



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Advocating for Disability-Inclusive Policy Implementation in the
Philippines**

RFA-19-008

Date: December 13, 2018

1. Request for Application (RFA)

1.1. Purpose

Since 2011, the International Foundation for Electoral Systems (IFES) has been supporting disability-inclusive elections through the General Election Network for Disability Access (AGENDA) project. AGENDA is a creative partnership of disabled people’s organizations (DPOs), and election-focused civil society organizations (CSOs) in Southeast Asia founded by IFES. The AGENDA network promotes the right of all persons with disabilities to participate in political life and works with a variety of stakeholders, including election management bodies, media and ASEAN regional bodies.

AGENDA has organized interactive feedback sessions for DPOs to engage with the ASEAN Intergovernmental Commission on Human Rights (AICHR) since 2015. This year, AICHR is anticipated to finalize the ASEAN Enabling Masterplan on Mainstreaming the Rights of Persons with Disabilities. The Masterplan, which harmonizes principles of the United Nations Convention on the Rights of Persons with Disabilities (CRPD), is expected to be formally launched in December 2018. Following the official launch, member states will be obligated to internalize the Masterplan through their own domestic policy making processes. AGENDA’s DPO partners have the unique challenge and opportunity to promote implementation of this landmark document. IFES will provide subawards to AGENDA DPO partners to implement national public awareness and advocacy campaigns for government action to respect and promote disability rights in the ASEAN region.

1.2. RFA Schedule

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

Issuance of RFA	December 13, 2018
Questions Due	December 19, 2018
Response from IFES	December 21, 2018
RFA Closes—All Applications Due	December 31, 2018 at 23:59 Washington DC (EST)
Implementation Period	February 1, 2019 – November 30, 2019

2. General Information

2.1. Background

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. 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 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.

3. Application Preparation Instructions

3.1. Applicant’s Understanding of the RFA

In responding to this RFA, the applicants accept 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 October 29, 2018**, and be submitted to the representatives listed below.

Mr. Abdullah Abdullah
aabdullah@ifes.org

Mr. Khadar Maow
kmaow@ifes.org

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 timeline indicated in 1.2. RFA Schedule. All questions, answers, and addenda will be shared with all interested organizations through, www.ifes.org/procurement-notice.

All communication must reference "RFA-19-007".

3.4. Application Instructions

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

3.4.1. Technical Application

The Technical Application must include a written proposal in English describing in detail the applicant's (a) Technical Approach and (b) implementation timeline to implement the Program Description as described in Article 4 of this RFA. The evaluation criteria can be found in Article 3.6. Applicants should use the technical narrative template in Attachment A.

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 **US Dollar (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 from the submission date
- The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B)
- The estimated budget will be \$25,000 for about 10-12 months

3.4.3. A brief outline of the applicant’s organization and experience as outlined in Attachment C.

3.4.4. Additional documentation

- A completed pre-award survey as included in Attachment D
- When available, a copy of the organization’s most recent final, signed audits/financial statements
- Proof of registration
- Any other supporting document that will strengthen the application

3.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, by the deadline in the timeline indicated in 1.2. RFA Schedule, to Mr. Abdullah Abdullah at aabdullah@ifes.org and Mr. Khadar Maow at kmaow@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:

- 1. Technical Approach and Implementation Timeline (30 points)**
 - Proposal Quality and Responsiveness to RFA
 - Specific response outlining steps to meet the technical requirements
 - Project work plan to implement the Scope of Work
- 2. Past Performance (20 points)**
 - Specific examples of similar projects successfully completed
 - Examples of similar projects in which the subject matter is related to advocacy
 - Established physical and institutional presence in the Philippines
 - Possess extensive experience in working with Election Commission of the Philippines
 - Demonstrated experience with international donor requirements, financial standards and reporting
- 3. Organizational Capacity (20 points)**
 - Conduct the work required and meets IFES’ reporting requirements
 - Capable of organizing a series of advocacy meetings/workshops
 - Have in-house institutional expertise in developing and conducting electoral work and advocacy strategy
 - Demonstrated capacity to develop reports that incorporate monitoring & evaluation (M&E) data and lessons learned
- 4. Cost Proposal (30 points)**
 - Budget proposed is reasonable and cost effective

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

The Strengthening the Capacity of Advocacy Networks in Southeast Asia (SCANSEA) project aims to increase disabled people's organizations' (DPOs) effectiveness in advocating for government action to respect and promote disability rights in the ASEAN region. For this, IFES will provide a subaward to a DPO or CSO from the Philippines which has experience engaging with regional and national stakeholders to advance the inclusion and participation of persons with disabilities in political and electoral processes. Under this subaward, the organization will conduct a range of activities, such as designing and implementing advocacy strategies, evaluating legal frameworks for compliance with the Convention on the Rights of Persons with Disabilities (CRPD), and developing national-level policy platforms for adoption or endorsement by stakeholders like political parties. A percentage of subaward funding will be directed towards subnational DPO capacity-building and mobilization, while also giving the organization the flexibility to decide how to best mobilize their domestic networks in pursuit of the project activities. More specifically, the selected organization will:

- i. Evaluate legal frameworks for compliance with international disability rights principles, such as the CRPD and the ASEAN Enabling Masterplan for the Mainstreaming of the Rights of Persons with Disabilities
- ii. Design and implement a national advocacy strategy for the ASEAN Enabling Masterplan
- iii. Monitor the national compliance and progress of the implementation of the ASEAN Enabling Masterplan: compliance monitoring and advocacy

Specific Organizational Requirements:

- ✓ The grantee should have experience related to advocacy for the inclusion of persons with disabilities in political and electoral processes at the national and regional level;
- ✓ The grantee must have experience related to their national legal frameworks related to the inclusion and rights of persons with disabilities;
- ✓ The grantee and its experts must have experience in organizing and working closely with other organizations and institutions on political issues and/or programs;
- ✓ The grantee should have familiarity with international donors' reporting requirements and monitoring and evaluation (M&E) methods; and
- ✓ Candidates should submit the application in English

4.1. Timeline:

Applicants must submit a detailed timeline in their application showing the time required to implement the services requested. IFES anticipates requiring all deliverables to be completed no later than November 30, 2019.

4.2. 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.
- 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.

4.3. Activities & Deliverables:

- 4.3.1.** Evaluate legal frameworks for compliance with international disability rights principles, such as the CRPD and ASEAN Enabling Masterplan

Deliverables: (a) Completed legal diagnostic tool, analyzing specific laws for entry points and tracking planned legislation

- 4.3.2.** Design and implement advocacy strategy

Deliverables: (a) Completed document detailing priorities for integrating Masterplan policies at the national level, utilizing IFES' policy platform methodology; (b) Advocacy materials, which may include fliers, radio/TV spots, briefing materials, etc.; (c) Social media report – summarizing promotional articles, tweets and posts, which utilize messages from the AGENDA strategic communications plan.

- 4.3.3.** Progress reports on state implementation of ASEAN Masterplan: compliance monitoring and advocacy

Deliverables: (a) Midterm and (b) final monitoring reports on Masterplan implementation

- 4.3.4.** Complete reports

Deliverables: (a) Mid-term and (b) final reports which include advocacy successes, challenges, and next steps, and relevant photos and appendices.

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. 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.

5.3. 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.

5.4. Applications

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

5.5. Governing Law

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

5.6. 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.

5.7. 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.

5.8. Entire RFA

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

5.9. Attachments

Attachment A:	Technical Narrative Template
Attachment B:	Budget Template
Attachment C:	Organizational Capacity and Past Performance Template
Attachment D:	Pre-Award Survey

End of RFA

**ATTACHMENT A
TECHNICAL NARRATIVE TEMPLATE**

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different), including zip code

Office Telephone Number(s), including area code

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

DUNS Number

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**

Included in the package

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 (legal experts, election 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 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.

**ATTACHMENT D
PRE-AWARD SURVEY**

Included in the package