



**International Foundation
for Electoral Systems**

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Provincial Disaster Management Authority Support
in Pakistan**

RFA-25-005

**Reissued
January 15, 2025**

1. Request for Application (RFA)

1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite organizations to submit applications to implement a project that will support strengthening the Provincial Disaster Management Authority (PDMA) Sindh’s disaster prevention and management capabilities, particularly through the establishment of a Disaster Risk Reduction (DRR) Wing, capacity building of PDMA/District Disaster Management Authority (DDMA) staff, and enhancement of institutional frameworks. The objective of this project is to strengthen PDMA Sindh’s ability to better address disaster risks and improve resilience across the province. 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	January 15, 2025
Questions Due	January 22, 2025; by 17:00 Washington DC (EST)
Response from IFES	January 24, 2025
RFA Closes—All Applications Due	February 5, 2025; by 17:00 Washington DC (EST)
Anticipated Implementation Period	March 2025 – February 2027

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: Cayla Vega
cvega@ifes.org

and

Name: Asia-Pacific Procurement
asiapacificprocurement@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 not-for-profit institutions and for-profit organizations are invited to apply. Not-for-profit institutions may include but are not limited to Organizations of Persons with Disabilities (OPDs), Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), or Community-Based Organizations (CBOs). If an OPD, CSO, NGO, or CBO is not locally registered, a signed letter stating the reason why must be included as part of the application. For-profit organizations are eligible to apply but may **not** earn profit from a subaward.

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

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 **PKR**, 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 must have relevant experience working with government institutions, diverse communities, and implementing initiatives focused on disaster preparedness, climate resilience, risk reduction, and capacity-building through training programs.

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

Introduction

The International Foundation for Electoral Systems (IFES) is implementing the 'Building Understanding and Involvement in Local Governance and Democracy (BUILD)' project with funding support from USAID. IFES will assist Sindh Provincial Disaster Management Authority (PDMA) for enhancing disaster prevention and management capabilities.

Gaps and capacity constraints in the country's DRM system, especially at the sub-national and local levels, have been highlighted by the scale and nature of recent floods. A number of institutions have been mandated at the federal and provincial levels to manage various aspects of DRR, including the NDMA, the PDMA, the Pakistan Meteorological Department and Federal Flood Commission.

However, these entities are facing significant capacity gaps in terms of trained personnel, equipment, technical expertise and most importantly financial resources. While the floods have highlighted the ability of the technical agencies to effectively forecast the magnitude of impending disasters and ensure the provision of actionable information and early warning to all the stakeholders, they have also brought to light the limitations of the federal and provincial authorities to undertake timely preventive measures to effectively coordinate the response and recovery efforts with all stakeholders.¹

This assistance will aim to help PDMA Sindh adapt strong disaster risk management and reduction strategies through training and capacity building of PDMA and DDMA staff, strengthen institutional framework of PDMA Sindh by setting up a Disaster Risk Reduction (DRR) Wing, improve its Data Management Information System (DMIS), and integrate climate resilience components into the schools (SBDRM) and community (CBDRM) education curriculums. These initiatives are key to building resilience and ensuring effective disaster preparedness and response. To achieve these objectives, IFES is seeking the services of a competent organization with expertise in institutional support, disaster management, training, and curriculum development. The planned intervention will be implemented over a period of 24 months. Following is the scope of work for this intervention.

Scope of Work:

1. Conduct a comprehensive review of the Disaster Risk Reduction (DRR) and Disaster Risk Management (DRM) operational and policy frameworks in Sindh, identify gaps and provide actionable recommendations to enhance effectiveness and efficiency and develop a plan of action accordingly.
2. Provide technical assistance, equipment and furniture to establish the DRR wing. Analyze effectiveness and carry out a gap analysis of the Disaster Management Information System (DMIS), develop and implement an enhancement plan which may include user modules, additional data management fields, installing necessary software, improving data entry and management capacities etc.
3. Provide technical assistance including operational and technical staff and necessary equipment to establish the DRR wing.
4. Responsible for planning, coordination, implementation, monitoring, and reporting of the process of setting up the DRR Wing at the PDMA office.
5. Conduct a quick Training Needs Assessment (TNA) for PDMA and DDMA staff, design and deliver training to meet the identified training needs.
6. Collaborate with PDMA Sindh to review, improve, and develop comprehensive curricula for School-Based Disaster Risk Management (SBDRM) and Community-Based Disaster Risk Management (CBDRM) in Sindhi, Urdu, and English languages.
7. Design, develop, plan and implement strategy for the education and training of communities, youth, and teachers on SBDRM and CBDRM in collaboration with select universities, the

¹ Pakistan Floods 2022: Resilient Recovery, Rehabilitation, and Reconstruction Framework (4RF) December 29, 2022

Higher Education and School Education Department, Sindh, and Girl Guides/Boy Scouts Associations and local communities.

Reporting and Monitoring:

- Develop a detailed assessment report summarizing findings, recommendations, and an action plan for implementation of DRR wing.
- Submit program progress reports, meeting minutes, M&E reports, and final reports on a weekly, monthly, and quarterly basis, or as required by IFES.
- Conduct monitoring and evaluation throughout the program to measure progress and impact, using formats agreed upon with IFES.
- Provide IFES with attendance sheets, photographs of trainings, monitoring and evaluation data, and training reports for each training session and any events held.
- Participate regularly in project coordination and progress review meetings arranged by IFES (online or in person) and PDMA Sindh.

Duration:

The project duration will be 24 months from the start of the sub award.

Deliverables:

- MOU with PDMA Sindh
- Assessment Report
- Progress Reports
- Monitoring Reports
- Training Roll out plan
- Training and Event Reports
- Final Report

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, 2027.

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. Applicants selected to move forward under this RFA will be required to submit additional organizational and financial information.
- 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. Deliverables will include regular technical and financial reports.

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 (UEI)²

PAN Number

² Only organizations with Unique Entity Identifier (UEI) are eligible to receive a subaward under this RFA. If your organization does not have a UEI, please visit www.SAM.gov to get a Unique Entity ID only (no entity registration required).

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.