



Global Expertise. Local Solutions.  
Sustainable Democracy.

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## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

### REQUEST FOR APPLICATIONS (RFA) for Civic, Electoral and Political Participation of Youth in Nepal

**RFA-18-028**

**Date April 3, 2018**

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## 1. Request for Application (RFA)

### 1.1. Purpose

IFES is currently engaged in implementing “Niti Sambad”, with funding from United States Agency for International Development (USAID). The purpose of this Request for Application (RFA) is to invite youth-led organization(s) to submit applications to implement a project that will broaden the participation of youth in Nepal’s electoral and political processes through inclusive civic education efforts. The RFA provides prospective organizations with the relevant operational and performance requirements.

### 1.2. RFA Schedule

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

Issuance of RFP	April 3, 2018
Questions Due	April 6, 2018
Response from IFES	April 9, 2018
RFA Closes—All Applications Due	April 20, 2018 at 17:00 Washington DC (EST)
Implementation Period	May 2018 – December 2018

## 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
- 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 applicants accept 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, **no later than April 6, 2018**, and be submitted to the representatives listed below.

Mr. Abdullah Abdullah  
aabdullah@ifes.org

**Note:** Questions/Answers and Amendment(s) related to this RFA can be found on IFES Procurement Notices Page on the following link: [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice)

**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 April 9, 2018. All questions, answers, and addenda will be shared with all interested organizations through [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice)

### **3.4. Application Instructions**

All applications should include the following, in order for their application to be considered:

#### **3.4.1. Technical Application**

- The Technical Application must include a written proposal 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.

### 3.4.2. 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 local currency (**NPR**). 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 from the submission date.
- The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B).
- The estimated budget for will be between \$20,000 - \$40,000 for about 8 months.

### 3.4.3. A brief outline of the applicant’s organization and experience as outlined in Attachment C.

### 3.4.4. Additional documentation

- A completed pre-award survey as included in Attachment D
- When available, a copy of the organization’s most recent final, signed audits/financial statements
- Proof of registration with Social Welfare Council (SWC) or another Nepal government office
- Any other supporting document that will strengthen the application

## 3.5. Application Submission

Applicants must send final applications in electronic copy via e-mail, on or **prior to April 20, 2018** —by no later than **17:00 Eastern Standard Time** —to [aabdullah@ifes.org](mailto:aabdullah@ifes.org).

## 3.6. 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.

### Evaluation Criteria & Grading:

#### Criteria

- |  |           |
|--|-----------|
| 1. Technical Approach, Implementation Timeline, Results Framework  | 45 points |
| 2. Competitive Budget with efficient and reasonable cost structure | 35 points |
| 3. Past Performance and Organizational Capacity                    | 20 points |

## 3.7. 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

Nepal's 2017 elections for local, state and national officials represented a historic milestone in the country's democratic transition to a federal republic. Elections were largely peaceful and the average turnout for registered voters was over 70% in all three elections. However, with the next elections at least two years away, there is a significant risk of many Nepalis becoming disillusioned with the democratic process if they do not feel included in decision-making processes and see evidence of a functioning government. This is particularly true for groups such as women, youth, Dalits and other ethnic and religious minorities within Nepal that are underrepresented in political and electoral processes, both as candidate and voters. For example, the most influential seats and positions at all levels in Nepal are typically reserved for men from communities that already have access to power while women and minorities are seldom represented outside of the quota seats reserved for them; no reserved seats exist for youth. Similarly, registering to vote is often difficult for citizens that live far from their district headquarters, have migrated for work, or lack citizenship all together. Even after registering, voters report limited access to unbiased voter information. Both of these issues disproportionately affect women, youth, Dalits and other ethnic or religious minorities who are already marginalized by other cultural or institutional barriers to participation in public life.

To maintain trust in democratic processes and build confidence in Nepal's new government institutions, IFES is seeking to work with one to two local youth organizations that can motivate youth to participate in political processes. The objective of this project is to ensure youth in Nepal understand the roles and responsibilities of both locally elected officials and citizens within Nepal's new government structures and the framework of democratic societies generally.

##### **Target Geographic Area and Beneficiaries**

IFES is seeking applications from organizations to work with youth in urban areas with a specific preference for applications that propose to work in cities where high numbers of youth have migrated from rural or been displaced by the earthquake. Applications should specify the districts in which the program will be implemented and **why** the districts were selected. Applicants must work in **at least two** and **no more than five** districts. While IFES will accept proposals from all types of organizations that meet the qualifications detailed below, preference will be given to organizations led and managed by youth members of the target beneficiary community and with an existing presence in the geographic areas proposed.

The Civil Society Organizations (CSOs) will be expected to:

- Implement interactive community activities tailored to the specific learning skills of youth in Nepal that combine lessons on democratic values, participatory citizenship, voter education, good governance and Nepal's government structures.
- Explore innovative methods of engaging urban youth in government through the use of social media, mobile devices, and alternative platforms of information technology.
- Support voter registration and citizenship certificate outreach activities including motivating marginalized populations to register to vote and advocacy for more inclusive voter registration policies and procedures
- Establish and facilitate forums at the community level that provide a platform for youth to highlight the challenges to political and electoral participation faced by members of their community and institutionalize their inclusion in decision-making processes

- Advocate and coordinate with the Election Commission, Nepal (ECN), elected officials and related government agencies at national and subnational levels to strengthen trust, to increase collaboration on inclusive civic and voter education programs while building sustainable partnerships between citizens and government officials.

#### **Specific Organizational Requirements:**

Applications are limited to locally registered Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Non-Political Party Organizations and religious institutions or other similar not-for-profit institutions.

Preference is for applications from an organization with previous experience conducting activities related to political and electoral participation or good governance at the local level in Nepal. Prior experience working with government officials and local committees is also a significant advantage.

Locally registered implementing chapters of international or regional (network) organisations are eligible if they meet the following minimum criteria:

- ✓ The majority of Board members are based in Nepal
- ✓ The organisation is largely financially independent of its international mother body

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

- ✓ Governmental and semi-governmental institutions
- ✓ International organisations
- ✓ Political parties or organizations affiliated with or engaging in partisan activities
- ✓ Organisations running on a for-profit basis

#### **4.1. Timeline:**

Applicants must submit a detailed timeline in their proposal showing the time required to implement the services requested. IFES requires all deliverables to be completed not later than December 31, 2018.

#### **4.2. 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.

#### **4.3. Deliverables:**

Deliverables and reporting will be determined based on the grant activities proposed and negotiated during the negotiation phase.

### **5. Additional Terms & Conditions**

#### **5.1. Non-Disclosure Agreement**

IFES reserves the right to require any applicant to enter into a non-disclosure agreement.

#### **5.2. 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.

#### **5.3. 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.

#### **5.4. Applications**

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

#### **5.5. Governing Law**

This RFA and the applicants' applications shall be governed by the laws of the Commonwealth of Virginia, USA.

#### **5.6. 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.

#### **5.7. 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.

#### **5.8. Entire RFA**

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

#### **5.9. Attachments**

- Attachment A: Technical Narrative Template
- Attachment B: Budget Template
- Attachment C: Organizational Capacity and Past Performance Template
- Attachment D: Pre-Award Survey

**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), including zip code**

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**Office Telephone Number(s), including area code**

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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**

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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, 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

Please see the uploaded template on [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice)



## 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 (legal experts, election 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 or government officials if applicable.*
- B. *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.*

Attachment D: Pre-Award Survey

Please see the uploaded template on [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice)