



**International Foundation  
for Electoral Systems**

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

**REQUEST FOR APPLICATIONS (RFA) for  
Campaign Finance Monitoring in Ghana**

**Solicitation # RFA-24-011**

**March 29, 2024**

## 1. Request for Application (RFA)

### 1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite Ghanaian civil society organization(s) to submit applications to implement a project that will contribute to increased capacity of CSOs to recognize and monitor campaign spending and abuse of state resources and use data to advocate for stronger regulation of money in politics. This project will pilot a customized methodology for monitoring campaign finance and related issues and adherence to the code of conduct on campaign finance in urban and rural areas in the 2024 Presidential Elections in Ghana. 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:

<b>Issuance of RFA</b>	<b>March 29, 2024</b>
Questions Due	April 4, 2024; by 17:00 Washington DC (EST)
Response from IFES	April 8, 2024
<b>RFA Closes—All Applications Due</b>	<b>April 18, 2024; by 17:00 Washington DC (EST)</b>
Anticipated Implementation Period	May 2024 – February 2025

## 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.org](mailto:knaz@ifes.org)

**And**

**Name: Ahmed Munir Totakhil**

[atotokhil@ifes.org](mailto:atotokhil@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 date set in the RFA Schedule above. All questions, answers, and addenda will be shared with all interested organizations.

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

### 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.

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 anticipated ceiling for this RFA is up to GHS 2,415,140.00.**
- 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 **GHS**, 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 in electoral and political processes in Ghana, as well as experience in research and analysis.

### **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 project manager
- Any other supporting document that will strengthen the application

## **3.6. Application Submission**

Applicants must send final applications in electronic copy in an e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *1.2 RFA Schedule*.

## **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** **35 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
  - Budget accounts for all relevant costs in relation to the program. For example, the budget should account for remunerations and travel costs for volunteers; should account for anticipated costs related to printing and translating program materials; and should ensure sufficient resources are allocated for monitoring and evaluation (M&E), which may include budgeting for a part- or full-time staff member to oversee M&E.
- 3. Past Performance and Organizational Capacity** **35 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 experience, presence and/or networks in the proposed target districts, constituencies, or zones

### 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

Over the last decade, there have been increasing calls for relevant institutions in Ghana to address issues of money in politics. The virtually non-existent legislation has done little to address widespread open vote buying, monetization of Ghanaian elections, high cost of political participation that hinders women and youth running for office, and opacity around the sources of funding for presidential candidates. The adoption and enforcement of adequate political finance legislation has long been viewed as central to counteracting the imbalance in opportunities for political participation and promoting political accountability. To build consensus around the need for reform, Ghanaian civic actors need to build public awareness around the high cost of politics and its negative impact on governance and development.

As part of the USAID-funded "Political Accountability Activity," in the lead up to the December 2024 Presidential Elections in Ghana, IFES invites Civil Society Organisations (CSOs) in Ghana to submit applications for a project with national coverage designed to enable them to monitor, track, analyse, and report on campaign expenditures. Leveraging IFES' [Vote for Free: A Global Guide for Citizen Monitoring of Campaign Finance](#), IFES will support the subaward recipient(s) to improve their understanding of Ghana's campaign finance regulations and implement a customized methodology for monitoring the flow of money in Ghana's presidential election process. Relying on IFES' campaign finance monitoring methodology, the methodology will be adapted to address the nuances and specific challenges of the Ghanaian context. The sub-recipient will use the methodology to monitor campaign expenditures and abuse of state resources during the presidential campaign in identified regions.

Following the elections, the sub-recipient(s) will publish a report of their findings that can be used to raise awareness of the importance of greater transparency in spending reports of political parties and candidates. The subaward will increase CSO capacity to hold political actors accountable and promote fair competition in future elections by highlighting the role of money in political campaigns.

### Description of Activities

Under the project, the CSO will carry out a series of activities in support of transparent campaign activities. The selected CSO will implement the following activities:

1. Consult with IFES and electoral stakeholders to create a detailed project workplan with milestones and timeline.

#### *Anticipated Deliverables:*

- At least two meetings with IFES in which sub awardee core project personnel are in attendance to develop a timeline with key goals of the project, drawing on the [IFES "Vote for Free" handbook](#).

- At least one meeting with electoral stakeholders, including EC officials and political party/candidate representatives, to share objectives of the project, solicit feedback on planned activities, and identify areas for collaboration.
2. Work with IFES and consult stakeholders to adapt IFES' campaign expenditure tracking methodology for Ghana's context.

*Anticipated Deliverables:*

- Draft campaign finance monitoring methodology that customizes IFES' existing methodology to the local context.
  - Revised final methodology based on comments from IFES and stakeholders.
  - Data intake platform where all information collected by the monitors will be entered and managed.
3. Conduct a campaign finance monitoring mission for the December 2024 presidential elections based on the adapted methodology.

*Anticipated Deliverables:*

- Recruitment of at least 150 paid volunteers (at least 50% women), preferably with election monitoring experience, to serve as campaign finance monitors leading up to and during the campaign period.
  - One training for campaign finance monitors who will then track the campaign expenditures of select political parties or candidates in at least four urban and four rural constituency in in each zone (Northern, Middle, and Southern).
  - Draft monitoring report synthesizing data collected by monitors.
  - Revised final monitoring report based on comments from IFES and stakeholders.
  - Public presentation and social media engagement around monitoring findings.
  - Brief internal report on recruitment and training of volunteer monitors, experience of monitoring, lessons learned and recommendations for future similar activities and projects.
4. Analyze the validity of campaign finance reports submitted by political parties<sup>1</sup>

*Anticipated Deliverables:*

- Data collection of information submitted by selected political parties on their finance disclosure forms.
  - Draft analytical report comparing data collected from financial reports with those obtained from monitoring mission.
  - Final analytical report revised based on comments from IFES and other consulted stakeholders.
5. Implement an awareness campaign on the role of money in elections

*Anticipated Deliverables:*

- Production and dissemination of least two types of printed materials promoting greater transparency around money in politics.
- Production and broadcast of radio, video, or online spots promoting greater transparency around money in politics.

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<sup>1</sup> IFES is aware that external factors may impact the practicability of this activity. Analysis of the reports will be based on the extent to which they are available.

- At least one awareness-raising event per month of the project promoting greater transparency and stronger regulations around money in politics.
- Engagement with government officials, such as stakeholder meetings or workshops, to build awareness and advocate for policy reform.
- Sampling survey conducted with private sector donors on their experiences related to donation requests from political parties and candidates.

## 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 February 28, 2025.

### 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](mailto: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**

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Complete Legal Name of Applicant Organization

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Office Address

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Legal Mailing Address (if different)

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Office Telephone Number(s)

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E-Mail Address(es)

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Director of Organization

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Project Manager/Contact Person

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Project Dates (month/year – month/year)

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Project Title

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Unique Entity Identifier (UEI)

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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, geographic coverage, and anticipated results.
- 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 objective of your effort? Does it comply with the goals 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 Results:** describe how your activities will achieve specific outputs (deliverables) and outcomes for the project.
- G. Monitoring and Evaluation:** outline how you will monitor project progress and navigate risks to ensure successful achievement of results.

**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 through 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
- Project targets for each indicator
- 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.*