



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Youth Civic and Voter Education Program in Myanmar**

RFA-19-073

Date: September 5, 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 expand youth engagement in the electoral process by mobilizing young leaders, conducting targeted outreach and expanding youth networks. The objective of this project is to ensure that young people are provided access to the information needed to make informed decisions throughout the voting process and to build momentum for young people to want to be engaged in the 2020 elections. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing five awards under this RFA.

IFES plans to issue subawards from approximately October 2019 to February 2021.

1.2. RFA Schedule

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

| | |
|---------------------------------|--|
| Issuance of RFA | September 5, 2019 |
| Questions Due | September 13, 2019; by 17:00 Washington DC (EST) |
| Response from IFES | September 19, 2019 |
| RFA Closes—All Applications Due | September 29, 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 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 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

Locally registered Disabled Persons Organizations (DPOs), Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Non-Political Party Organizations or other similar not-for-profit institutions are invited to apply. If a DPO, CSO, or NGO is not locally registered, a signed letter stating the reason why must be included as part of the application.

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. Organizations should demonstrate prior experience working with young people from a wide range of states and regions, particularly rural areas, facilitating training programs, and working on programming such as youth leadership, civic education, and/or 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 or a signed letter indicating why the organization is not registered.
- CVs of key personnel including the organization's Director and anticipated program manager
- Any other 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 29, 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 |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • 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 |
| <ul style="list-style-type: none"> • 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

In Myanmar approximately 60 percent of the population is under the age of 35 years. While there is no target definition of "youth" in Myanmar, an estimated 33 percent of the population is between 15 and 35 years old. Additionally, it is expected that there will be 5 million new and first-time voters eligible to vote in the 2020 elections. IFES Myanmar, in partnership with civil society organizations in Myanmar, will conduct programing and targeted outreach to young voters across the country. The *Your Voice, Your Vote, Your Future* youth civic education program, which has been implemented since 2017, has developed the leadership and community engagement skills of young people in all 14 states/regions of Myanmar. The program has positively contributed to developing the civic knowledge and political engagement levels of more than 3,000 young people to date.

Both alumni and new participants will be engaged in a new phase of the program which seeks to mobilize youth as civic education leaders within their communities. The new phase will consist of *two rounds*: the first round will consist of civic education trainings for young people across the country through April 2020. The second round will consist of voter education and community mobilization activities for youth, which will engage a combination of young alumni from Phase I and young people trained under the first round of Phase II. IFES and the selected grantee(s) will also continue to advocate

to the UEC and other electoral stakeholders for the importance of youth engagement in the electoral process ahead of the 2020 elections.

The project should engage a diverse cross section of groups, including young women, persons with disabilities, and ethnic minorities. Applicants should identify geographical areas of past experience in their proposal, particularly any experience outside state/region capitals. States and regions will ultimately be divided into five zones (1-4 regions/states per subgrant). When submitting their application, organizations should indicate which regions/states they are proposing to conduct activities and why. IFES will also take into account CSOs demonstrated past experience, networks, etc. Preference will be given to applicants who can demonstrate prior experience working in regions/states with large ethnic minority populations as well generally with youth, who have prior experience empowering young people as leaders through programming, and/or who have prior experience working on civic and voter education. While IFES will accept applications from all types of organizations that meet the qualifications detailed below, preference will be given to organizations with the aforementioned prior experience.

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

ROUND 1: Civic Education (October 2019 – April 2020)

- Work collaboratively with IFES to review and update the existing Training of Trainers curriculum and *Your Voice, Your Vote, Your Future* youth civic education curriculum. Curriculum materials will be translated into several local 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 this TOT event). **Please note: all trainers who are expected to facilitate youth civic education trainings under this project are required to attend a TOT.**
- Manage the recruitment and selection process for *Your Voice, Your Vote, Your Future* training participants. Applicant(s) should be mindful of the demographics and inclusion principles outlined.
- Each CSO will be expected to facilitate at least 10 *Your Voice, Your Vote, Your Future* youth civic education trainings per region/state between October 2019 – April 2020. Each training should have 25-30 participants and should be conducted over two consecutive days. Trainings must be conducted in the appropriate local language.
 - Applicants should identify which geographic areas trainings will be conducted in their proposal.
 - Applicants should budget for event space rental, staff travel and lodging costs, participant travel and lodging costs, training materials, supplies, translation, printing, and other costs as needed.

ROUND 2: Voter Education (April 2020 – November 2020)

- Following round 1, each CSO will be expected to identify 25 strong alumni from their geographical zone who participated in Phases I and/or II of the *Your Voice, Your Vote, Your Future* youth civic education program who can serve as Young Leaders. These selected alumni will be responsible for conducting voter education activities in their local communities in the lead up to the 2020 elections.

- In coordination with selected facilitators, conduct a two-day voter education workshop for the 25 selected Young Leaders. Day one of the workshop will consist primarily of information about important procedures for voters. IFES' existing voter education materials will be shared as a resource for participants. On day two, participants will practice messaging this information and will develop their facilitation skills. Subsequently, Young Leaders will be expected to use these skills to support voter education workshops or community mobilization activities.
- In coordination with selected Young Leaders and other facilitators, conduct at least one-day 20 voter education workshops for other *Your Voice, Your Vote, Your Future* alumni. Representatives of the regions and state youth networks should also be invited to participate. Each workshop should have 25 participants and should be conducted in the appropriate local language. Voter education workshops will consist primarily of information about how to cast a ballot, how to listen to candidates, what to do at a polling station, and other important Election Day procedures for voters. IFES' existing voter education materials will be shared as a resource for participants.
 - Applicants should budget for event space rental, staff travel and lodging costs, participant travel and lodging costs, training materials, supplies, translation, and other costs as needed.
 - Note that printing costs will be covered by the project, but will be implemented in close coordination and upon approval of IFES only.
 - Printing will be done in previous approved and vetted printing houses only.
- Assist in the coordination of voter education community mobilization activities that will be organized by Young Leaders, including community street theater and other art performances, distributing educational booklets, quiz competitions, and running mock polling stations that enable participants to better understand how to cast a proper ballot.

Other Activities

- In coordination with IFES, each selected CSO will be expected to conduct at least one focus group discussion with participants to gather their perspectives on how the program has helped them and what barriers remain to limit young people's engagement in the electoral process in Myanmar. Each focus group should have 10-15 participants and should represent the diversity of backgrounds included in the program. Participants should have completed a *Your Voice, Your Vote, Your Future* youth civic education training.
- Provide support for the [First Time Youth Voters 2020](#) Facebook page, which has been an instrumental means of connecting with young people around the country. Responsibilities will include posting photos, videos, and other content from trainings, advocacy meetings, and youth community engagement activities as appropriate. The selected grantee(s) will also coordinate closely with IFES to monitor comments and other external content with an eye towards promoting a safe, inclusive space for all.
- Engage electoral stakeholders to advocate for young people's inclusion in the electoral process including the UEC, Ministry of Education and other relevant ministries, and elected local representatives. This could include meetings in Naypyitaw or local capitals with representatives, extending invitations to representatives to participate in program

activities, or other activities identified by the applicant(s). Young alumni of the *Your Voice, Your Vote, Your Future* program should be included whenever possible.

- Provide support to a 2020 International Youth Day celebration, which is typically a day-long event held in August in one region/state capital. Responsibilities could include, but are not limited to, connecting with youth networks around the country to get participants; arranging travel and chaperones, as needed; coordinating event activities; and staff travel to attend the event.
- In coordination with IFES and all other grantees under this RFA, conduct a final program assessment and end of program event.
- 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.

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
- Include participants' testimonials for each training, on average 3-5 per 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 February 28, 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

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 – If you do not have a DUNS number, please note and leave blank.

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 (the director of the organization training or curriculum 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> |
|---------------------|---------------------------|--------------|---------------------|------------------------|
| | | | | |
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IV. References:

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