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# **Libya Elections and Legislative Strengthening Activity (LELSA)**

## **REQUEST FOR APPLICATIONS (RFA)**

### **Civil Society Sub-grants in Libya RFA-20-021**

**International Foundation for Electoral Systems  
(IFES)**

**January 16, 2020**

# 1. Request for Application (RFA)

## 1.1.Purpose

IFES is currently engaged in implementing the “Libya Elections and Legislative Strengthening Activity (LELSA),” funded by the United States Agency for International Development (USAID). The purpose of this Request for Applications (RFA) is to invite prospective applicants to apply for a sub-award to conduct civic and political participation strengthening, awareness-raising and knowledge-building activities throughout Libya.

An award will be made only after IFES makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management and technical competence to carry out the grant activity and will practice mutually agreed upon methods of accountability for funds and other assets funded by the United States Agency for International Development. IFES must be fully satisfied that the applicant has the capacity to adequately perform in accordance with the principles established by USAID and 22 CFR 226.

IFES will consider initiatives ranging from \$7,000 USD to \$25,000 USD in value. IFES funds may be used only for the activities directly related to the implementation of a proposed project, outlined in the prospective applicant’s submitted technical application. IFES reserves the right to fund one, several, or none of the applications submitted.

## 1.2.Coverage & Participation

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.

# 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 the political process
- Applying field-based research to improve the electoral cycle

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

## 2.2.RFA Schedule

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

Release of RFA	January 16, 2020
Questions Due	January 21, 2020, by 4:00 PM Tripoli Time
Response from IFES	January 23, 2020
RFA Closes—All Applications Due	<b>February 17, 2020, by 4:00 PM Tripoli Time</b>

## 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 4:00 PM Tripoli Time on January 21, 2020** and be submitted by email to the representatives listed below.

Ian Swank  
Contracts and Grants Manager  
[iswank@ifes.org](mailto:iswank@ifes.org)

Sajia Tokhi  
Contracts and Grants Administrator  
[stokhi@ifes.org](mailto:stokhi@ifes.org)

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

**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

### **3.3.2. Addenda**

IFES will make a good-faith effort to provide written responses to the questions or requests for clarifications that require addenda by **January 23, 2020**. 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**

- All applicants must use the Technical Narrative Template provided in Attachment A in order to prepare their technical application. Applications shall be prepared in English and must be responsive to each element of the evaluation criteria. The evaluation criteria can be found in Article 3.6.
- The Technical Application must include a written application describing in detail the applicant's Technical Approach and implementation timeline to implement the Program Description as described in Article 4 of this RFA.

### **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 **Libyan Dinars (LYD)**. 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. A budget narrative template is provided in Attachment C.

### **3.4.3. A brief outline of the applicant's organization and experience, including:**

- Full legal name and address of the organization;
- Full legal name of organization's Director and / or Chief Executive Officer;
- Applicant's background, its relationship and work experience with the government if any, and other stakeholders;
- Evidence of successful completion of a project of a similar nature and complexity, and if applicable, an overview of projects supported by other international organizations;
- Evidence that the organization has available personnel required for the program; and,
- References: If applicable, contact information for three references from donor funded projects similar in scope and a brief description of their implementation (including location and year).

#### 3.4.4. Project Monitoring and Evaluation

- Each application should take into consideration how their proposed activities and program design will fit into IFES' program objective. In order to provide guidance to applicants designing programming for this solicitation, below is the relevant objective for the work proposed under this RFA.

*Objective: Enhance civic engagement and understanding of civic rights and voter education through increasing civil society and government stakeholders' professional capacity*

- All applicants must submit a Monitoring and Evaluation Plan that outlines how the project will measure its performance in contributing to IFES' above Objective. The Monitoring and Evaluation Plan template is included in Attachment D.

#### 3.4.5. Additional documentation

- A completed pre-award survey as included in Attachment E
- When available, a copy of the organization's most recent final, signed audits/financial statements
- Proof of organization's registration; if registered outside of Libya, 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

### 3.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to February 12, 2020—by no later than 4:00 PM Tripoli Time** — to Mr. Ian Swank at [iswank@ifes.org](mailto:iswank@ifes.org) and Ms. Sajia Tokhi at [stokhi@ifes.org](mailto:stokhi@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	Grading
<b>1. Technical Approach, Implementation Timeline, M&amp;E Plan</b> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the RFA and of IFES' requirements</li> <li>• Soundness and feasibility of technical approach</li> <li>• Demonstrated innovative programming ideas</li> <li>• Reasonable implementation timeline and monitoring and evaluation plan</li> </ul>	<b>45 points</b>
<b>2. Competitive Budget with efficient and reasonable cost structure</b> <ul style="list-style-type: none"> <li>• Cost realism in response to RFA requirements</li> </ul>	<b>30 points</b>

- 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

25 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

### DESCRIPTION OF WORK

As part of its engagement in Libya, IFES is planning to financially support one or more Civil Society Organization (CSO) or Non-Governmental Institute (NGI) in Libya to plan and conduct activities to increase citizen knowledge on civic and political participation while also strengthening the capacity of stakeholders and local organizations to engage in democracy and election-related activities. IFES has supported numerous CSO/NGIs throughout Libya and will connect the selected CSO/NGI to the existing network of partners.

The aim of supporting CSO/NGI partners in Libya is to enhance civic engagement and build knowledge of civic rights, political participation, and voter education. Target groups include marginalized and/or vulnerable populations such as women, youth, persons with disabilities, internally displaced persons, ethnic minority groups, and rural communities where access to civic, political, and electoral information is limited.

Activities should focus on enhancing the public's knowledge about elections and participation in the democratic process more broadly and should help prepare Libyans to interact with their elected officials and representatives. Applicants should design **innovative programming** around a number of issues to include, but not limited to, the following:

- Women's political participation
- Youth in democracy and elections
- Inclusion and participation of Persons with Disabilities in electoral and democratic processes
- Countering disinformation (fake news) and hate speech
- Role of media in elections

- Electoral Dispute Resolution
- Community dialogue and conflict resolution
- Mitigating electoral violence
- Understanding electoral stakeholders - e.g. HNEC, legislators, political parties and the media

In addition to conducting project activities, sub-awardees will be responsible for capturing monitoring and evaluation data and, wherever possible, any participant recommendations that can be delivered to elected officials or government representatives. Such recommendations will be made available for public distribution and thereby provide electoral stakeholders a means of securing input from civil society.

Activities may also provide opportunities for generating ideas for potential future voter/civic education activities. After agreeing with IFES, the sub-awardee could implement such activities based on existing IFES materials.

### **All deliverables must be submitted in English**

#### **4.1. Eligibility:**

Applications are limited to registered, local Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), and religious institutions or other similar not-for-profit institutions.

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 Libya
- The organisation is largely financially independent of its international mother body

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

- Governmental and semi-governmental institutions
- International organisations
- Political parties
- Organisations running on a for-profit basis

#### **4.2. Timeline:**

Applicants must submit a detailed timeline in their proposal showing the time required to implement the services requested. IFES requires all deliverables to be completed no later than **December 31, 2020**.

#### **4.3. Monitoring & Evaluation**

- As part of its due diligence, IFES conducts pre-award surveys and risk assessments on all potential grantees to assess capacity and inform the appropriate grant mechanism. In addition, applicants expected to expend \$500,000 or more in U.S. funded awards during their fiscal year must have an audit conducted in accordance with 22 CFR 226 and OMB Circular A-133. 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.

#### **4.4.Deliverables:**

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.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.

### **5.3.Applications**

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

### **5.4.Governing Law**

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

### **5.5.Partial Awarding**

IFES reserves the right to accept all or part of the application when awarding the grant.

### **5.6.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.



## **5.7. Entire RFA**

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

## **5.8. Attachments**

Attachment A:	Technical Narrative Template
Attachment B:	Budget Template
Attachment C:	Budget Narrative Template
Attachment D:	Monitoring & Evaluation Methodology and Plan
Attachment E:	Pre-award Survey

## Attachment A: Technical Narrative Template

## Technical Narrative

Applicant's Contact Details	
Legal Name of the Organization:	
Legal registration status:	
Postal address:	
Physical address:	
Website: <i>(if available)</i>	
Contact Person for This Application	
Name:	
Title:	
Phone Number:	
Email address:	

### 1. Technical Approach (max 10 pages)

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results. Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities. Explain the specific results expected, stating how the activities will improve the situation of the target groups and final beneficiaries.

- Target Audience & Geographic Area
- Goal/Objectives
- Proposed Activities
- Outputs and Results
- Process for follow-up and internal/external evaluation

### 2. Duration and Indicative Implementation Timeline (max 2 pages)

The duration of the action will be <X> months.

Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc.

The action plan will be drawn up using the following format:

Year 1													
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing Body
Preparation Activity 1 (title)													Applicant and/or affiliated entity
Execution Activity 1 (title)													Applicant and/or affiliated entity
Preparation Activity 2 (title)													Applicant and/or affiliated entity
Etc.													

### 3. Sustainability of the Activity (max 2 pages)

Provide the information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Describe the main preconditions and assumptions during and after the implementation phase.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

### 4. Staffing (max 1 page)

- Organisational structure
- Team proposed for the implementation of the action (by function: there is no need to include the names of individuals)

### 5. Applicant's Experience (max 2 page)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

- i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Name of the Applicant:					
Project title:		Sector:			
Location of the action	Cost of the action (USD)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...	...	...	...	...	...
Objectives and results of the action					

**Attachment B: Budget Template**

**Budget must be submitted in Microsoft Excel format.**

Title/Category	Name	Base Rate (USD)	Per	Units	Rate (USD)	Amount (USD)
<b>A. DIRECT LABOR - (Labor &amp; Benefits)</b>						
<i>1. Salaries</i>						
1.1. <i>Example:</i> Project Director Example: General project management; reporting to the donor; representing the project at all levels, including media; maintaining communication with the key stakeholders and partners; advocacy campaign strategic planning and coordination - LOE: 60% of working time			month			
1.2.			month			
1.3.			month			
<i>Subtotal Salaries</i>						
<i>2. Staff Fringe Benefits (if applicable)</i>						
2.1			month			
2.2			month			
<i>Subtotal Benefits</i>						
<b>Total Direct Labor (CCN) (Labor &amp; Benefits)</b>						
<b>B. CONSULTANTS</b>						
<i>1. Local Consultants</i>						
1.1.			day			
1.2.			day			
<b>2. Total Consultants</b>						
<b>C. TRAVEL, TRANSPORTATION &amp; PER DIEM</b>						
1. (Travel)			trip			
2. (Per Diem)			day			
2. (Other Travel Costs)			night			
<b>3. Total Travel, Transportation &amp; Per Diem</b>						
<b>D. Training, Seminars, &amp; Workshops</b>						
Workshop Title (Component #X)						
1.						
2.						
<b>Total Training, Seminars &amp; Workshops</b>						
<b>E. OTHER DIRECT COSTS</b>						
1.						
2.						
3.						
<b>6. Total Other Direct Costs</b>						
<b><u>TOTAL COSTS</u></b>						

## Attachment C: Budget Narrative Template

[Name of Sub-grantee]

[Name of Project]

DETAILED BUDGET for (X) Months (mm/dd/yyyy – mm/dd/yyyy)

### Important Notes:

- *Applicants are strongly encouraged to use this budget narrative sample when applicable.*
- *The budget narrative shall provide a justification on the basis of each proposed cost in the budget and how it is calculated.*

### Sample Narrative:

#### A. Direct Labor – (labor & benefits)

##### 1. Salaries (Total USD X)

In order to achieve the program's goals and objectives, it is anticipated that the following staffing will be needed:

- Full-time Position Title whose time is estimated to be evenly divided between Component #1 and Component #2 [if applicable], at USD X per month for total X days/months. This rate represents his/her current salary, which is consistent with the [Name of sub-grantee] personnel policies and the rate set for this position.
- Part-time Financial Officer who will devote full 5 days per month for this project at USD X /day, for a total USD X.

##### 2. Staff Fringe Benefits (Total USD X)

*(Provide detailed breakdown of percentage and/or amounts for fringe benefits and allowances and the cost elements included)*

Fringe benefits for staff equivalent to X% of salaries are required by local labor laws and customs as follows:

For example: X% Social Security (Employer Contribution), X% Health Insurance, X% Life Insurance, X% Retirement, X% Paid Absence, etc. Total X% \* USD X = USD X

#### B. Consultants

##### 1. Local Consultants (Total USD X)

In order to achieve the program's goals and objectives, it is anticipated that the following consultants will be needed:

- Position Title whose time is estimated to be evenly divided between Component #1 and Component #2, at USD X per day for total X days. The consultant will be responsible for X. This rate represents his/her current rate, which is consistent with the [Name of sub-grantee] personnel policies and the rate set for this position.

**C. Travel, Transportation & Per diem**

1. Travel

2. Per Diem (Days)

*(If meals are provided, the proposed per diem rate should be adjusted accordingly and be clearly specified in this budget narrative)*

It is estimated that X days of per-diem will be required for: staff, consultants, etc., for total X days per X trips.

3. Other Travel Costs

It is anticipated that X days of vehicle rental will be required for (type of activities). An average rate of USD X/day has been used for estimating and budgeting purposes based on X.

**D. Training, Seminars, Workshops (Total USD X)**

Based on project and in-country experience, we have budgeted for the following workshops to include meals, meeting space, and associated costs:

1. Workshop Title (Component #X)

Identify the cost per activity and explain the purpose of each activity to carry out the proposed project.

**E. Other Direct Costs (ODCs) (Total USD X)**

Include sufficient detail to justify costs. Provide a clear explanation as to the purpose of each item and how the costs were estimated.

### Attachment D: Monitoring & Evaluation Methodology and Plan

A performance monitoring plan is a critical tool for planning, managing, and documenting data collection. It contributes to the effectiveness of the performance monitoring system by assuring that data will be collected on a regular and timely basis. All proposals are required to submit a performance monitoring methodology and plan, which should have clear indicators, results, and measurement criteria. The Performance Monitoring Plan should include:

- A detailed definition of each planned performance indicator;
- The source, method, frequency and schedule of data collection, and
- Staff responsible for collecting data.

As a part of the monitoring plan sub-awardees are required to submit a monitoring methodology, which should include how the performance data will be collected and how and when it will be reviewed, analyzed and reported.

Following determination of the selected applications, IFES will work with the sub-grantee to ensure that the Performance Monitoring Plan successfully matches the criteria and data metrics that IFES intends to capture for the activities under this subaward.

Monitoring and Evaluation Plan outline:

Performance Indicator	Definition and Data Collection Methods	Disaggregation (if applicable)	Critical Assumptions	Person(s) Responsible for Data Collection	Frequency of Data Collection

A list of IFES' indicators and measurement metrics for programming under this award are below. Each application should clearly indicate how its performance indicators will contribute to the indicators listed below, and show how the proposed monitoring and evaluation plan fits into the overall objective of the program. Each project's performance indicators need contribute to IFES' indicators below that are relevant to the project activities. However, all performance indicators must contribute to IFES' overall objective.

*Objective:* Enhance civic engagement and understanding of civic rights and voter education through increasing civil society and government stakeholders' professional capacity

[Indicator: Number of individuals receiving voter education through USG-assisted programs](#)

[Indicator: Number of individuals receiving civic education through USG-assisted programs](#)

[Indicator: Number of persons trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations.](#)

### Attachment E: Pre-award Survey

Acceptance of a subaward from IFES creates a legal duty on the part of the subrecipient to use the available funds in accordance with the provisions of the subaward and applicable donor(s) regulations.

The purpose of this questionnaire is to provide IFES with current information to assess the financial and organizational capacity of a prospective subrecipient and to identify any need for technical assistance to ensure proper accountability in the event a subaward is made. All information requested in the questionnaire should be answered in English, in the highlighted parts, as completely as possible, using supplemental sheets if necessary.

The subrecipient's questionnaire should be returned to IFES as soon as possible. If the proposal is accepted for consideration, the subrecipient's completed questionnaire must be received prior to the issuance of a subaward by IFES.

#### SECTION A: GENERAL INFORMATION

**Please complete this section which provides general information on your organization**

Legal Name of Organization:	
Mailing Address:	
Street Address (if different):	
Website Address (URL):	
Telephone:	
Email:	
DUNS Number (if applicable*)	
Tax or Employer I.D. Number ("TIN" or "EIN")**	

\*A DUNS number is a unique, 9-digit identifier issued and maintained by Dun and Brandstreet that verifies the existence of a business entity globally. The number is required for U.S. government funded subawards over \$25,000. A DUNS number can be obtained online at [www.dnb.com/duns-number/get-a-duns.html](http://www.dnb.com/duns-number/get-a-duns.html)

\*\*TIN/EIN required for U.S. Based organizations only.



A1. What is your organization type (non-profit, private volunteer organization, university, etc.)?			
A2. Is your organization incorporated or registered? If so, please provide a copy of your organization's incorporation or registration certificate.			
<input type="checkbox"/> Yes		<input type="checkbox"/> No (please explain)	
<b>Explanation:</b>			
A3. When and where was your organization incorporated or registered?			
A4. What is your organization's tax status?			
A5. Provide copy of any information which describes your organization, its mission and history:			
<input type="checkbox"/> Enclosed		<input type="checkbox"/> Not Enclosed (please explain)	
<b>Explanation:</b>			
A6. Is your organization affiliated with any other organization?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>If yes, please provide details:</b>			
A7. Governance: Provide details about your organization's Board (number of board members, composition, etc.)			
A8. Please list the names of the following key individuals:			
Board Chair:			
President/Director:			
Secretary:			
Chief Financial Officer:			
Controller /Accountant:			
A9. List the number of employees of your organization:			
Full-Time Employees:		Part-Time Employees:	Consultants:
A10. Enter the beginning and ending dates of your organization's fiscal year:			
From (Month, Day):		To (Month, Day):	
A11. Financial Information: Please complete the requested information and provide a copy of your most recent financial reports.			
	<b>Last Fiscal Year</b>		<b>Prior Fiscal Year</b>
Indicate Period (from/to)		Indicate Period (from/to)	
Revenues:		Revenues:	
Expenses:		Expenses:	
Assets:		Assets:	
Liabilities:		Liabilities:	
<b>For U.S. based NGO, insert amounts in USD. For Non-USG NGO, insert local currency and include Exchange Rate (per \$1 USD).</b>			
Currency:		Exchange Rate (per \$1):	
Insert USAID funds expended last fiscal year (USD): <i>insert zero if not applicable</i>			
Insert total USG funds expended last fiscal year (USD): <i>insert zero if not applicable</i>			

**SECTION B: INTERNAL CONTROLS**

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with laws, regulations, and the organization’s policies, 2) assets are maintained safely and controlled, and 3) accounting records are complete, accurate, and are maintained on a consistent basis.

B1. List the name and position title for individuals responsible for:	
Cash:	
Bank Account:	
Equipment:	
Signing Checks	
Maintaining Accounting Records	
Reviewing Expenditures to make sure they are allowable:	
Keeping all receipts and other documentation to support expenses charged to this grant:	
Reconciling bank statements to the accounting records:	
Preparing financial and narrative reports:	
B2. Describe the types of reconciliations performed, and how frequently they are performed:	
Type of reconciliation	Frequency
B3. Are timesheets maintained for each employee who is paid?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
B4. Is each employee’s salary documented in an employment letter or contract?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
B5. Do you maintain inventory records?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (please explain)
<i>Explanation:</i>	
B6. How often do you check inventory records to the actual inventory?	



**SECTION D: FUNDS CONTROL**

IFES' subrecipients receiving advances of subaward funds must maintain a separate bank account for IFES' funds. Access to the bank account should be limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.

D1. Can a separate bank account be established just for IFES' subaward funds?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If payments are to be made by wire transfer, provide bank information:	
Bank Name:	
ABA#	
Account Name:	
Sub-Acct. Name:	
Account #:	
D2. Will any cash from IFES funds be maintained outside the bank (in petty cash form, etc.)?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (please explain)
<i>If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds:</i>	
D3. If you don't have a bank account, what do you do to make sure that cash is maintained safely?	
D4. If IFES' subaward funds will be held in a non-U.S. bank, please answer the following <i>for each country in which the program to be funded will be conducted</i> :	
a) Are bank deposits insured by the government?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Do you intend to convert U.S. currency to foreign currency?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Are there any government restrictions on the number of bank accounts a single organization may maintain?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Are there any government or bank restrictions on the use of checks for making payments or withdrawals?	
<input type="checkbox"/> Yes (please explain)	<input type="checkbox"/> No
<b>Explanation:</b>	
e) Are checks usually accepted by vendors?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) Will it be possible for you to establish a bank account in U.S. dollars?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) Are there any government or bank restrictions, taxes, or other charges that will be placed on U.S. dollar bank accounts?	
<input type="checkbox"/> Yes (please explain)	<input type="checkbox"/> No
<b>Explanation:</b>	
h) Are there any taxes or other charges when converting U.S. dollars to local currency?	
<input type="checkbox"/> Yes (please explain)	<input type="checkbox"/> No
<b>Explanation:</b>	

**SECTION E: AUDIT**

IFES' subaward provisions may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your organization.

E1. Have external auditors ever performed an audit of your organization's financial statements?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If yes, please provide copy of your most recent audit report</i>		
<input type="checkbox"/> Enclosed	<input type="checkbox"/> Not Enclosed (please explain)	
<b>Explanation:</b>		
E2. Does your organization have regular audits?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a) If yes, who performs the audit and how frequently is it performed?		
b) If you receive an IFES' subaward, will IFES' subaward funds be included in such an audit?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
c) If yes, would it appear as a separate project?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
d) Would the report be prepared in, or translated into English?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
E3. Are there any reasons (local condition, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?		
<input type="checkbox"/> Yes (please explain)	<input type="checkbox"/> No	
<b>Explanation:</b>		
E4. Do you have written procurement policies and procedures?		
<input type="checkbox"/> Yes (provide copy)	<input type="checkbox"/> No	
E5. Do you have written human resources policies and procedures?		
<input type="checkbox"/> Yes (provide copy)	<input type="checkbox"/> No	

I hereby confirm that, to the best of my knowledge, the information provided in this document is accurate and up to date.

Signature:

Name:

Title:

Date:

Please check the box for any document required and enclosed per the answers provided above:

- A2. Copy of your organization's incorporation or registration certificate
- A5. Information which describes your organization, mission and history
- A.11 Copy of most recent financial reports
- C2. Accounting policies and procedures
- C.11 Copy of audited indirect cost rate
- E1. Copy of most recent audit report
- E4. Procurement policies and procedures
- E5. Human resources policies and procedures

Please include any additional comments here:

**[End of RFA]**