SMALL VOTER MOBILISATION MICROGRANTS
RFA No. 18-011

1. Request for Application (RFA)

1.1. Purpose & Scope

IFES Zimbabwe Trust, funding from the TRACE Program, a program of the Government of the United Kingdom's Department for International Development (DFID), DFAT and Danish Ministry of Foreign Affairs, is inviting applications for small grants up to $4,000.

You are required to conduct ALL activities in a non-partisan manner and without any involvement whatsoever from any politicians or political campaigns.

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

RFA Released	December 8, 2017
RFA Closes—All Applications Due	December 14, 2017

2. Application Preparation Instructions

2.1. 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.

2.2. Application Instructions

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

2.2.1. Technical Application
A narrative proposal (of not more than 1 page), using the template included in Attachment A.

2.2.2. Cost Application – Budget & Budget Narrative

- The Budget should reflect costs associated with the technical activities and deliverables. Applicants are strongly encouraged to use the budget template provided and submit it in Excel format as part of their application. 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 Cost Application should include a Budget Narrative that describes each cost element of the Budget. A budget narrative template is provided in Attachment B. An Excel budget template is included as Attachment C for applicants' convenience.

2.2.3. Information regarding 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

- Information regarding the organizations' legal status registered in Zimbabwe (PVO, Trust, CBO, FBO, etc.). Please provide proof of registration.

- Information on any government affiliation, if applicable

- 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;

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

- Bank account in the name of the organization

- Present a copy of a currently valid Tax Clearance Certificate (*ITF* 263), if available.

2.3. Application Submission

Applicants must send final applications in electronic copy via e-mail to **IFESZimbabwe@ifes.org.** Applications will be accepted until **December 14, 2017.**

2.4. 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.

1. Technical Application	50%
3. Demonstrated Organizational Capacity	20%
4. Budget	30%

Organizations applying for funding must meet the following criteria:

- Must be non-profit, non-governmental organizations legally registered in Zimbabwe (PVO, Trust, CBO, FBO, etc.). Please provide proof of registration.
- Must have established ongoing programs; or new and innovative programs directly related to the activities described in the Scope of Work.
- Must have a bank account in the name of the organization

3. Scope of Work

IFES, with funding from the TRACE Program, a program of the Government of the United Kingdom's Department for International Development (DFID), DFAT and Danish Ministry of Foreign Affairs, is inviting applications for small grants up to **$4,000.** The duration of the projects should be for **4 months**. ALL activities under these grants must be conducted in a non-partisan manner and without any involvement whatsoever from any politician or political campaigns.   Your organization's proposal should specify its target group in the population and your area focus in which province(s) or city(s) as well as the outputs and outcomes to be used and the related deliverables.

A.   Objective:
To mobilize youth (18 years to 35 years) and people with disabilities in provinces and cities of Zimbabwe to register to vote and ensure that their name is in the voters register during the display period.

B.   Main Responsibilities:
Organizations' planned campaigns should inform youth and people with disabilities about:

- The need to acquire officially recognized IDs
- Why it is important to register to vote – i.e. to keep their options open for voting
- How to register to vote during the BVR exercise
- The importance of understanding their polling station/ward/constituency/issues
- Peaceful participation/Youth Peaceful Voter Pledge
- The process of inspecting voters' roll to ensure that individuals understand how to ensure their name is included on the voters roll, how to transfer their registration to a different polling station, how to file and follow an objection to any name (including duplications) on the voters roll, and how to remove a voter due to death or disqualification.

Creative and interactive messaging approaches are highly desired.

C.   Projects should be able to deliver some of the following outputs, with some of them being required of all applicants as indicated below:

- Creative videos and/or messages for the mobilization campaigns.
- Captivating infomercials/skits/mini galas/peace talks/debates or other activities on democracy related topics that spur youth and people with disabilities into action motivating them to take charge of their future by registering to vote as well as inspecting the voters' roll.
- Conduct events such as workshops, meeting, etc where conversations on voter registration take place.
- Fact sheet developed for and distributed to young people and people with disabilities addressing how to register to vote.
- **Reports on challenges or human rights violations to a situation room that IFES will designate (Required output).**
- **Increase contacts with electoral institutions to seek information to use in their own campaigns as well as establish working relationships (Required output).**

D.   Deliverables/Reporting:
Bi-weekly updates and a final comprehensive report providing highlights and insights gained from the youth outreach. The report shall include, as relevant:

1. The number of people reached with messages specific to targeted sectors and broken down into age/gender estimates.

2. The number of conversations held and media channels used and the numbers of messages disseminated to each media channel.
3. The number of products created specifically targeting your and/or people with disabilities
4. Updates on engagement with electoral authorities.
5. Updates on emerging opportunities with their target audience.

4. Additional Terms & Conditions

4.1. 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.

4.2. Entire RFA

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

4.3. Attachments

Attachment A: Technical Narrative Template
Attachment B: Itemized Budget and Budget Notes
Attachment C: Budget Template *(separate Excel file)*

Attachment A: Technical Narrative Template

Strengthening Election Administration and Civic Participation (SEAP) program Grants

Organizational Information
- Legal Name of Applicant Organization:
- Project Title:
- Proposed Geographic Area/s of Implementation:
- Implementing partners (if any)
- Other Funders Funding Action (if any):
- Office Address:
- Office Telephone Number(s) and Cell phone if applicable, including area code:
- E-Mail Address(es):
- Director of Organization:
- Project Director:
- Year and Type of Registration (e.g. PVO, Trust, CBO, FBO etc)
- Current valid Tax Clearance Certificate (ITF 263), if available

Executive Summary

Please describe your project in no more than one (1) page including objectives, how the project helps achieve the overall goal of the sub-grants, target audience, target results, and geographic coverage.

Technical Application (no more than 1 page)

1. **Description of the project's objectives and proposed activities**
   Describe the project's objectives and activities and the describe your strategy for addressing the challenge of mobilizing youth and/or people with disabilities to register to vote and why you think your approach will achieve results.

2. **Geographic Focus**
   In which areas of Zimbabwe will your project focus?

3. **Organizational Capacity**
   Please briefly present your organization's mission, its core activity, sources of funding, and experience implementing similar projects.

Attachment B: Itemized Budget and Budget Notes

Budget and budget notes should be up to 2 pages in length. Complete the budget by line-item for each category of budget expenditure that you are requesting in this grant application. The budget should only include items that are appropriate for the proposed initiative. Completed Budget Notes must accompany the budget and explain, in detail, each budget item.

Budget guidelines:

Direct Staff Salaries
- % Based on Level of Effort (LOE)

Travel and Subsistence – Per diem rates
- Accommodation up to 3 star $120.00 (taking into consideration security needs) includes both accommodation and breakfast based on actual
- Daily per diem for lunch, dinner and incidentals not to exceed $50

Conference Package
- Inclusive of venue, morning and mid-morning teas, projector, flipchart, pens, note books, cordials and refreshments, snacks etc.
- Average $25 per person (all inclusive)

Motor Vehicles Costs (fuel, insurance, repairs and maintenance)
- Automobile Association Zimbabwe (AAZ) mileage recovery rate (which is based on engine capacity)

Budget Format Sample: For EXCEL version of Budget Template see Attachment C.

Name of Applicant Organization:
Project Title:
Proposal Budget Total:
Project Dates:
Project Duration (Number of Months):
Note: Applicants may add budget line items as needed to clarify the proposed costs. Applicants may delete budget line items that are not applicable.

#	Line Item Description	Unit Costs	Quantity	Total	Description of need for budget item costs
1	Direct Labor Costs				
2	Consultants				
3	Travel				
4	Communications				
5	Special Events				
6	Other Direct Costs				
	Total Direct Costs				
7	Indirect Costs				
	Total Budgeted Costs				

SEE ATTACHMENT C in EXCEL as part of Required Proposal Submission

End of RFA