



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
People Against Violence in Elections (PAVE) Youth Community
Peacebuilding Project in Senegal**

RFA-23-027

August 7, 2023

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 train participants how to foster dialogue between opposing groups and engage in peacebuilding initiatives within their respective communities. The objective of this project is to cultivate youth-led, community-based approaches to resolving conflict in a constructive and non-violent way as well as create a peaceful environment for future political participation. The RFA provides prospective organizations with the relevant operational and performance requirements. The total budget for this RFA will not exceed the amount of XOF 29,900,000. IFES might consider issuing multiple sub-awards under this RFA.

1.2. RFA Schedule

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

Issuance of RFA	August 7, 2023
Questions Due	August 11, 2023; by 17:00 EST(EST)
Response from IFES	August 14, 2023
RFA Closes—All Applications Due	August 22, 2023; by 17:00 EST (EST)
<i>Anticipated Implementation Period</i>	<i>September 15, 2023 – April 30, 2024</i>

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.

Name: Khurram Naz
knaz@ifes.orgmailto:

And

Nabilla Ataiee
nataiee@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 **West African CFA (XOF)**, 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 G 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
 - Innovation and creativity in the customization of the program to the Senegalese context
- 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 capacity to collaborate with an international INGO, and to follow up its internal M&E procedures
 - 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 International Foundation for Electoral Systems (IFES) has designed a project with an objective of decreasing political violence through educating youth and their communities on how to peacefully prevent and mitigate conflict. The aim of this project is to increase the capacity of youth to anticipate, mitigate, and prevent political violence and then assume lead roles in conducting peace building activities within their communities. To assist in this effort, IFES seeks to engage a local civil society organization to work with universities in Senegal to address this issue and encourage the population to find more effective and violent-free ways to resolve conflict between individuals, political parties and groups, during the period around 2024 presidential elections.

IFES envisions this work being completed by one Senegalese organization in collaboration with IFES.

The successful applicant is expected to design a project that addresses the following planned activities, following the requirements detailed below. There are two components to the project:

1. **Training students in peacebuilding curriculum provided by IFES**
2. **Supporting peacebuilding initiatives at community level during the presidential election period**

IFES has developed a People Against Violence in Elections (PAVE) training project which is designed to help participants identify the root causes of violence, learn how to deal with conflict in society that may arise from electoral and political processes while recognizing that elections are a non-violent means of resolving conflict, foster dialogue between opposing groups and to link these efforts with tangible initiatives to mitigate political violence. The desired outcome of this training is to increase young participants' knowledge of constructive ways for citizen engagement rather than resorting to violence as well as to have participants as conduits of this knowledge within their respective communities.

The participants for this training will be students from universities across Senegal, mainly, Cheikh Anta Diop University in Dakar, Gaston Berger University in Saint Louis, and Assane Seck University in Ziguinchor. IFES and the successful applicant will draw upon students' knowledge of and passion for the rule of law and human rights to promote peaceful coexistence and a pluralistic Senegalese identity.

The PAVE training component of the project will be led by the subgrantee following a Training of Trainers conducted by IFES.

Training participants who demonstrate an interest in and the capacity to serve as advocates for peace within their respective communities and spheres of influence will be selected as *Ambassadors for Peace* based on developed criteria. Participants who have been trained with the PAVE curriculum and have been identified as *Ambassadors for Peace* will then use their strengthened skillset and tools to then undertake activities at the university or in their home communities.

Following the training of students in the PAVE curriculum, the subgrantee will collaborate with the trained Ambassadors for Peace at the target universities to organize and implement events and activities in support of peaceful elections, conflict mitigation, dialogue, and civic activism. Within their respective universities and communities, these participants will mobilize people both within their core communities as well as across political, demographic, religious, and other lines.

4.1.1. *Main Activities*

The partner would be responsible for the following:

- *Make recommendations of how the current PAVE curriculum should be tailored* to have maximum impact in the Senegalese context, working in collaboration with IFES, including an adapted name of the activity (could be in French or local language and can maintain the same acronym)
- *Participate in Trainer of Trainers Orientation Session* led by IFES' expert trainer and curriculum developer. The local partner should plan for regional representatives/trainers (estimated 6, two per university) to participate in the workshop in Dakar, expected in September or October over 4-5 days. The local partner can decide whom to put forth as trainers (e.g. CSO representatives, university representatives, PhD students, etc.) and will propose trainers to IFES in the course of workplan development. If possible, the organization's representatives should ideally reside in or have familiarity with the respective geographic areas (universities) where PAVE trainings will be conducted. The ToT workshop will go over the curriculum and delivery techniques, as well as discuss customization of the curriculum. IFES will cover the cost of the ToT in full and travel of participants.
- *Facilitate and lead Student Trainings on each campus.* To properly execute this activity, the local partner will define the best way to liaise with university staff and students and will develop inclusive selection criteria to select approximately 100 students from each university, to be trained in groups of 25 over four separate sessions. The selection of students will consider diverse backgrounds and areas of study. The partner will provide the necessary materials to students and will be responsible for arranging the logistics of the training sessions, including venue, catering and transportation for students. After the training is finalized, peace ambassadors will be selected based on the performance and commitment they demonstrated during the training.
- *Facilitate brainstorming sessions* with identified Peace Ambassadors on what types of activities they can initiate within their communities. Information about and examples of peacebuilding tools can be provided by IFES; however, the local partner will be expected to assist participants with developing project proposals. From among the proposals, the local partner will select the best ideas for funding and implementation based upon previously developed criteria.
- *Develop and carry out peacebuilding activities.* The local partner, working with the Ambassadors for Peace, will be responsible for implementing at least five (5) peacebuilding initiatives per geographic area/university, for a minimum total of 15 peacebuilding activities. Preliminary ideas of what these peacebuilding activities will be (for example, street theater, peace caravans, flash-mobs or development of advocacy material such as content creation for social media and utilization of a specific hashtags) should be included in the narrative proposal, and funds for these activities should be included in the submitted budget. Ultimately, peacebuilding activities will be based on the proposals of Ambassadors for Peace and should reflect the values of peace, dialogue, and inclusion (ethnic, linguistic, gender, ability).
- *Regular weekly check-ins with participants* on project planning and progress within their respective communities. It is expected that a minimum of 15 peacebuilding events will take place across all targeted areas (5 per university).

- *Facilitate information sharing* between participants from different communities.
- *Provide IFES with updates on the community advocacy events through submission of biweekly reports* as per monitoring and evaluation section below.

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 May 31, 2024.

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

Unique Entity Identifier Number (UEI)

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.