INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

Request for Application - RFA-23-028

Supporting the synergy of civil society organizations for the prevention and resolution of electoral conflicts and their related ongoing advocacy efforts in Guinea

Questions and Answers

September 15, 2023

Q1. Can we require precise information and all the forms available for this purpose?

IFES Response: *All forms are attached to the call for applications:*
1- *The form **ATTACHMENT A - TECHNICAL NARRATIVE TEMPLATE** (see pages 8 and 9) gives you the structure you need to describe your technical offer, including all the required steps.*
2- *Budget form **ATTACHMENT B Budget template** allows you to make a budget offer. To access the budget form, please click on the link on **Page 10. Budget Template must be download from IFES procurement website** https://www.ifes.org/business-opportunities to download RFA-023-028_Budget Template.*

Q2. Request for clarification on two points, namely 1) Unique Entity Identifier (UEI), and 2) PAN number? What exactly do these two correspond to?

IFES Response: *UEI (Unique Entity Identifier): This is the entity's unique identification number which is obtained following registration on the WWW.SAM.GOV site. It is not compulsory in the submission phase, but would be compulsory when the grant is awarded.*

The PAN number is not applicable in Guinea. However, its equivalent is the company registration number or tax registration number (NIF).

Q3. Is it possible to bid on this tender being a new NGO that has never received funding from donors - in order to have professional references?

IFES Response: *This call for applications does not exclude any civil society organization. The relevance of the offer and the selection criteria predefined in the RFA will be the sole means of the final selection process.*

Q4. **Should the project simply provide technical and operational support to CSO synergy for the implementation of its strategic plan drawn up on the eve of the September 05 coup d'état, or develop**

activities that directly involve the government, political parties, legislators, technical and financial partners other than CSOs?

IFES Response: *This grant is open and supports all initiatives by civil society organizations, whether or not they are members of the CSO synergy to which you refer.*

Q5. Does the $750,000 indicated in 5.2 (Monitoring and evaluation) refer only to the budget for this project or to other projects benefiting from US grants?

IFES Response: *This provision is a USAID clause that stipulates that any organization that plans to spend more than $750,000 U.S. government funds in its fiscal year must be audited. Therefore, if cumulatively your budget envelope from U.S. government funding (this grant and others in progress) will reach the $750,000 threshold, your entity is required to submit to an audit and share the subsequent report.*

Q6. We'd like to know, since we specialize in combating misinformation, inauthentic content, hate speech and digital advocacy, can we apply for this segment only, or would we necessarily have to look for a partner? Basically, we want to position ourselves in the segment of the fight against misinformation (online and offline), hate speech and inauthentic content in connection with the upcoming elections in Guinea.

IFES Response: *Each organization is free to choose and apply for the theme of their interest, if it is relevant to the IFES requirement outlined in this RFA. Each organization is also free to partner with other CSOs or not.*

Q7. With regard to costs, our purchases of items are limited to the domestic market, with a cost that includes all taxes. At what level are the taxes/charges applied, which we must clearly identify?

IFES Response: *IFES-Guinee is exempt from taxes through the official act of exemption from USAID, the main donor of this project. Consequently, except for income and social security taxes, all costs incurred within the framework of this project will be tax-free.*

However, should you wish to purchase a product or goods tax-free, please ensure that the tax is easily identifiable, and if it is, you will need to indicate this in your financial report.

Q8. Will applicants have to bid only for its geographical area or for a national scope?

IFES Response: *The project must be national in scope, regardless of your coverage area.*

Q9. Will there be financial support for the implementation of advocacy action plans by civil society organizations (CSOs)?

IFES Response: *Financial support may be provided for the implementation of advocacy action plans, provided that the content of the technical and financial proposal from the bidding CSO, platform or network is relevant to the expectations and criteria defined by IFES.*

Q10. Does the Centre d'Education Civique et Electorale represent the synergy of Civil Society Organizations (CSOs)?

IFES Response: *The Centres d'Education Civique et Electorale (CECE) are regional coalitions of CSOs based in the country's seven (7) administrative regions. They are responsible for implementing civic and electoral education activities in their regions.*

Q11. Does the WhatsApp group STEP IFES represent the internet group of the synergy of Civil Society Organizations (CSOs)?

IFES Response: *NO. The STEP IFES CECE WhatsApp group is a digital platform created at the start of the STEP project to coordinate and ensure the flow of information between the IFES office and CECE representatives.*

Q12: Where do we send our applications?

IFES Response: *Applications must be submitted via email to the following email address: knaz@ifes.org and [nataiee@ifes.org.](mailto:nataiee@ifes.org)*

Q13. Which prefectures or zones are involved in the project?

IFES Response: *The project must cover the entire country.*

Q14: Can you provide further clarification on sections 3.3.1 (official communications), and section 4 (scope of application)?

IFES Response: *Only written communication is allowed/accepted at this stage.*

Q15. Do we have a French version of the budget form?

IFES Response: *No, but the headings in the English version of the Budget Form are simplified, and it is up to each organization to choose whether to budget its technical proposal in the language of its choice (French or English) according to the headings mentioned in the Budget Form.*

End of Questions and Answers