**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)**

**REQUEST FOR APPLICATIONS (RFA) for**

**Organizations of Persons with Disabilities to Advance Political Rights and Oppose Corruption in Lebanon**

**RFA-23-003**

**January 13, 2023**

**ATTACHMENT A**

**Technical Narrative Template**

1. **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

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Project Manager/Contact Person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Dates (month/year – month/year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title

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Unique Entity Identifier (UEI) – If you do not have a UEI number, If your organization does not have a UEI, please visit www.SAM.gov to get a Unique Entity ID only (no entity registration required).

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PAN Number

1. **Technical Approach:**

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

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

*Please use the following format to provide an implementation timeline*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Month | Activity | Expected Result | Involved Stakeholders |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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 C**

**Organizational Capacity and Past Performance Template**

1. **Summary**

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

1. **Human Resources**
2. *Please provide full legal name of organization’s Director and / or Chief Executive Officer.*
3. *Please provide CVs or biographical paragraph of the core technical members of the team that will work on this project (the director of the organization, training or curriculum experts, project manager etc.).*
4. *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, if applicable.*
5. **Past Performance**
6. *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.*
7. *Please specify previous work in the relevant field.*
8. *Please list the organization’s major projects from the past five years in the following format:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Project Name* | *Project Activities* | *Donor* | *Award Amount* | *Period of Award* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **References:**

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