



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Anti-Corruption Coalition for Transparency (ACT) in Thailand**

RFA-22-081

December 22, 2022

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 counter corruption in the Association of Southeast Asian Nations (ASEAN) region through strengthened enforcement and coordination among the Member States and Member State CSOs. The objectives of this project are: civil society amplifies marginalized communities' priorities to advocate for government anti-corruption and accountability commitments; Member State CSOs and ASEAN collaborate to strengthen and enforce implementation of the United Nations Convention Against Corruption (UNCAC) and ASEAN Political-Security Community Blueprint 2025; and CSOs in ASEAN Member States effectively advocate for national policies to deter and combat corruption and for strengthening existing national and regional anti-corruption frameworks and government oversight mechanisms.. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing one award under this RFA.

1.2. RFA Schedule

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

Issuance of RFA	December 22, 2022
Questions Due	January 6, 2023; by 17:00 Washington DC (EST)
Response from IFES	January 13, 2023
RFA Closes—All Applications Due	January 31, 2023; by 17:00 Washington DC (EST)
Anticipated Implementation Period	March 1, 2023 – February 29, 2024

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.

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.

Sayed Ali Asghar
Contracts & Grants
Manager
sasghar@ifes.org

and

Maryam Raufi
Contracts and Grants
Administrator
mraufi@ifes.org

Questions/Answers and Addenda(s) related to this RFA can be found on [IFES Procurement Notices](#).

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. If a DPO, CSO, or NGO is not locally registered, a signed letter stating the reason why must be included as part of the application.

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 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 3.6. 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 **USD**, 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 young people from a wide range of states and regions, particularly rural areas, facilitating training programs, and working on programming such as youth leadership, civic education, and/or elections.

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.

- 1. Technical Approach, Implementation Timeline, Results Framework** **40 points**
 - Demonstrated understanding of the RFA and of IFES’ requirements
 - Soundness and feasibility of technical approach
 - Reasonable implementation timeline and results framework
- 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** **30 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

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

The Association of Southeast Asian Nations (ASEAN) Parties Against Corruption (ASEAN-PAC) has untapped potential to influence the regional and national policy agenda through effective collaboration with civil society. IFES and the Anti-Corruption Coalition for Transparency (ACT) propose a **12-month project (March 1, 2023 – February 29, 2024)** that strengthens the anti-corruption efforts of ASEAN and ASEAN Member States. ACT takes a whole-of-society approach to advocate at the regional and national level to counter corruption. Partner/s will receive a sub-award of **USD 60,000** to fund the activities outlined in this scope of work.

Under the ACT program, partners of the coalition are anticipated to support the following activities:

Country-Specific Activities:

For activities focused at the national level, these activities are expected to vary in scale and design depending on the country's political context and current state of anti-corruption work. ACT partners and IFES can discuss this on a one-on-one basis to address issues and concerns.

- Activity 1. Building Inclusive National Anti-Corruption Coalition
 - Engage with existing networks of local civil society organizations (including marginalized groups) and governments to form a national coalition (or strengthen existing anti-corruption coalitions), meeting regularly to plan activities and draft advocacy campaigns
 - Lead the coalition and ensure activities are in line with project objectives, collecting and managing dissemination of partner resources and updates on coalition's activities in support of the development of policy platform.
 - Work with IFES and coalition members to host topical workshops to build the technical knowledge and capacity of coalition members to advocate on anticorruption issues.
- Activity 2: Developing Policy Platforms with the Coalition Members
 - ACT partners are expected to work to develop a national policy platform with their coalition members. The policy platform should include actions to advance current country practices in line with UNCAC and ASEAN Blueprint 2025 commitments. CSO partners will use their networks to socialize the draft policy platform with stakeholders across the country and solicit input from a wide array of CSOs.
 - Some countries might be in various stages of anti-corruption legislation so this policy platform can include a diverse array of advocacy goals such as reforms to national legislation, procedures, regulations, policies, etc.
 - IFES has various technical experts that can be utilized to support the development of this policy platform.
- Activity 3. Partnering with national anti-corruption institutions and creating opportunities for national policy reform

- If possible, engage with the National Anti-Corruption Commission (NACC) of Thailand on issues of transparency and anti-corruption policies as it relates to human rights of marginalized communities and social justice. If this approach is not possible, partnership with universities could be an alternative.
- Host high-level advocacy events and campaign series that include relevant government representatives and national coalition members. The focus of the events and the timing should be determined in consultation with the coalition members to maximize impact of the events and engagement with government institutions.
- Activity 4. ACT Partner Creates Opportunities for National Policy Reform
 - ACT partners to conduct targeted advocacy to relevant government ministries focused on the implementation of domestic laws and regulations against corruption and of anti-corruption practices in both the public and private sectors. This advocacy will be in line with and guided by the policy platform described in Activities 2 and 3 above. ACT will lead national inclusive coalitions to carry out advocacy activities, using findings from the legal analyses and policy platforms to inform advocacy targets and priorities.

Regional Activities:

ACT partners will be expected to participate in regional activities coordinated by IFES intended to bolster and advance national advocacy efforts. Partners will not be required to allocate budgetary costs for organizing these activities but should describe in their proposal how their experience will contribute to the success of these activities.

- Activity 1: Attend Regional Peer-to-Peer Learning Workshops organized by IFES for ACT partners.
 - ACT partners will identify overlapping issues and priorities and share experiences from working with government officials on countering corruption, which will help ACT identify potential roadblocks and entry points for reform.
 - These workshops will help to empower CSOs to design and lead their own research and advocacy campaigns related to accountability and transparency of government institutions.
- Activity 2. ACT Coalition Engagement with ASEAN
 - ACT partners will examine priority actions from the ASEAN 2025 Political-Security Community Blueprint and map opportunities for broader regional and state official engagement across sectors, including open government and enhanced protections for corruption whistleblowers and media. ACT partners will examine ASEAN's Comprehensive Recovery Framework, which emphasizes the importance of civil society engagement in COVID-19 recovery efforts. Finally, ACT will review the ASEAN calendar to identify upcoming opportunities where the coalition can strategically position itself. ACT will then create a regional advocacy strategy, which will be a living document as ACT will learn as they go and uncover additional opportunities for engagement. In this regard, the ACT partner in Thailand should engage with the National Anti-Corruption Commission (NACC) of Thailand or another relevant body if such engagement is not possible.
- Activity 3. Dialogue Between Regional Institutional Actors and Civil Society
 - Thematic Learning Series: IFES will work with ACT partners to convene a series of thematic virtual learnings to facilitate information-sharing and the creation of effective approaches to combat corruption.
 - IFES will work with ACT partners to organize CSO coordination meetings prior to the ASEAN-PAC annual secretariat meetings. ACT will develop high-quality policy position papers. The topics of each policy paper will be decided in advance so that ACT partners can get input from national coalition members, ensuring that marginalized voices are

included. The development and discussion of the papers in CSO meetings will ensure that regional stakeholders can jointly reflect on common themes and prepare cohesive key recommendations, focused on implementation and accountability.

- Regional Dialogue: IFES will work with ACT partners to host a two-day regional dialogue in 2023, under Indonesia's ASEAN chair. The dialogue will be a strategic opportunity for the USG to highlight its support for anti-corruption efforts and its partnership with ASEAN. The event will bring together anti-corruption institutions, civil society, private sector, and national and regional policy makers.

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 **January 31, 2024**. The final period of the project will be used to complete the final narrative and financial reporting.

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

UEI number – UEI number is necessary under this program

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 specify previous work in the relevant field.*
- C. *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.