



INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

Request for Application - RFA-26-002

Women's Access to Justice/Legal Aid Clinic Design and Establishment in Zambia

Questions and Answers

February 12, 2026

Q1. Could you kindly inform us if there's a specific project template required for the application? Alternatively, we can use our own template, ensuring we address all the necessary requirements? Would you mind helping me with the link we can access such information and templates?

IFES Response: Applicants can use their own template for Technical Narrative. However, applicants must ensure addressing all the points raised in Attachment A – Technical Narrative.

To be considered, applicants must use Attachment B - Budget Template which is available on the IFES website and can be downloaded from following link:

<https://www.ifes.org/business-opportunities>

Q2. Can an applicant retain administrative charges? If so, at what percentage of the total budget?

IFES Response: The applicants can input administrative charges into their budget assumptions. Administrative charges must not exceed 10% of the total proposed budget.

Q3. Is cost for equipment and motor vehicles an allowable cost in this RFA?

IFES Response: The purchase of equipment or vehicles is not an allowable cost under this RFA.

Q4. Any guidance on percentages concerning the appropriate balance of budget between operational and activity costs, or is this at the discretion of the applicant?

IFES Response: The balance between operational and activity costs is at the discretion of the applicants.

End of Questions and Answers