



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
VOTER EDUCATION PROGRAM FOR GREATER DPO ELECTORAL
PARTICIPATION IN HONDURAS**

RFA-22-002

October 5, 2021

1. Request for Application (RFA)

1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organization(s) to submit applications to implement a project that will increase the ELECTORAL PARTICIPATION PEOPLE WITH DISABILITIES. The objective of this project is to ensure that people with disabilities understand the importance of engagement in political processes and are able to recognize and advocate for inclusive and accessible electoral processes. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing one award for between \$20,000 and \$25,000 under this RFA.

1.2. RFA Schedule

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

Issuance of RFA	October 05, 2021
Questions Due	October 10, 2021; by 17:00 Washington DC (EST)
Response from IFES	October 12, 2021
RFA Closes—All Applications Due	October 17, 2021; by 17:00 Washington DC (EST)
Anticipated Implementation Period	October – December 2021

2. General Information

2.1. Background

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by Providing technical assistance to election officials, Empowering the underrepresented to participate in electoral and political processes, and Applying field-based research to improve the electoral cycle.

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies. Currently, IFES, with funding from USAID is implementing the Enhanced Leadership in Elections for Citizen Confidence & Trust (ELECCT) Program to increase citizen participation and trust in the Honduran political process and promote adherence to the electoral calendar. The program will also support electoral institutions and civic and voter education campaigns; promote electoral integrity; strengthen democratic coalitions and alliances, organize election monitoring networks; and assist civic actors engaged in advocacy.

3. Application Preparation Instructions

3.1. Applicant's Understanding of the RFA

In responding to this RFA, the applicant accepts full responsibility to understand the RFA in its entirety, and in detail, including making any inquiries to IFES as necessary to gain such understanding. IFES reserves the right to disqualify any applicant who demonstrates less than such understanding. Further, IFES reserves the right to determine, at its sole discretion, whether the applicant has demonstrated such understanding. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to IFES.

3.2. Good Faith Statement

All information provided by IFES in this RFA is offered in good faith. Individual items are subject to change at any time. IFES makes no certification that any item is without error. IFES is not responsible or liable for any use of the information or for any claims asserted there from.

3.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by the IFES officials identified in Section 3.5 of this RFA. In no case shall verbal communication govern over written communication.

3.3.1. Applicant Inquiries

Inquiries, questions, and requests for clarification related to this RFA should be submitted in writing to the representative listed below by the deadline listed in 1.2. RFA Schedule.

Name Abdullah Abdullah, at aabdullah@ifes.org	and	Name Khurram Naz, at knaz@ifes.org
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Questions/Answers and Addenda(s) related to this RFA can be found on [IFES Procurement Notices and www.devex.com](#).

3.3.2. Formal Communications shall include, but are not limited to:

- Questions concerning this RFA
- Expressions of Interest
- Pre-award negotiations under this RFA
- Addenda to this RFA

3.3.3. Addenda

IFES will make a good-faith effort to provide written responses to the questions or requests for clarifications that require addenda by the date set in the RFA Schedule above. All questions, answers, and addenda will be shared with all interested organizations.

3.4. Eligibility

Locally registered Disabled Persons Organizations (DPOs), Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Non-Political Party Organizations or other similar not-for-profit institutions are invited to apply.

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

- Governmental and semi-governmental institutions
- International organizations
- Political parties or organizations affiliated with or engaging in partisan activities
- Organizations running on a for-profit basis

3.5. Application Instructions

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

3.5.1. Technical Application

The Technical Application must include a written application in either Spanish or English describing in detail the applicant's (a) Technical Approach, (b) implementation timeline, and (c) results framework to implement the Program Description as described in Article 4 of this RFA. The evaluation criteria can be found in Article 3.7. Applicants should use the technical narrative template in Attachment A.

3.5.2. Cost Application – Budget & Budget Narrative

- The Budget should reflect costs associated with the technical activities and deliverables. All

applicants must use the budget template provided in Attachment B and submit it in Excel format as part of their application. The Budget should be presented in **United States Dollar**, with applicable taxes/charges clearly identified. Unit costs are required and, in the case of discrepancies between unit costs and total costs, the unit cost will be taken as the reference basis in the evaluation.

- The applicant must agree to keep these costs valid for a minimum of 90 calendar days.
- The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B).

3.5.3. A brief outline of the applicant's organization and experience.

Organizations should demonstrate prior experience working with people with disabilities from a wide range of departments, particularly rural areas. Facilitating training programs and working on programming such as human rights, leadership, voter education, and/or elections are preferred but not required.

3.5.4. Additional documentation

- When available, a copy of the organization's most recent final, signed audits/financial statements
- Proof of organization's registration or a signed letter indicating why the organization is not registered.
- CVs of key personnel including the organization's Director and anticipated program manager
- Any other supporting document that will strengthen the application

3.6. Application Submission

Applicants must send final applications in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.7. Criteria for Selection

The evaluation of each response to this RFA will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFA is to identify those organizations that have the interest, capability, and financial strength to implement the project as described in Article 4 of this RFA.

Situation (10 Points)

- Proposal should outline an analysis of the environment that leads to an appropriate solution

Organizational Capacity (20 Points)

- Review organizational structure
- Assess management and key personnel expertise/human and technical resources and capacity to accomplish the activity

Inherent Risks (10 Points)

- Inherent risk evaluates the nature of the grant program and external conditions that could affect the organization's ability to complete its grant responsibilities. Considerations include the political and security climate in the country in which grant funds will be maintained, and the organization's stability and experience.

Technical Criteria (20 Points)

- Evidence of sound methodology; project reflects knowledge of the field, target populations and the local community
- Clear, realistic, measurable goals and outcomes. Clear plan for how goals and outcomes will be achieved.

Past Performance

(20 Points)

- Activities previously or concurrently implemented should point to the applicant's experience and ability to conduct the scope of this project
- Assess the applicant's ability to successfully complete this project based on information collected including, if provided, objective performance documentation, such as participant evaluations

Cost/Offered Prices

(20 Points)

- The offered prices should be reasonable, allowable and allocable

3.8. Selection and Notification

Applicants determined by IFES that possess the capacity to compete for this project will be selected to move into the negotiation phase of this process. Written notification will be sent to these applicants via e-mail. Those applicants not selected for the negotiation phase will also be notified.

4. Scope of Work

Purpose:

The purpose of this Request for Applications (RFA) is to invite disabled persons organizations (DPO) to submit applications to advocate for greater electoral participation for people with disabilities. The objective of this project is to work to ensure that people with disabilities understand the importance of engagement in political processes and are able to recognize and advocate for inclusive and accessible electoral processes, while including violence prevention strategies and non-violent messaging. IFES will provide financial and technical support to local partners, including trainings to the subgrantee to learn how to reach voters and better educate them about the electoral process. The local partner will develop, adapt, and distribute voter education material specifically targeting people with disabilities via appropriate dissemination methods. The RFA provides prospective organizations with the relevant operational and performance requirements.

IFES plans to issue a Subaward from approximately October 2021 through December 2021.

The upcoming November 28 elections in Honduras provide an opportunity for voters, many of whom will be voting for the first time, to cast their votes for elected leaders for the general elections. IFES is seeking to work with a DPO to implement a voter education program with a focus on inclusion of people with disabilities.

IFES is seeking applications from disabled persons organizations to develop this voter education project and that are able to implement activities virtually with some in-person events, as appropriate, with proper COVID-19 precautions, with a national reach. During the subgrant period, IFES will train the subgrantee on disability-inclusive voter education to assist the organization in its efforts.

Disabled Persons Organizations (DPOs) should submit an application to:

- Develop an outreach plan specifying geographic coverage to conduct voter education, that specifies the amount of outreach educators available to work on this project.
- Participate in a capacity development IFES training on voter education about 1) how to safely deliver in-person voter information to those who might be harder to reach, given the COVID-19 context and 2) coordination mechanisms to ensure effective impact of outreach efforts
- Develop and disseminate accessible voter education materials targeted at people with disabilities in partnership with IFES, including a) creative approaches for educational outreach b) health and safety protective measures for COVID-19; and c) a communications distribution plan.
- Consider utilizing community radio stations and other local channels that can reach disabled voters at grassroot levels respecting cultural norms.
- Consider intersectional identities (people with disabilities who are also women, youth, Indigenous, etc.) in their education materials and outreach campaigns.
- Advocate and coordinate with IFES and political stakeholders including the National Electoral Council, Electoral Justice Tribunal, and the National Registry of Persons and related government agencies to strengthen trust, to increase collaboration on inclusive voter education programs while building sustainable partnerships between citizens and government officials.
- Partner's communications campaigns will include violence prevention strategies and non-violent messaging.
- Consider exploring innovative methods of building voter education and media literacy for people with disabilities
- Consider coordinating with other similar organizations to increase scope of outreach.
- Track the total number reached through these activities.
- Report progress and success stories to IFES.

This scope of work will be conducted in close coordination with IFES Honduras, including consultations and communication with IFES Honduras staff daily. Organizations will also be expected to work closely with other IFES Honduras partners, existing civil society partners and stakeholders, as required.

Anticipated Deliverables:

- Geographic outreach plan including number of dedicated outreach educators
- Biweekly implementation outreach coverage tracking tool
- Biweekly implementation and planning status reports
- Voter education materials
- Schedule of radio and local campaigns
- Final report
- Lessons learned report

5. Functional Requirements

5.1. Timeline:

Applicants must submit a detailed timeline in their Application showing the time required to implement the services requested. IFES requires all deliverables to be completed not later than **December 2021**.

5.2. Monitoring & Evaluation

- As part of its due diligence, IFES conducts pre-award surveys on all potential grantees to assess capacity and inform the appropriate grant mechanism. In addition, applicants expected to expend \$750,000 or more in U.S. funded awards during their fiscal year must have an audit conducted in accordance with 2 CFR Part 200, Subpart F—Audit Requirements. If Applicable, applicants must ensure that funds are included in the grant budget for an audit.
- IFES will issue the appropriate grant mechanism depending on the nature of the work, the capacity of the grantee, the duration of the grant, and the overall value of the grant.
- IFES will provide continuous mentorship, training and oversight to ensure grant management practices are in line with anti-corruption principles as well as to build capacity of local grantees to fully manage and implement their programs in adherence to donor regulations and with a view towards sustainability.

5.3. Deliverables:

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

6. Additional Terms & Conditions

6.1. Non-Disclosure Agreement

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

6.2. Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

6.3. Intellectual Property

Applicants should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time, without the prior written approval of IFES, as appropriate.

6.4. Applications

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

6.5. Governing Law

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

6.6. Partial Awarding

IFES reserves the right to accept all or part of the application when awarding the grant. IFES also reserves the right to issue multiple awards and procure only items or services from selected applicants.

6.7. No Liability

Issuance of this RFA does not constitute a commitment on the part of IFES to make an award nor does it commit IFES to pay for costs incurred in the preparation and submission of any application in response to this RFA. Further, IFES reserves the right to reject any or all applications received or stop solicitation process at any time, without assigning any reason or liability.

IFES shall not be liable to any applicant, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the applicant responding to this RFA; or
- As a result of the use of any information, error, or omission contained in this RFA document or provided during the RFA process.

6.8. Entire RFA

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

6.9. Attachments

Attachment A: Technical Narrative Template

Attachment B: Budget Template

Attachment C: Organizational Capacity and Past Performance Template

End of RFA

ATTACHMENT A
Technical Narrative Template

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different)

Office Telephone Number(s)

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

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

PAN Number

II. Technical Approach:

Please include the following components in in a maximum of 5 pages

- A. Project Summary:** describe your project in one paragraph, including objectives, issue, target audience, and geographic coverage.
- B. Need for the project:** identify the problem your project would help to solve. Why is this project important?
- C. Project’s Goal and Objectives:** what is the specific goal of your effort? Does it comply with the goals and objectives of the competition?
- D. Target Audience and Stakeholders:** what is your main target audience? What groups of stakeholders will the project primarily serve?
- E. Activities:** identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities.
- F. Expected Deliverables:** identify specific deliverables that you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; etc.).

III. Implementation Timeline

Please use the following format to provide an implementation timeline

Project Month	Activity	Expected Result	Involved Stakeholders

IV. Results Framework

Please identify specific results that you expect to realize upon completion of your project and the quantitative and qualitative criteria for the project’s success. How will you determine that the project goals have been accomplished? The framework should include:

- A list of results you expect to accomplish throughout the project
- 1-4 performance indicators for each result including a detailed definition for each
- The source, method, frequency and schedule of data collection,
- Staff responsible for collecting data.
- How the performance data will be collected
- How data will be reviewed, analyzed and reported

ATTACHMENT B
Budget Template

[CLICK HERE](#) to visit IFES Procurement Notices page and download the budget template

ATTACHMENT C
Organizational Capacity and Past Performance Template

I. Summary

Briefly present your organization’s mission, its core activities, and why it is best suited for this project

II. Human Resources

- A. *Please provide full legal name of organization’s Director and / or Chief Executive Officer.*
- B. *Please provide CVs for the core technical members of the team (the director of the organization training or curriculum experts, project manager etc.).*
- C. *Please provide hiring plan for full and part-time positions the organization including a list of positions and recruitment plan or cost-share with existing positions.*

III. Past Performance

- A. *Briefly describe how your organization’s previous experience prepares it to successfully implement the proposed project; highlight the organization’s relationship and work experience with lawmakers, political parties or government officials if applicable.*
- B. *Please list the organization’s major projects from the past five years in the following format:*

<i>Project Name</i>	<i>Project Activities</i>	<i>Donor</i>	<i>Award Amount</i>	<i>Period of Award</i>

IV. References:

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