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Libya Elections and Legislative Strengthening Activity (LELSA)

REQUEST FOR APPLICATIONS (RFA)

Civil Society Sub-grants in Libya RFA-21-002

International Foundation for Electoral Systems (IFES)

January 26, 2021

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 up to \$45,000 USD in value for a period of performance of 12 months. 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 26, 2021
Questions Due	February 03, 2021, by 4:00 PM Tripoli Time
Response from IFES	February 08, 2021
RFA Closes—All Applications Due	February 18, 2021, by 4:00 PM Tripoli Time

3. Scope of Work

DESCRIPTION OF WORK

This Request for Application (RFA) is issued under Cooperative Agreement 72067018LA00001 between IFES and USAID for the Libya Elections and Legislative Strengthening Activity (LELSA) Project. IFES has been authorized by USAID to make sub-grant awards to local organizations for management of program activities and engagement with stakeholders on a number of initiatives targeting the Libyan population and civil society. Subgrantees will also provide a suitable office space and venue for the conduct of activities and events, and will act as the main point of contact for ongoing engagement efforts with Libyan civil society.

The goal of this RFA is to develop a more robust civic engagement and communication network amongst Libyans on the topics of transition, inclusion, governance, and democracy. The competition places emphasis on activities that demonstrate a commitment to engaging marginalized or vulnerable communities who are at risk of losing faith in Libya’s transition. Recognizing that different types of actions are required to engage a broader portion of the population, particularly those who may feel marginalized, IFES encourages innovative ideas for reaching the overall goal of this activity.

Eligible applicants (see Section 3.1 below) are encouraged to clearly outline their plans and activities that will engage civil society groups, youth, women, activists, persons with disabilities, and members of political leadership. Successful applications will demonstrate their capacity to convene different groups around the same goal and how they envision the creation of an effective feedback mechanisms between these populations and those in Libya’s political leadership. Wherever possible, applicants should demonstrate how they can collaborate with existing activities so they have greater impact, are inclusive, and are not duplicative with other work taking place. **Applicants currently engaged in implementing awards from this or other donors must demonstrate the operational capacity to successfully manage this award without interruption or delays resulting from the implementation of other projects.**

The primary objectives and components of the proposed sub-award described in this RFA are:

Component One: Oversee, manage, and lead the conduct of a Democracy Resource Center (DRC) which will serve as an engagement platform for Libyans with other stakeholders, including political representatives, activists, and civil society.

- This DRC will have a physical space for activities as well as the ability to adapt to virtual or online platforms due to COVID-19. Programming should include regular and recurring

“forums¹” for activities suited toward different groups within the community and bringing groups together. For example, applicants should consider regularly convening “forums” for women, youth, community dialogues, and other marginalized groups. Activities may include trainings, discussion and engagement opportunities, and information-sharing activities. However, innovative ideas are encouraged, particularly where activities can be hosted online. Some activities, such as community dialogues should emphasize consensus building.

- Through its forums and other activities, DRCs should foster thinking and engagement on issues related to civic and political participation, governance and representation in a future post-transition Libya. Activities should attempt to connect their participants with Libyan experts with activists as well as established regional and international experts, practitioners, and networks. The DRC should offer a legitimate avenue for stakeholders from different groups to meet and discuss issues in a neutral, non-confrontational environment through two-way dialogue, information sharing, and feedback with elected officials and relevant government agencies. Some activities should seek to build consensus among different factions of Libyan society.
- Applicants should outline their plan for the development of a technical resource center and library (virtual or physical) to be permanently housed in its office/venue space or managed online. All applicants should include an outline of their intended DRC programming objectives and plans for engaging with its community and potential participants; and a plan for any physical space requirements outlined in the RFA.
- IFES will provide IT equipment as needed by the DRC. Applicants should not include additional IT equipment within their budgets.

Component Two: In addition to the DRC activities, the successful applicant would work with IFES to design, host and provide logistical support to IFES training events and workshops. Applicants should be prepared to contribute to the development of activities and manage events and workshops related to the conduct of the DRC, as well as those related to IFES’ broader work in Libya when necessary. Wherever necessary, IFES will provide DRC staff with adequate training and guidance to carry out trainings and workshops within their community and civil society network. Each applicant should outline their capacity for hosting events and participants, including mitigation of risks for COVID19, and their capabilities in reaching participant networks and stakeholder populations.

Applicants should highlight their capacities in fostering and strengthening ties with other active organizations working in the Libyan landscape. As one of IFES’ implementing partners on the ground the awardee must demonstrate their ability to effectively engage with all stakeholder populations without concern.

Component Three: As part of a wider effort to promote collaboration and synergy, the awardee may also be asked to provide logistical and administrative support to IFES and its partner organizations’ teams during activities (such as trainings, meetings with key partners, workshops, etc.) when needed. This component should not burden the applicant with additional budgetary costs, but instead encourage applicants to make use of their existing networks, contacts, and resources to connect activities with similar goals and objectives.

Applicants should highlight their staffing capacities and management structure to illustrate their ability to handle all reporting, monitoring & evaluation, management, and implementation tasks

¹ Use of the word “forum” is not intended to imply a one-off activity like a conference, rather, it invokes the meaning of bringing together groups under one goal through a series of activities or events. These forums can be in-person or virtual (online).

assigned to them by IFES under this subaward. All applications should clearly show their ability to convene diverse groups of stakeholders and maintain and utilize connections across the Libyan community.

Additional information:

- All materials and modules developed and utilized by the subawardee will be approved by IFES prior to their use for any events or activities.
- 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.
- For additional information, please see Appendix A in this RFA.

All deliverables must be submitted in English

3.1. Eligibility:

Applications are limited to registered, local Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), 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

3.2. 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 **12 months following their effective contract date.**

3.3. Monitoring & Evaluation of Sub-Awardee Performance

- 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.
- To ensure the quality of the implementation of the subaward, the subawardee will submit reports on a monthly basis to IFES on all activities in the field as verification of the projects' progress towards expected outcomes. These reports will speak to progress related to performance and evaluation indicators included in the aforementioned award, as well as all monitoring and evaluation metrics developed by the partner organization in coordination with

IFES following award of this subaward. Indicators will be finalized in consultation with the sub-awardee based on their workplan and intended activities. Below are *potential* illustrative indicators:

- Number of individuals reached through civic education efforts (disaggregated by gender, age, and disability status)
- Number of individuals reached through voter education efforts (disaggregated by gender, age, and disability status)
- Number of activities designed to promote and strengthen the civic participation of women.
- IFES requires the sub grantee to set up tools and systems for data collection and management that are in alignment with IFES' reporting needs. IFES understands that these systems may not already exist at the sub grantee organization, but expects that the sub grantee will be willing and able to work with IFES to establish these tools and systems. Depending on sub grantee needs, IFES will provide:
 - training and technical assistance in developing data collection and management tools and systems;
 - templates for data collection tools, including: sign-in sheets, activity reporting forms, pre-/post-tests, observation forms;
 - support in setting up and maintaining data management and storage tools; and
 - feedback on data quality
- IFES must meet data quality requirements for its donors, as a result, it maintains the right to request data quality audits of data submitted by its sub grantees. These audits may include: a) a review of processes set up for data collection and management, as well as b) a detailed analysis of the accuracy and reliability of the data provided by the sub grantee.
- The sub grantee will be required to submit intermittent reports as requested by IFES for individual activities or events, along with a final report and associated copies of all documentation following the completion of the sub grant. Most notably, a report will be due following each forum event or workshop.
- IFES believes monitoring and evaluation is a collaborative effort. As a result, IFES will provide continuous mentorship, training, tools, open communication, 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 and data in adherence to donor regulations and with a view towards sustainability.

3.4. Deliverables:

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

4. Application Preparation Instructions

4.1. 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.

4.2. 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.

4.3. 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.

4.3.1. 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 February 03, 2021** and be submitted by email to the representatives listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

Sajia Tokhi
Contracts and Grants Administrator
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

4.3.2. Addenda

IFES will make a good-faith effort to provide written responses to the questions or requests for clarifications that require addenda by February 08, 2021. All questions, answers, and addenda will be shared with all interested organizations.

4.4. Application Instructions

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

4.4.1. 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.

4.4.2. 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 **US Dollars (USD)**. 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.

4.4.3. 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).

4.4.4. 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 are the relevant objectives and sub-objectives for the work proposed under this RFA.

Objective 1: Inclusive civic processes strengthened

Sub-Objective 1.1: CSO oversight of political processes enhanced (promote civic participation and raise awareness of Libya's political transition)

Sub-Objective 1.2: Enhanced civic and voter engagement and understanding of rights

Sub-Objective 1.3: Strengthened community cohesion and resilience to contribute to political, security, and economic processes

Objective 3: Corrosive influences countered

Sub-Objective 3.1: Public Awareness of hate speech and disinformation (HSD) is raised

- 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.

4.4.5. 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

4.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to February 18, 2021—by no later than 4:00 PM Tripoli Time** — to Mr. Ian Swank at iswank@ifes.org and Ms. Sajia Tokhi at stokhi@ifes.org.

4.6. 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
1. Technical Approach, Implementation Timeline, M&E Plan <ul style="list-style-type: none"> Demonstrated understanding of the RFA and of IFES' requirements 	45 points

- Soundness and feasibility of technical approach
 - Demonstrated innovative programming ideas
 - Reasonable implementation timeline and monitoring and evaluation plan
- 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** **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

4.7. 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.

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)
A. DIRECT LABOR - (Labor & Benefits)						
<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>						
Total Direct Labor (CCN) (Labor & Benefits)						
B. CONSULTANTS						
<i>1. Local Consultants</i>						
1.1.			day			
1.2.			day			
2. Total Consultants						
C. TRAVEL, TRANSPORTATION & PER DIEM						
1. (Travel)			trip			
2. (Per Diem)			day			
2. (Other Travel Costs)			night			
3. Total Travel, Transportation & Per Diem						
D. Training, Seminars, & Workshops						
Workshop Title (Component #X)						
1.						
2.						
Total Training, Seminars & Workshops						
E. OTHER DIRECT COSTS						
1.						
2.						
3.						
6. Total Other Direct Costs						
<u>TOTAL COSTS</u>						

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: Inclusive civic processes strengthened

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 USG-supported activities designed to promote or strengthen the civic participation of women

Objective: Corrosive influences countered

Indicators TBD

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

**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)	
Explanation:			
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)	
Explanation:			
A6. Is your organization affiliated with any other organization?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, please provide details:			
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.			
	Last Fiscal Year		Prior Fiscal Year
Indicate Period (from/to)		Indicate Period (from/to)	
Revenues:		Revenues:	
Expenses:		Expenses:	
Assets:		Assets:	
Liabilities:		Liabilities:	
For U.S. based NGO, insert amounts in USD. For Non-USG NGO, insert local currency and include Exchange Rate (per \$1 USD).			
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 C: ACCOUNTING SYSTEM

The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that financial transactions are supported by invoices, timesheets or other documentation. The type of accounting system often depends upon the size of an organization. Some organizations may have computerized accounting systems while others use a manual system to record each transaction in a ledger.

In all cases, IFES' subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and consistent manner.

C1. Briefly describe your organization's accounting system. At a minimum, describe: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, accounts payable ledger, etc.); b) any computerized accounting system used (please indicate the type); c) how recorded transactions are summarized for financial reporting purposes, and d) the frequency of financial reports.
C2. Do you have written accounting policies and procedures? <input type="checkbox"/> Yes (provide copy) <input type="checkbox"/> No
C3. Are your financial reports prepared on a: <input type="checkbox"/> Cash basis <input type="checkbox"/> Accrual basis
C4. Can the accounting records identify the receipts and payments of an IFES grant from the receipts and payments of other activities? <input type="checkbox"/> Yes <input type="checkbox"/> No
C5. Can the accounting records summarize payments by budget category? <input type="checkbox"/> Yes <input type="checkbox"/> No
C6. How will you ensure that line item and overall budget limits for the IFES subaward will not be exceeded?
C7. Do you maintain invoices, vouchers, and timesheets for all payments made from subaward funds? <input type="checkbox"/> Yes <input type="checkbox"/> No
C8. Are there any circumstances in which invoices, vouchers, and timesheets cannot or will not be obtained? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No Explanation:
C9. Briefly describe your organization's system for filing and maintaining supporting documentation:
C10. Will you be able to maintain accounting records including invoices, vouchers, and timesheets for at least three years after the final financial report is submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (please explain) Explanation:
C11. Do you have an audited indirect cost rate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, enclose copy of Negotiated Indirect Cost Rate Agreement (NICRA) or other documentation of audited rates</i>

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
Explanation:	
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
Explanation:	
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
Explanation:	

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)	
Explanation:		
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	
Explanation:		
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]