



**International Foundation  
for Electoral Systems**

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

**Call for Concept Papers (CCP) for  
Voter Education Innovation Grant Competition in Nigeria**

**June 3, 2022**

## 1. Call for Concept Papers

### 1.1. Purpose

The purpose of this Call for Concept Papers (CCP) is to invite eligible Nigerian organization(s) to submit a detailed concept for a project that will pilot an innovative voter education initiative in one of Nigeria's six geo-political zones. This CCP provides prospective organizations with the relevant operational and performance requirements for the concept paper process. IFES will subsequently invite the organizations with the strongest concepts from each geopolitical zone to participate in a full Request for Applications (RFA) process that includes a presentation-based, "Dragon's Den"-style competition. IFES anticipates issuing a total of six awards at the end of this two-stage process – one voter education grant for each of Nigeria's six geo-political zones.

### 1.2. Call for Concept Papers

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

#### Call for Concept Papers Schedule

Issuance of Call for Concept Papers	June 3, 2022
Questions Due	June 7, 2022, by 17:00 West Africa Time (WAT)
Response from IFES	June 9, 2022
Call for Concept Papers Closes	
<b>All Concept Papers Due</b>	<b>June 14, 2022, by 23:59 WAT</b>

***IFES will send the Request for Application to finalists only.***

## 2. General Information

### 2.1. Background

Since 1998, the International Foundation for Electoral Systems (IFES) has worked to strengthen the capacity of Nigerian election management bodies to promote credible, inclusive and transparent national, and local elections. Currently, IFES is providing capacity building to the Independent National Electoral Commission (INEC), incorporating lessons learned from the 2019 election process in electoral management, inclusion of traditionally marginalized groups, voter education, electoral conflict monitoring and alternative dispute resolution processes, among many others. IFES provides this assistance through its "Supporting Electoral Accountability and Transparency (SEAT)" project funded by the United States Agency for International Development (USAID) and the Foreign Commonwealth Development Office (FCDO).

As the number of eligible voters continue to increase in Nigeria, voter education becomes more crucial in the activities of INEC. Such activities include developing innovative approaches to ensure that citizens are well informed about how to participate fully in elections. IFES in collaboration with INEC is developing strategies to provide comprehensive information on a variety of electoral activities such as voter registration, polling and counting procedures during elections, responsibilities of political parties, rights, duties and responsibilities of voters, as well as anti-violence campaigns.

In coordination with INEC, IFES will host a public voter education 'Dragon's Den' competition for Nigerian civil society organizations (CSOs), community based organizations (CBOs) and faith-based organizations (FBOs) to pitch innovative proposals for effective and inclusive voter education campaigns. Participating organizations will make a proposal pitch for their concept, with the potential to win grant funding and capacity building on best practices in voter education, grant management, use of new media techniques and platforms for enhanced message dissemination. CEPPS/IFES will prioritize the selection of innovative voter education campaign concepts that substantively address effective outreach to women, youth, persons with disabilities and/or

internally displaced persons.

### 3. Application Preparation Instructions

#### 3.1. Applicant's Understanding of the Call for Concept Papers (CCP)

In responding to this CCP, the applicant accepts full responsibility to understand the CCP 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 CCP 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 3.3.1 of this CCP. In no case shall verbal communication govern over written communication.

##### 3.3.1. Applicant Inquiries

Inquiries, questions, and requests for clarification related to this CCP should be submitted in writing to the representative listed below by the deadline listed in 1.2. CCP Schedule.

Bill Crain  
[bcrain@ifes.org](mailto:bcrain@ifes.org)

And

Khurram Naz  
[knaz@ifes.org](mailto:knaz@ifes.org)

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

##### 3.3.2. Formal Communications shall include, but are not limited to:

- Questions concerning this CCP
- Expressions of Interest
- Pre-award negotiations under this CCP
- Addenda to this CCP

##### 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 CCP Schedule above. All questions, answers, and addenda will be shared with all interested organizations.

#### 3.4. Eligibility

Locally registered Nigerian 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. Participating organizations must have been formally established and registered for at least two years (with proof of registration with the Corporate Affairs Commission of Nigeria).

**Individuals and the following organizations are not eligible** to access funding:

- Governmental and semi-governmental institutions
- International organizations / organizations headquartered or registered outside of Nigeria
- 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 / Concept Paper**

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 CCP. The evaluation criteria can be found in Article 3.6. Applicants should use the technical narrative template in Attachment A from this solicitation.

#### **3.5.2. A brief outline of the applicant's organization and experience**

Organizations should demonstrate substantive prior experience conducting relevant public education and outreach and/or democracy and governance programming, using Attachment B from this solicitation.

#### **3.5.3. Additional documentation**

- 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

### **3.6. Application Submission**

Applicants must send final applications in electronic copy via e-mail to the points of contact identified in Section 3.3.1, on or prior to the closing date and time shown in the *Schedule of Events*.

### **3.7. Criteria for Call for Concept Paper review**

The evaluation of each response to this CCP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this CCP is to identify those organizations that have the technical creativity, realistic concepts and institutional capacity to implement the project as described in Article 4 of this CCP.

- **Responsiveness and Soundness of Concept** **30 points**
  - Demonstrating strong understanding of the specific voter education context, needs and challenges that the proposed concept will address
  - Evidence-based substantiation for the effectiveness of the concept
  - Substantive, specific plans for how the concept will more effectively educate and engage women, youth, persons with disabilities and/or internally displaced persons
- **Innovation of Concept** **25 points**
  - Clear articulation of how the concept will meet an unmet voter education need in a creative, effective manner
  - Convincing description of how the concept will effectively use a methodology, medium and/or technological resource not currently being used for voter education in Nigeria
- **Realism of Scale and Scalability** **25 points**
  - Clear and convincing consideration of how:
    - The applicant organization can realistically implement the pilot concept within the grant ceiling of 8,000,000 Nigerian Naira (NGN)

- The pilot concept could be sustainably expanded to a state or nation-wide scale in Nigeria

- **Past Performance and Organizational Capacity** **20 points**
  - Demonstrated capacity to organize, manage and implement the full range of activities required to achieve program goals and objectives
  - Evidence of strong past performance in implementing programs of similar size, scope and complexity
  - Demonstrable presence, capacity and/or networks in the target geopolitical zone

### **3.8. Selection and Notification**

A technical evaluation committee will individually review and score the responsive concepts received according to the criteria outlined above. IFES will invite the organizations presenting the three highest scoring concepts from each geopolitical zone to submit a full application and participate in the RFA & “Dragon’s Den” competition phase of the selection process. Written notification will be sent to these applicants via e-mail. Those applicants not selected for the second phase will also be notified.

### **3.9. RFA & Competition Phase**

IFES will invite the shortlisted 18 applicant organizations (3 per geopolitical zone) to submit full proposals. This proposal phase will include a video competition element, in which each organization will be given a fixed amount of time to present their respective project ideas using PowerPoint presentations, videos, graphics, stories, etc to the technical panel. The evaluation panel will then select the strongest application and presentation from each geopolitical zone, based on criteria and scoring to be further detailed in the RFA phase of the solicitation. The RFA phase will also require applicants to present a full and detailed budget for implementing their proposed concept within the grant ceiling of NGN 8,000,000.

### **3.10. Capacity Building Workshop for Grantees**

IFES plans to host a 2-day voter education capacity building workshop, in which the selected grantees will receive technical assistance to refine and prepare to effectively implement their pilot concepts. Each selected organization is expected to provide four (4) staff directly supporting the grant to participate in this training, including program, finance and monitoring & evaluation personnel. IFES technical assistance will focus on sharing global experiences in creative voter education and leveraging on Nigeria’s existing CSO innovation hubs as a resource for the pilot initiatives.

#### 4. Scope of Work

Successful concepts should clearly, logically and specifically articulate the applicant's strategy for implementing an innovative voter education pilot initiative in one of Nigeria's six geopolitical zones, defined as follows:

North Central	North East	North West	South East	South South	South West
Benue	Adamawa	Jigawa	Abia	Akwa Ibom	Ekiti
Kogi	Bauchi	Kaduna	Anambra	Bayelsa	Lagos
Kwara	Borno	Kano	Ebonyi	Cross River	Ogun
Nasarawa	Gombe	Katsina	Enugu	Delta	Ondo
Niger	Taraba	Kebbi	Imo	Edo	Osun
Plateau	Yobe	Sokoto		Rivers	Oyo
FCT		Zamfara			

**PLEASE NOTE:** Applicants may only submit concepts for up to two geopolitical zones. If an applicant organization decides to submit concepts for two geopolitical zones, it must submit fully separate applications, concept papers and documentation for each geopolitical zone. Single concepts that cover multiple geopolitical zone may be removed from consideration. Applicants can only be selected as a winner for a single grant in a single geopolitical zone.

The concept must make a convincing case for how the applicant organization can realistically and effectively implement the pilot concept within the anticipated timeframe of August – February 2023 and the grant ceiling of NGN 8,000,000. Successful concepts should address the following elements:

- An innovative, feasible idea for leveraging technologies and/or methodologies not currently being used for voter education in Nigeria
- A clear statement of the specific problem / need in voter education and engagement that the concept will address
- Strong and substantial focus on how the concept will more effectively promote the voter education and engagement of women, youth, persons with disabilities and/or internally displaced persons
- Ideas that have been implemented in other settings with demonstrably effective results
- Specific consideration of the context and needs in the given geopolitical zone
- Clear consideration of the principles of do not harm / conflict sensitivity
- Realistic planning for implementation within budget and long-term sustainability

The concept must make a convincing case for how it will contribute to the following outcomes:

- Increased voter understanding of key election information in the 2023 General Elections
- Increased participation of women, youth, persons with disabilities and/or internally displaced persons in the 2023 General Elections process
- Preparation for sustainable, independent implementation of the VE initiative after the 2023 General Elections

#### 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, 2023.

##### 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 can 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 CCP 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 CCP 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 CCP. 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 CCP; or

- As a result of the use of any information, error, or omission contained in this CCP document or provided during the CCP process.

#### **6.8. Entire CCP**

This CCP, any addenda to it, and any attached schedules, constitute the entire CCP.

#### **6.9. Attachments**

Attachment A: Technical Narrative Template

Attachment B: Organizational Capacity and Past Performance Template

**End of CCP**



**ATTACHMENT A**  
**Concept Paper 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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DUNS Number – If you do not have a DUNS number, please note and leave blank.

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PAN Number

**Concept Note Template (3 pages maximum)**

**Project Overview:** *Please summarize the key elements of the concept: the proposed project/scope/strategy*

**Program Description, Objectives/Strategy/Approaches:** *Provide the proposed project's overall scope, goal/ objectives, strategy, and approaches for implementation and results.*

**Gender Equality and Social Inclusion:** *Describe the strategies for integrating gender equality and social inclusion to promote active participation of men, women, young boys and girls, and persons with disabilities in project intervention.*

**Conflict Sensitivity:** *Strategies for integrating conflict sensitivity/"do no harm" principles*

**Sustainability:** *How do you ensure that the outcomes of the intervention are sustained beyond the project*

**Implementation Plan:** *Briefly describe your implementation plan*

**Cost Realism:** *Demonstrate careful, substantiated consideration of how your organization can achieve the proposed concept within the grant ceiling of 8,000,000 Nigerian Naira (NGN). Please note that full, detailed, realistic budgets will be required for the second phase of this solicitation.*

**Target Beneficiary:** *Briefly describe both the direct and indirect beneficiaries of the proposed project*

## ATTACHMENT B

### 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.*