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## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### Request for Applications RFA-21-033

#### Questions and Answers

April 20, 2021

#### Questions on Proposal Documents

**Q1: The grant size is not specifically mentioned in the RFA document. Please let us know how extensive the grant value can be.**

- *IFES Response: The estimated budget for this project is USD 100,000. IFES is inviting applicants to submit a budget for activities based on the scope of work in the RFA. Budget costs should reflect realistic costs for special events, travel, staff, etc. based on your organization's experience.*

*IFES will evaluate each submitted budget on cost realism and clear budget presentation of necessary, allocable and reasonable costs. The final budget costs will be negotiated with the selected partner before a subaward is issued.*

**Q2: What is the limit or range of the budget under which we will be designing the project?**

- *IFES Response: Please see response to Q1 above.*

**Q3: How much of budget ceiling amount and maximum amount?**

- *IFES Response: Please see response to Q1 above.*

**Q4: What are the provisions on tax/VAT? Do we need to include it or exclude it?**

- *IFES Response: IFES and its partners are eligible for VAT refunds under this project, but the VAT refund process should be managed by your organization independently.*

**Q5: What is the provision on overhead? Based on the projects' activities, if we plan to establish a project office branch and hire staff on the provincial level, can we propose that or not? Is there any limitation for overhead budget ceiling?**

- *IFES Response: Organizations may propose an overhead rate up to 10 percent.*

*You may propose charging office rent and provincial-level staff in the project budget, however, since activities under this project are expected to reach all 7 provinces in Nepal, applicants should consider how to balance cost-effectiveness of establishing provincial offices with ensuring wide reach of program activities.*

#### Questions on Program Design

**Q6: The implementation date is expected to commence in May, but in Nepal we have to undergo an approval process where we need to apply for project approval 45 days before implementation. Will it be okay if we design our implementation plans accordingly?**

- *IFES Response: IFES' subawards under this project are covered under the donor's bilateral agreement with the government of Nepal and do not require additional project approvals.*

**Q7: Will the grant be disseminated to multiple projects or is it a single project/organization program?**

- *IFES Response: The sub grant will be awarded to one organization, however that organization will be expected to coordinate with IFES Nepal and its other existing subaward partners to implement certain activities including the joint nationwide awareness campaign for youth.*

### **Questions on District Selection**

**Q8: For the program implementation location you mention seven provinces but are not clear about the local level. Should these program activities be conducted across Nepal? On the local level or just only provincial level?**

- *IFES Response: Applicants should propose the approach they think is most effective. Activities should include a nationwide reach through multimedia and social media formats as well as some in-person activities in each province. This may include a combination of federal, provincial, districts and local-level events.*

**End of Questions and Answers**