



## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### Request for Applications RFA 21-049

#### Questions and Answers

July 6, 2021

#### **Q1. What is the type of collaboration between the subgrantee and IFES?**

IFES Reponses: IFES will issue a subaward to the implementing partner who will primarily be responsible for executing the activities outlined in the ENGAGE RFA. IFES and the implementing partner will work collaboratively to implement the entire program. IFES and the implementing partner will communicate regularly and hold consultation meetings. The implementing partner will work closely with IFES to provide input into the curriculum, coordinate with the facilitators, develop a recruitment plan, deliver the course, and conduct post-course activities, such as a focus group discussion to review the curriculum and its implementation and develop a strategy to further support ENGAGE alumni.

#### **Q2. Are there any other partners, such as universities, involved in this activity? How many universities?**

- IFES Reponses: IFES is looking into the possibility of partnering with local universities that have experience working with students with disabilities. Some universities have faculty with the facilitation skills and technical knowledge on how to best deliver content to students with disabilities. IFES has not finalized which universities in Indonesia we will work with yet. However, previous ENGAGE pilot trainings found success delivering the course in partnership with universities.

#### **Q3. How many staff and who will recruit them?**

- IFES Reponses: IFES recommends the implementing partner to have at least a designated project coordinator (or project leader), a finance officer, an administrative assistant and a technical expert for the curriculum development and trainings. IFES recommends the implementing partner have several facilitators to deliver the course, who may or may not consist of university faculty. The number of facilitators needed will depend on the curriculum and how much content will be delivered. IFES and the implementing partner can work together to determine how many facilitators are needed. Other staff include sign language interpreters, captionists and IT support for the virtual course. The implementing partner will be responsible for recruiting the staff in consultation with IFES.

#### **Q4. Does the project leader have to be a person with a disability?**

- IFES Reponses: It is not required for the project leader to be a person with a disability but lived experience can be a factor in selecting the project leader. Because this course targets young people with disabilities, IFES will also prioritize the selection of a proposal that highlights how

young people will be involved in each part of the implementation process both in substance and management.

**Q5. Because it is still during the covid 19 pandemic. How to plan and implement it. Is it online or offline?**

- IFES Responses: Due to the COVID-19 pandemic, the ENGAGE curriculum development discussions and trainings will be held online. IFES will adapt the modules in the existing ENGAGE curriculum to be held virtually with consultation from the implementing partner. IFES will support the implementing partner to deliver the curriculum virtually. It is anticipated that the course will be held via a platform such as Zoom, with available accessibility features. It will be necessary to hire sign language interpreters and captionists and make the course materials accessible. IFES and the implementing partner can work together to determine whether it is safe or feasible to have the possibility of an offline component toward the end of the program.

**Q6. Is the curriculum established or we could develop that curriculum together? If the curriculum is set, is it possible if we could read it first?**

- The Engaging a New Generation for Accessible Governance and Elections (ENGAGE) curriculum was established by IFES and has been piloted in other countries such as the Dominican Republic and Autonomous Region of Bougainville (ARoB), Papua New Guinea (PNG). IFES will adapt the existing modules within the ENGAGE curriculum to the Indonesia context. The curriculum is currently being revised by IFES and the implementing partner will have the opportunity to review and provide input into the curriculum.

**Q7. IFES is seeking a partner to implement the following activities:**

**Work collaboratively with IFES and a university partner, which the implementing partner will jointly identify with IFES, to contextualize the ENGAGE curriculum that consists of multiple modules.**

**Could you explain it further?**

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IFES and the implementing partner will communicate regularly and hold consultation meetings to work collaboratively to implement the program. The implementing partner will work closely with IFES to provide input into the curriculum, coordinate with the facilitators, develop a recruitment plan, deliver the course, and conduct post-course activities, such as a focus group discussion to review the curriculum and its implementation and develop a strategy to further support ENGAGE alumni.

**Q8. Develop a recruitment plan and select 20-25 participants that domicile nearby the training campus that have been determined by IFES. Participants should meet the existing requirements for the electoral administration exam and must commit to participating in all sessions.**

**Could you explain what an electoral administration exam is?**

- In the past, the General Elections Commission (KPU) required an electoral administration exam during their internship recruitment process for university students. Upon further discussion with KPU, exams will no longer be required to select interns. Instead, the number of interns accepted will be based on KPU's resources and availability to mentor the university students. Please disregard the requirements for the electoral administration exam. The RFA has been amended.

**Q9. In coordination with IFES, the implementing partner will submit the following deliverables:**

**The research design, list of participants and a summary of the national assessment result to identify what topics to be addressed the ENGAGE curriculum and training modules.**

**Could you explain the research design is in this project?**

- The research design is a plan that will be developed by the implementing partner in consultation with IFES on how the ENGAGE program will be executed. The implementing partner will develop a plan on how they will recruit potential students, the process for choosing which students will be selected for this course and a plan for monitoring and evaluation (M&E).

**Q10. During implementing this project, could our institution name appear?**

- The implementing partner's logo can appear on relevant resources and documents. The ENGAGE program will also likely be featured on IFES' website, which could include highlighting the implementing partner's work. IFES and the implementing partner can jointly decide how to publicize.

**End of Questions and Answers**