , such as Horn Bill Organization and Yaung Chi Thit , should we apply for some other 10 States/Regions (except – Shan, Kachin, Chin and Rakhine) not to overlap same function in specific areas? We would like to get your kind advice to us which we can follow

- *IFES Response: Organizations should identify at least 5 regions/states in which they propose to implement this project. 5 is a minimum requirement, but organizations are welcome to include more. The grantees across programs will work in close coordination with one another and with IFES to ensure smooth operation and implementation of all project activities.*

Q14: Can you please mention the limitation of maximum amount for the proper budget calculation?

- *IFES Response: Please provide a budget that is reflective of the costs needed to implement the program.*

Q15: Can we do ally with Labor Organizations, Trade Union for the project implementation ?(As there is the large % of women workers inside the country who are the eligible voters and one of the potential force of supporting women candidates)

- *IFES Response: The training program should be open to all women who fit the training profile, which will be finalized in close coordination with IFES. Organizations should not discourage participation of women who don't fit a certain background and/or do not have prior leadership experience.*

Q16: Can we do ally with Student Unions for the project implementation?

- *IFES Response: The training program should be open to all women who fit the training profile, which will be finalized in close coordination with IFES. Organizations should not discourage participation of women who don't fit a certain background and/or do not have prior leadership experience.*

End of Questions and Answers