International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

REQUEST FOR APPLICATIONS (RFA) for
Inclusive Civic Education Program in Myanmar

RFA-19-076

Date: September 18, 2019

1. Request for Application (RFA)

1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organizations to submit applications to implement a civic education campaign that will increase public awareness of the electoral process and rights and responsibilities of voters. Selected grantees will conduct trainings targeting first-time voters and areas that have previously had higher instances of invalid balloting. The objective of this project is to ensure that traditionally marginalized voting groups are provided access to the information needed to make informed decision throughout the voting process and to build momentum for them to want to be engaged in the electoral process. 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	September 18, 2019
Questions Due	September 29, 2019; by 17:00 Washington DC (EST)
Response from IFES	October 2, 2019
RFA Closes—All Applications Due	October 10, 2019; by 17:00 Washington DC (EST)
Implementation Period	November 2019 – April 2020

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 3.6 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 September 29, 2019; by 17:00 Washington DC (EST)** and be submitted to the representative 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.

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.

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 traditionally marginalized groups, facilitating training programs, and working on civic and/or voter education programming.

3.5.4   Additional documentation

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

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

- Proof of organization's registration; if registered outside of Myanmar, the organization should provide a signed letter explaining where it is registered and why

- CV 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 October 10, 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

Following Myanmar's historic 2015 elections, information on the voting demographic highlighted the overall low voter turnout of several groups including women, youth first time voters, ethnic minorities, internally displaced persons, migrant workers, persons with disabilities and underrepresented groups such as LGBTIQA. These groups often do not have access to the information needed throughout the voting process to make informed decisions and express their voice as individuals within Myanmar. As Myanmar approaches its 2020 elections, there is a need for broad civic education and information campaigns that that make information more accessible to marginalizeded groups.

IFES is seeking to partner with several civil society organizations to implement an inclusive civic education campaign across the country. In general, the campaign should focus on:
- Understanding democracy vs. other systems of government
- Overview of Myanmar's electoral system
- The role of people in the communities to actively participate in the electoral process and disseminate information
- The importance of tolerance and social acceptance towards inclusion and diversity.

Campaign activities will primarily consist of trainings, which will be conducted outside of major urban areas and region/state capitals as a means to expand the program's reach and include some of the most vulnerable members of the population. Trainings will be intersectional, adaptive, and highly participatory and will include a diverse cross-section of participants across marginalizations. All

materials will be translated into several languages and trainings conducted in the local language of the participants, which will increase comprehension of the resources. Applicants should identify which traditionally marginalized groups they have prior experience engaging as well as geographical areas of past experience. Preference will be given to organizations with prior experience in civic and/or voter education programming. While IFES will accept applications from all civil society organizations that meet the qualifications, preference will be given to organizations with the aforementioned experience.

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

- Work collaboratively with IFES to implement a final review of the updated Training of Trainers curriculum and general civic education curriculum. Organizations will be expected to provide final recommendations to adapt the curriculum to a diverse audience and to address the challenges and barriers faced by people across marginalized groups in the electoral process.
- 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 civic education trainings under this project are required to attend a TOT.**
- CSO staff who will support this project will be required to attend an introductory workshop in Yangon (note that IFES will pay for this event). The two-day workshop will introduce participants to award requirements and provide an opportunity to build relationships across organizations.
- Manage the recruitment and selection process for civic education training participants. Applicant(s) should be mindful of the demographics and inclusion principles outlined above. For example, if the applicant organization's primary past experience is with youth, then the organization should be able to ensure that young persons with disabilities, ethnic minority young people, young women, etc. are included among the participants.
- Facilitate between 15-20 civic education trainings. Each training should have 30 participants and should be conducted over two consecutive days primarily outside of the region/state capitals. Trainings must be conducted in the local language of participants.
  - 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.
- Assist in the coordination of post-workshop community mobilization activities, including street theater, dance and song performances, slam poetry and debates, meetings, posters, and door-to-door campaigns on the importance of participating in the voting process.

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.

Organizations will be expected to submit a payment request as each phase of deliverables are completed. Deliverables expected as part of a milestone payment request:

- Milestone payment request form
- Milestone implementation timeline
- Participant lists for each training
- Pre- and post-test evaluation for each training
- Photos of each training
- Narrative summary report of each training

All deliverables should be in English.

4.5 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, 2020.

4.6 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.

4.7 Deliverables:

Specific deliverables and reporting will be determined based on the grant activities proposed and negotiated during the negotiation phase.

5 Additional Terms & Conditions

5.5 Non-Disclosure Agreement

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

5.6 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.

5.7 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.

5.8 Applications

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

5.9 Governing Law

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

5.10   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.

5.11   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.

5.12   Entire RFA

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

5.13   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

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:*

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.