



Global Expertise. Local Solutions.  
Sustainable Democracy.

2011 Crystal Drive  
Floor 10  
Arlington, VA 22202

Tel: 202.350.6700  
Fax: 202.350.6701  
[www.IFES.org](http://www.IFES.org)

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

**Request for Proposals for Political Participation of Persons with Disabilities in  
Malaysia**

**RFP/17/043**

**December 29, 2016**

## TABLE OF CONTENTS

<b>1 INTRODUCTION.....</b>	<b>3</b>
1.1 PURPOSE.....	3
1.2 COVERAGE & PARTICIPATION.....	3
1.3 ZERO TOLERANCE FOR FRAUD.....	3
<b>2 GENERAL INFORMATION .....</b>	<b>3</b>
2.1 THE ORGANIZATION .....	3
2.2 SCHEDULE OF EVENTS .....	3
<b>3 PROPOSAL PREPARATION INSTRUCTIONS.....</b>	<b>4</b>
3.1 PROSPECTIVE PARTNERS' UNDERSTANDING OF THE SOLICITATION.....	4
3.2 INFORMATION FROM IFES .....	4
3.3 COMMUNICATION .....	4
3.4 PROPOSAL SUBMISSION .....	5
3.5 CRITERIA FOR SELECTION.....	5
3.6 SELECTION AND NOTIFICATION .....	6
<b>4 SCOPE OF WORK.....</b>	<b>6</b>
<b>5 FUNCTIONAL REQUIREMENTS .....</b>	<b>8</b>
5.1 TIMELINE .....	8
5.2 LICENSE, CLEARANCE AND APPROVALS .....	8
<b>6 QUALIFICATIONS &amp; REFERENCES.....</b>	<b>8</b>
<b>7 PRICING .....</b>	<b>9</b>
<b>8 ADDITIONAL TERMS &amp; CONDITIONS.....</b>	<b>9</b>
8.1 NON-DISCLOSURE AGREEMENT.....	9
8.2 NO COLLUSION .....	9
8.3 ORGANIZATIONS OWNED OR CONTROLLED BY GOVERNMENT .....	9
8.4 SUBCONTRACTING .....	9
8.5 COSTS .....	10
8.6 INTELLECTUAL PROPERTY .....	10
8.7 PROSPECTIVE PARTNERS' RESPONSES .....	10
8.8 PARTIAL AWARDING.....	10
8.9 NO LIABILITY .....	10
8.10 ENTIRE SOLICITATION .....	10
<b>9 PROSPECTIVE PARTNER CERTIFICATION.....</b>	<b>11</b>
<b>SCHEDULE "A" .....</b>	<b>12</b>

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to invite prospective partners to submit a Response for the Political Participation of Persons with Disabilities in Malaysia. The solicitation provides prospective partners with the relevant operational and performance requirements.

### 1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into an agreement nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

### 1.3 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.

## 2 GENERAL INFORMATION

### 2.1 The Organization

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 the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES' needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- |                                     |  |
|-------------------------------------|--|
| • Issuance of RFP                   | December 29, 2016                        |
| • Technical Questions/Inquiries Due | January 6, 2017 (6 PM Kuala Lumpur time) |

- Answers/Addenda from IFES January 11, 2017 (6 PM EST)
- RFP Closes January 26, 2017 (6 PM Kuala Lumpur time)

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Partners' Understanding of the Solicitation

Prospective partners are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective partner that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item, and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

- 3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is listed below.

Elizabeth Durbin  
Sr. Contracts and Grants Manager  
[edurbin@ifes.org](mailto:edurbin@ifes.org)

- 3.3.2 Notice of Intention:** Prospective partners that are interested in responding to this solicitation are encouraged to notify IFES of their interest in the RFP as soon as possible by completing and submitting the Notice of Intention herewith attached as Schedule A. However, the Notice of Intention is not mandatory and is not a prerequisite to submitting a Response.

- 3.3.3 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective partners should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective partners should recommend to IFES any

enhancements to the work described in the solicitation which might be in IFES' best interests.

- Inquiries about technical interpretations must be submitted in writing to the point contact identified in 3.3.1.

**3.3.4 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events in 2.2*.

### 3.4 Proposal Submission

It is mandatory for prospective partners to send proposals, a completed signed Pre-Award Survey (Template A), and budget (Template B) in electronic copy via e-mail to the individual listed in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events in 2.2*.

### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective partners that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

#### Evaluation Criteria:

1. Technical Proposal (40%)
  - Specific response outlining steps to meet the technical requirements
  - Project work plan to implement the Scope of Work
2. Past Performance (15%)
  - Specific examples of similar projects successfully completed
3. Organizational Capacity (20%)
  - Demonstrated capacity of the organization and its staff to conduct the work required by the RFP
4. Cost (25%)
  - Budget proposed is reasonable and cost effective

#### Evaluation Criteria Grading:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible partners and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

## 4 SCOPE OF WORK

The General Election Network for Disability Access (AGENDA) is a creative partnership between the International Foundation of Electoral System (IFES), disabled persons' organizations (DPOs), and election-focused civil society organizations (CSOs) in Southeast Asia. The AGENDA network's principal objectives have been to promote election access in Southeast Asia and ensure that access to disability-inclusive political processes is on the human rights agenda of regional bodies. Since 2011, AGENDA has conducted various projects such as research, election monitoring, training and advocacy on election accessibility and political participation of persons with disabilities.

AGENDA seeks an implementing partner in Malaysia to enhance DPO's advocacy skills in Malaysia by conducting Advocacy Toolkit on Political Participation for Disabled People's Organization program in Malaysia and to improve media reporting on persons with disabilities in Malaysia by conducting Media Guidelines for Reporting Accessible Election in Malaysia.

### 1) Electoral Management Body (EMB) Assessment Tool Scope of Work

AGENDA has developed a self-assessment tool for election management bodies to gauge their preparedness for implementing accessible elections during each stage of the electoral process. The tool can be used by EMBs to highlight critical gaps in preparations and to proactively address these issues. The assessment tool can be used as part of ongoing EMB strategic planning efforts as well as justification for additional state funding for accessibility improvements to elections in keeping with states' Convention on the Rights of Persons with Disabilities (CRPD) commitments. This tool was also designed to help guide an EMB with ideal timelines of implementing these preparations, such as procuring resources or training staff. The EMB Assessment Tool has already been adapted for the Indonesia context and successfully used by the EMB in that country's elections.

#### Activities

The implementing partner is expected to implement the program through the following activities:

1. Tailor the advocacy toolkit (Indonesian version) into the local context (Malaysian version) which will include the focus group discussion (FGD) to get inputs from the DPOs and CSOs who have expertise in advocacy and political participation for persons with disabilities.
2. Organize a workshop to train or to do a socialization to DPOs/ disabled young leaders who has less skill and knowledge on the advocacy on political participation of person with disabilities.
3. Develop advocacy strategy to influence the election stakeholders in Malaysia for the inclusive election and to increase political participation for persons with disabilities.

4. Develop and implement the series of advocacy activities/meetings. This will be an action plan of the advocacy strategy.

#### Deliverables

The implementing partner will be responsible for the delivery, content, quality and accuracy of its deliverables. All deliverables must be written in English and submitted to IFES for approval by its program manager.

The implementing partner is expected to submit the following deliverables:

- Advocacy toolkit Malaysian version.
- Report (5-10 pages) on findings from FGD including an overview of the event, attendant list of participants, challenges, opportunities, lesson learned and recommendations as well as minutes of meeting.
- Report on the workshop (5-10 pages), including an overview of the event, attendant list of participants, challenges, opportunities, lesson learned and recommendations.
- An advocacy strategy to influence the election stakeholders in Malaysia for the inclusive election and to increase political participation for persons with disabilities.
- Report (5-10 pages) on the implementation of advocacy strategy, including list of activities/meetings, challenges, opportunities, lesson learned and recommendations.

#### 2) Media Guidelines for Reporting on Accessible Elections Scope of Work

The media is a key partner and potential champion in raising public awareness about the importance of political rights for persons with disabilities. AGENDA has pushed for increased media awareness and focus through direct training of journalists, DPO engagement with the media and generating articles and radio/television interviews on these critical issues. AGENDA recognizes the importance of focused and informed media attention on the issues of political participation of persons with disabilities in order to increase the success and breadth of DPOs' advocacy efforts. Through the development of media guidelines and workshops AGENDA has increased the ability of journalists and editors to engage in thoughtful, accurate reporting.

#### Activities

The implementing partner is expected to implement the program through the following activities:

5. Tailor the media guidelines (Indonesian version) into the local context (Malaysian version).
6. Organize the one-day training to the journalist (20 journalist). Please also invite the DPOs (5 people) in training.
7. Organize media competition with the theme of the Yusdiana Memorial Award for Inclusive Journalism. The award will recognize journalists who produce content on participation in political and public life from a rights-based perspective. You can collaborate with institutions such as EMBs, universities, media associations or government bodies to promote and raise

awareness of the award. In Indonesia, AGENDA collaborate with the Indonesian EMB and Press Council.

#### Deliverables

The implementing partner will be responsible for the delivery, content, quality and accuracy of its deliverables. All deliverables must be written in English and submitted to IFES for approval by its program manager.

The implementing partner is expected to submit the following deliverables:

- Media Guidelines Malaysian version.
- Report on media training (5-10 pages) including an overview of the event, attendant list of participants, challenges, opportunities, lessons learned and recommendations.
- Report (5-10 pages) on the media competition including an overview of the event, attendant list of participants, challenges, opportunities, lessons learned, and recommendations.

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Prospective partners must submit a timeline in the Response showing the time required to produce and deliver services. IFES expects the services to be delivered on or about April 30, 2017.

### 5.2 License, Clearance and Approvals

The prospective partner will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

## 6 QUALIFICATIONS & REFERENCES

Prospective partners must provide the following information for their Response to be considered:

1. A brief outline of the organization and services offered, including:
  - Full legal name and address of the organization
  - Corporate and tax Registration Documents
  - Year business was started or established
  - Full name of the legal representative (president or managing director) of the organization
  - Name of any individuals or entities that own 50% or more of the organization
  - U.S. organizations must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Evidence of successful completion of a project of a similar size and complexity.
3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.



4. Staffing information: Qualifications and experience of the members of the applicant's staff who will work directly on this project, supplemented by a CV or resume; the number of staff used for strategy development, implementation of events, and administration of funds; and an organizational chart reflecting staff expected to support this project.
5. Prospective partner must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
6. A certification signed by an officer or authorized representative that the prospective partner has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## **7 PRICING**

Prospective service providers must complete the budget included on Template B for the implementation of their solution for IFES' project as described in this solicitation. Prospective service providers must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Malaysian Ringgit (RM). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation.

## **8 ADDITIONAL TERMS & CONDITIONS**

### **8.1 Non-Disclosure Agreement**

IFES reserves the right to require the prospective partner to enter into a non-disclosure agreement.

### **8.2 No Collusion**

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

### **8.3 Organizations Owned or Controlled by Government**

The prospective partner must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the organization. Failure to disclose a government ownership or managerial interest in the organization will result in the prospective partner's offer being removed from consideration.

### **8.4 Subcontracting**

**No subcontracting is allowed under this solicitation.**

**8.5 Costs**

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective partner or third parties, in connection with the Response.

**8.6 Intellectual Property**

Prospective partners may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

**8.7 Prospective Partners' Responses**

All accepted Responses shall become the property of IFES and will not be returned.

**8.8 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.

**8.9 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective partner, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

**8.10 Entire Solicitation**

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

## 9 Prospective Partner Certification

This certification attests to the prospective partner's awareness and agreement to the content of this solicitation and all accompanying schedules and provisions contained herein.

The prospective partner must ensure that the following certificate is duly completed and correctly executed by an authorized officer.

This Response is submitted in response to RFP/17/043 issued by IFES. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_  
(Prospective Partner's Legal Name)

agrees to be bound by the content of this Response and agrees to comply with the terms, conditions, and provisions of the referenced solicitation and any addenda thereto in the event of an award. The Response shall remain in effect for a period of 90 calendar days.

The undersigned further certify that the prospective partner and its principals (check one):

☐ IS

☐ IS NOT

currently debarred, suspended, or proposed for debarment by any U.S. Federal entity. The undersigned agree to notify IFES of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of the prospective partner for purposes of this solicitation are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Signature of Authorized Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE "A"**  
**NOTICE OF INTENTION**

**RFP/17/043**

From:

Name: *[INSERT ORGANIZATION'S LEGAL NAME]*  
Contact: *[INSERT NAME OF AUTHORIZED REPRESENTATIVE]*  
Phone: *[INSERT TELEPHONE NO.]*  
Fax: *[INSERT FAX NO.]*  
Email: *[INSERT E-MAIL]*

Please state your intention with regard to this Request for Proposals by selecting one of the following:

☐ Intends to respond to the IFES solicitation

☐ Does not intend to respond to the IFES solicitation

TO:

International Foundation for Electoral Systems  
Attention: Elizabeth Durbin  
Title: Sr. Contracts and Grants Manager  
E-mail: [edurbin@ifes.org](mailto:edurbin@ifes.org)

**SECTION A: General Information**

Please complete this section which provides general information on your organization.

**Legal Name of Organization**

---

**Mailing Address**

---

---

**Street Address**

---

(if different)

---

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ Other (Email) \_\_\_\_\_

**1. What is your organization type (profit, non-profit, private volunteer organization, university, etc.)?**

---

**2. Is your organization incorporated or registered?**

Yes: ☐

No: ☐

---

**3. When and where was your organization incorporated or registered?**

---

Please provide a copy of your organization's incorporation or registration certificate.

Enclosed: ☐

Not enclosed (Explain): ☐

---

**4. What is your organization's tax status?**

---

**5. Please provide a copy of any information which describes your organization, its mission and history:**

Enclosed: ☐

Not enclosed (Explain): ☐

---

**6. Is your organization affiliated with any other organization:**

Yes: ☐

No: ☐

If yes, please provide details:

---

**7. Please list the names of the following individuals:**

President/Director \_\_\_\_\_

Secretary \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

Controller/Accountant \_\_\_\_\_

**8. List the number of employees of your organization:**

Full-Time Employees: \_\_\_\_\_ Part-Time Employees: \_\_\_\_\_ Consultants: \_\_\_\_\_

**9. Enter the beginning and ending dates of your organization's fiscal year:**

From (Month, Day) \_\_\_\_\_ To (Month, Day) \_\_\_\_\_

**10. Financial Information. Please complete the requested information and provide a copy of your most recent financial reports.**

Current year information (indicate period) \_\_\_\_\_

Revenues: U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Expenses: U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Assets U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Liabilities: U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Exchange Rate: \_\_\_\_\_ per \$1 U.S.D.

Prior year information (indicate period) \_\_\_\_\_

Revenues: U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Expenses: U.S.D. \$ \_\_\_\_\_ Local Currency : \_\_\_\_\_

Exchange Rate: \_\_\_\_\_ per \$1 U.S.D.

**11. Will your organization have other sources of U.S. Government funds during the period of the IFES subaward**Yes: ☐No: ☐

If Yes, what is the estimated value of U.S. Government funding that your organization receives per year?

\$ \_\_\_\_\_

**SECTION B: Internal Controls**

Internal controls are procedures which ensure that: 1) financial transactions are approved by an authorized individual and are consistent with laws, regulations, and the organization's policies, 2) assets are maintained safely and controlled, and 3) accounting records are complete, accurate, and are maintained on a consistent basis.

Please complete the following questions concerning your internal controls:

1. List the name and position title for the following area(s):

- Responsible for cash, bank accounts, or equipment.

Cash:

---

Bank Account:

---

Equipment:

---

- Responsible for reviewing expenditures to make sure they are allowable.

---

- Responsible for keeping all receipts and other documentation to support expenses charged to this grant.

---

- Responsible for signing checks.

---

- Responsible for maintaining the accounting records.

---

- Responsible for reconciling bank statements to the accounting records.

---

- Responsible for preparing financial and narrative reports.

---

2. Describe the types of reconciliations performed, and how frequently they are performed.

Type of reconciliation

Frequency

---



---



---



---



---



---

---

3. Are timesheets maintained for each employee who is paid?

Yes: ☐

No: ☐

4. Is each employee's salary documented in an employment letter or contract?

Yes: ☐

No: ☐

5. Do you maintain inventory records?

Yes: ☐

No: ☐ (if no, explain)

---

6. How often do you check inventory records to the actual inventory?

---

---

---



**SECTION C: Accounting system**

The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that financial transactions are supported by invoices, **timesheets** or other documentation. The type of accounting system often depends upon the size of an organization. Some organizations may have computerized accounting systems while others use a manual system to record each transaction in a ledger.

In all cases, IFES' subaward funds must be properly authorized, used for the intended purpose and recorded in an organized and consistent manner.

1. Briefly describe your organization's accounting system. At a minimum, describe: a) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, accounts payable ledger, etc); b) any computerized accounting system used (please indicate the type); c) how recorded transactions are summarized for financial reporting purposes, and d) the frequency of financial reports.

---

---

---

---

---

---

2. Do you have written accounting policies and procedures?

Yes: ☐ No: ☐

3. Are your financial reports prepared on a:

Cash basis: ☐ Accrual basis: ☐

4. Can the accounting records identify the receipts and payments of an IFES grant from the receipts and payments of other activities?

Yes: ☐ No: ☐

5. Can the accounting records summarize payments by budget category?

Yes: ☐ No: ☐

6. How will you ensure that line item and overall budget limits for the IFES subaward will not be exceeded?

---

---

---

---

---

---

7. Do you maintain invoices, vouchers, and timesheets for all payments made from subaward funds?

Yes: ☐ No: ☐

8. Are there any circumstances in which invoices, vouchers, and timesheets cannot or will not be obtained?

Yes: ☐ (explain) No: ☐

---

---

---

---

---

---

9. Briefly describe your organization's system for filing and maintaining supporting documentation.

---

---

---

---

- 10. Will you be able to maintain accounting records including invoices, vouchers, and timesheets for at least three years after the final financial report is submitted?**

**Yes:** ☐ **No:** ☐ (explain)

---

---

---

---

---

- 11. Do you have an audited indirect cost rate?**

**Yes:** ☐ (enclose approved rates) **No:** ☐

**SECTION D: Funds Control**

**IFES' subrecipients receiving advances of subaward funds must maintain a separate bank account for IFES' funds. Access to the bank account should be limited to authorized individuals. Bank balances should be reconciled periodically to the accounting records. If cash cannot be maintained in a bank, it is very important to have strict controls over its maintenance and disbursement.**

- 1. Can a separate bank account be established just for IFES' subaward funds?**

**Yes:** ☐ **No:** ☐

- 2. Will any cash from IFES funds be maintained outside the bank (in petty cash form, etc.)?**

**Yes:** ☐ **No:** ☐

**If yes, please explain the amount of funds to be maintained, the purpose and person responsible for safeguarding these funds.**

---

---

---

- 3. If you don't have a bank account, what do you do to make sure that cash is maintained safely?**

---

---

---

- 4. If IFES' subaward funds will be held in a non-U.S. bank, please answer the following:**

- a. Are bank deposits insured by the government?**

**Yes:** ☐ **No:** ☐

- b. Do you intend to convert U.S. currency to foreign currency?**

**Yes:** ☐ **No:** ☐

- c. Are there any government restrictions on the number of bank accounts a single organization may maintain?**

**Yes:** ☐ **No:** ☐

- d. Are there any government or bank restrictions on the use of checks for making payments or withdrawals? (Please explain.)**

**Yes:** ☐ **No:** ☐

---

---

---

- e. Are checks usually accepted by vendors?**

**Yes:** ☐ **No:** ☐

- f. Will it be possible for you to establish a bank account in U.S. dollars?**

**Yes:** ☐ **No:** ☐

- g. Are there any government or bank restrictions, taxes, or other charges that will be placed on U.S. dollar bank accounts? (Please explain.)**

**Yes:** ☐

**No:** ☐

---

---

**h.** Are there any taxes or other charges when converting U.S. dollars to local currency? (Please explain).

**Yes:** ☐

**No:** ☐

---

---

---

**SECTION E: Audit**

IFES' subaward provisions may require an audit to be performed of your accounting records. Please provide the following information on prior audits of your organization.

1. Have external accountants ever performed an audit of your organization's financial statements?

Yes: ☐

No: ☐

2. If an audit was performed, please provide this office with a copy of your most recent report.

Enclosed: ☐

3. Does your organization have regular audits?

Yes: ☐

No: ☐

- a. If yes, who performs the audit and how frequently is it performed?

---

---

---

- b. If you receive an IFES' subaward, will IFES' subaward funds be included in such an audit?

Yes: ☐

No: ☐

N/A (not applicable): ☐

- c. If yes, would it appear as a separate project?

Yes: ☐

No: ☐

N/A: ☐

- d. Would the report be prepared in, or translated into English?

Yes: ☐

No: ☐

N/A: ☐

4. Are there any reasons (local condition, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?

Yes: ☐

No: ☐

If yes, please provide details:

---

---

---

---

Prepared by:

Printed Name

Signature

Title

Date

Approved by:

Printed Name

Signature

Title

Date

**Please include any additional comments here:**

**Template B: Budget**

				Year 1 1/2/2017 - 4/30/2017			Total	
Title/Category	Name	Rate	Per	Units	Rate	Amount	Units	Amount
<b>5. DIRECT LABOR - (Labor &amp; Benefits)</b>								
<i>Cooperating Country Nationals (CCNs)</i>								
<i>Field Office 1- City</i>								
TBD	TBD	0	/month	0	0	\$0	0	\$0
TBD	TBD	0	/month	0	0	\$0	0	\$0
<i>Subtotal Cooperating Country Nationals (CCNs)</i>				<b>0</b>			<b>0</b>	<b>\$0</b>
<i>CCN Benefits</i>								
<i>Severance</i>		0.00%	/salary	0		\$0		\$0
<i>13 Month</i>		0.00%	/salary	0		\$0		\$0
<i>Medical</i>		0	/month	0	0	\$0		\$0
<i>Other (detail)</i>		0	/month	0	0	\$0		\$0
<i>Subtotal CCN Benefits</i>								
<b>5. Total Direct Labor (CCN) (Labor &amp; Benefits)</b>				<b>\$0</b>			<b>\$0</b>	
<b>6. CONSULTANTS</b>								
<i>Local Consultants - (In the Field)</i>								
<i>Consultant -1</i>		0	/day	0	0	\$0	0	\$0
<i>Consultant -2</i>		0	/day	0	0	\$0	0	\$0
<i>Subtotal Local Consultants - (In the Field)</i>				<b>0</b>			<b>0</b>	<b>\$0</b>
<b>6. Total Consultants</b>				<b>\$0</b>			<b>\$0</b>	

<b>7. TRAVEL, TRANSPORTATION &amp; PER DIEM</b>						
<b>In-Country Travel (Field)</b>						
Airfare (Origin/Destination)	0 /round trip	0	0	\$0	0	\$0
Perdiem (Lodging) - City	0 /day	0	0	\$0	0	\$0
Perdiem (M&IE) - City	0 /day	0	0	\$0	0	\$0
Airport Transportation	0 /trip	0	0	\$0	0	\$0
<b>Subtotal In-Country Travel (Field)</b>				<b>\$0</b>		<b>\$0</b>
<b>Field Office - Local Transportation (Field)</b>						
Local Transportation	0 /month	0	0	\$0	0	\$0
<b>Subtotal In-Country Travel (Field)</b>				<b>\$0</b>		<b>\$0</b>
<b>Travel Services</b>						
Interpreter/Facilitator	0 /each	0	0	\$0	0	\$0
Travel Insurance	0 /day/person	0	0	\$0	0	\$0
<b>Subtotal Travel Services</b>				<b>\$0</b>		<b>\$0</b>
<b>7. Total Travel, Transportation &amp; Per Diem</b>				<b>\$0</b>		<b>\$0</b>
<b>10. COMMODITIES</b>						
Printing (e.g. Training Material) 1	0 /month	0	0	\$0	0	\$0
Commodities - Other (e.g. Training Videos, Translation)	0 /month	0	0	\$0	0	\$0
<b>10. Total Commodities</b>				<b>\$0</b>		<b>\$0</b>
<b>11. SUB-AWARDS / SUB-CONTRACTS</b>						
<b>Programmatic</b>						
Local Sub-Awardee				\$0		\$0
<b>11. Total Sub-Awards / Sub-Contracts</b>				<b>\$0</b>		<b>\$0</b>
<b>12. OFFICE EXPENSES (Field &amp; Home)</b>						
<b>Operational Costs - International (Field) Based Expenses</b>						
Office Lease Expense-Field Office 1	0 /month	0	0	\$0	0	\$0
Office Utility Expense-Field Office 1	0 /month	0	0	\$0	0	\$0
Communication Expense	0 /month	0	0	\$0	0	\$0
Office Supplies	0 /month	0	0	\$0	0	\$0
Other Office Costs (detail)	0 /month	0	0	\$0	0	\$0
<b>Subtotal Operational Costs - International (Field) Based Expenses</b>				<b>\$0</b>		<b>\$0</b>
<b>12. Total Office Expenses</b>				<b>\$0</b>		<b>\$0</b>
<b>13. SPECIAL EVENT EXPENSES (Excluding Airfare &amp; Per Diem for International Facilitators)</b>						
<b>Project Activities (Field)</b>						
Briefings	0 /month	0	0	\$0	0	\$0
Meetings	0 /month	0	0	\$0	0	\$0
Other (Study Tour, Lessons Learned, Summer Camp)	0 /workshop	0	0	\$0	0	\$0
<b>13. Total Special Event Expenses (Excluding Airfare &amp; Per Diem)</b>				<b>\$0</b>		<b>\$0</b>
<b>14. OTHER DIRECT COSTS</b>						
<b>Other Expenses (Field)</b>						
Subscriptions	0 /each	0	0	\$0	0	\$0
Bank Charges	0 /year/type	0	0	\$0	0	\$0
Translation (Non Commodity)	0 /month	0	0	\$0	0	\$0
Other Insurance	0 /year	0	0	\$0	0	\$0
<b>14. Total Other Direct Costs</b>				<b>\$0</b>		<b>\$0</b>
<b>TOTAL DIRECT COSTS (1-14)</b>				<b>\$0</b>		<b>\$0</b>