



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Strengthening the Capacity of Advocacy Networks in Southeast Asia
(SCANSEA)**

RFA-22-001

October 5, 2021

1. Request for Application (RFA)

1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organizations (CSOs) from Cambodia and the Philippines to submit applications to form intersectional advocacy coalitions to raise awareness of the rights of persons with disabilities and advocate for disability inclusive policies. CSOs will implement advocacy activities with disabled persons organizations (DPOs) and other rights-based CSOs to support the implementation of the ASEAN Enabling Masterplan 2025, a regional framework to mainstream disability-inclusive policies that protect the social, economic and political rights of persons with disabilities throughout the Association of Southeast Asian Nations (ASEAN) region. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing two awards under this RFA (one in Cambodia and one in the Philippines).

1.2. RFA Schedule

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

| | |
|-----------------------------------|---|
| Issuance of RFA | October 5, 2021 |
| Questions Due | October 11, 2021 by 17:00 Washington DC (EST) |
| Response from IFES | October 13, 2021 |
| RFA Closes—All Applications Due | October 31, 2021 by 17:00 Washington DC (EST) |
| Anticipated Implementation Period | November 2021 – June 2022 |

2. General Information

2.1. Background

IFES is an independent, non-governmental organization that provides support to advance the rights of all people to have a voice in decision-making. Our independent expertise strengthens democratic 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, empowering persons who identify with underrepresented or marginalized groups, such as persons with disabilities, to participate in electoral and political processes and 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 applicant accepts 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 therefrom.

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 to the representative listed below by the deadline listed in 1.2. RFA Schedule.

| Name | <u>and</u> | Name |
|---|------------|---|
| Abdullah Abdullah aabdullah@ifes.org | | Khurram Naz knaz@ifes.org |

Questions/Answers and Addenda(s) related to this RFA 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 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 the date set in the RFA Schedule above. All questions, answers, and addenda will be shared with all interested organizations.

3.4. Eligibility

Locally registered 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 they are not registered must be included as part of the application.

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

- Governmental and semi-governmental institutions
- International organizations
- 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

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 RFA. The evaluation criteria can be found in Article 3.6. Applicants should use the technical narrative template in Attachment A. All documents will be made available accessible in both PDF and Word.

3.5.2. 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 dollars with applicable taxes/charges clearly identified. 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.
- The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B).

3.5.3. A brief outline of the applicant's organization and experience.

Organizations should demonstrate prior experience working on rights-based advocacy with diverse communities such as persons with disabilities, LGBTQI+ individuals, women, etc. and working on capacity building programming.

3.5.4. Additional documentation

- When available, a copy of the organization's most recent final, signed audits/financial statements
- 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
- Any other supporting document that will strengthen the application

3.6. Application Submission

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

3.7. 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.

- | | |
|--|------------------|
| 1. Technical Approach, Implementation Timeline, Results Framework | 40 points |
| <ul style="list-style-type: none"> • Demonstrated understanding of the RFA and of IFES' requirements • Soundness and feasibility of technical approach • Reasonable implementation timeline and results framework | |
| 2. Competitive Budget with efficient and reasonable cost structure | 30 points |
| <ul style="list-style-type: none"> • Cost realism in response to RFA requirements • Clear budget presentation of necessary, allocable and reasonable costs • Appropriate balance of budget between operational/personnel costs and activity costs | |
| 3. Past Performance and Organizational Capacity | 30 points |
| <ul style="list-style-type: none"> • Extent to which proposed personnel have relevant qualifications and experience • Demonstrated capacity to organize, manage and implement full range of activities required to achieve program goals and objectives • Demonstrated flexibility to adjust implementation in response to changing environments • Demonstrated strong past performance in implementing programs of similar size, scope and complexity • Demonstrated presence and/or networks in the proposed target districts | |

3.8. 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

The estimated 90 million Southeast Asians with disabilities¹ encounter attitudinal, communication, environmental and institutional barriers as they take part in the lives of their communities. In December 2018, the Association of Southeast Asian Nations (ASEAN) launched a new plan to integrate human rights of persons with disabilities into the ASEAN Community framework. The *ASEAN Enabling Masterplan 2025: Mainstreaming the Rights of Persons with Disabilities (the Enabling Masterplan)* a policy document that is aligned with the United Nations (UN) Convention on the Rights of Persons with Disabilities (CRPD) and Sustainable Development Goals, builds on the region's commitments to create a barrier-free community. The launch the Enabling Masterplan may prove inconsequential if not internalized by Member States through their own domestic policy making processes. The "Strengthening the Capacity of Advocacy Networks in Southeast Asia" (SCANSEA) project is designed to achieve the goal of government action to respect and promote disability rights.

According to the World Health Organization, about 60 percent of persons with disabilities are women. Persons with disabilities are members of every group in society. Women with disabilities; lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) persons with disabilities; and members of ethnic and religious minorities with disabilities should be integrated into civil society initiatives. CSOs working toward access to healthcare, education, political participation, and other issue areas can leverage ASEAN's commitment to these topic areas through the Enabling Masterplan. CSOs can work toward mitigating intersectional barriers to an inclusive society, which are faced by persons with multiple social identities. Recognizing the intersectionality of disability rights with the rights of other marginalized groups can lead to solutions that ensure better access to rights of all people.

IFES seeks CSO partners in Cambodia and the Philippines to build intersectional advocacy coalitions to to advocate for the implementation of the Enabling Masterplan; the meaningful political participation of marginalized persons with disabilities; and an enabling environment for all persons. CSOs should actively employ strategies to include DPOs and persons with disabilities.

The implementing partner will form an intersectional coalition, which should at include at least one DPO partner, to implement the following activities:

- a. Conduct advocacy initiatives, which could include, but are not limited to, advocating for specific issues related to disability inclusion; raising awareness (through social and traditional media) of inclusion of multiply-marginalized groups (such as LGBTQI+ persons with disabilities) under the Enabling Masterplan; collecting data on the implementation of specific Enabling Masterplan action points for target groups (such as youth with disabilities); hosting townhall forum style event(s) with DPOs and other allied stakeholder groups. Coalitions should also collaborate with media professionals and election management bodies, national human rights institutions (NHRIs) or other agencies committed to mainstreaming the rights of persons with disabilities.
- b. Support DPO-led intersectional advocacy coalitions and provide technical assistance, in coordination with IFES, as needed.

¹ According to the World Health Organization, approximately 15 percent of the world's population has a disability.

- c. Participate in monthly regional partner calls and virtual conferences to contribute to learning and knowledge sharing on best practices for disability inclusion across ASEAN.
- d. Submit quarterly activity reports and one final report covering the development and implementation of coalition-building activities, outcomes, lessons learned, challenges and recommendations.

Required Expertise and Experience

The implementing partner must meet the following requirements:

- Be a local non-governmental and non-partisan organization or institution (Registered)
- Possess in-house institutional expertise on rights-based advocacy and/or supporting marginalized groups.
- Have experience working with election management bodies, NHRIs and government stakeholders especially centered around elections.
- Have experience developing and implementing joint advocacy activities such as awareness raising campaigns, preferably related to disability inclusion.
- Be familiar with international donors' reporting requirements.
- Submit the application in English.

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 **June 30, 2022**.

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 or at +1 202-350-6791.

6.3. 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.

6.4. Applications

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

6.5. Governing Law

This RFA 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 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.

6.8. Entire RFA

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

6.9. Attachments

- Attachment A: Technical Narrative Template
- Attachment B: Budget Template
- Attachment C: Organizational Capacity and Past Performance Template

End of RFA

ATTACHMENT A
Technical Narrative Template

I. General Information

Complete Legal Name of Applicant Organization

Office Address

Legal Mailing Address (if different)

Office Telephone Number(s)

E-Mail Address(es)

Director of Organization

Project Manager/Contact Person

Project Dates (month/year – month/year)

Project Title

DUNS Number – If you do not have a DUNS number, please note and leave blank.

PAN Number

II. Technical Approach:

*Please include the following components in in a maximum of **5 pages***

I. Past Experience

Please provide a short summary of your organization’s work on right-based advocacy and building coalitions with persons with disabilities and/or other marginalized communities. If applicable please also describe your organization’s work on elections and/or working with political parties for targeted advocacy. Please keep your response between 200-300 words.

Please provide a short summary of proposed activities. Please keep your response between 200-300 words.

II. Project need

In this section, please describe why this project is important. Please keep your response between 200-400 words.

Please outline risk mitigation strategies your organization will take to ensure the safety of staff and participants throughout the program. Please be sure to include the risk to project success, risk level and risk mitigation to be taken.

III. Project Goal

Goal: Increased collaboration between DPOs and CSOs to advocate governments and stakeholders to support the mainstreaming of disability rights.

IV. Activities:

Activity 1: Form intersectional advocacy coalition

In this section, please summarize how you plan to form a coalition and which groups you plan to engage with. Please also include which strategies you will employ to build consensus and trust among coalition members.

Activity 2: Conduct advocacy activities

The coalition will conduct advocacy initiatives, which could include, but are not limited to, advocating for specific issues related to disability inclusion; raising awareness (through social and traditional media) of inclusion of multiply-marginalized groups (such as LGBTQI+ persons with disabilities) under the Enabling Masterplan; collecting data on the implementation of specific Enabling Masterplan action points for target groups (such as youth with disabilities); hosting townhall forum style event(s) with DPOs and other allied stakeholder groups. Coalitions should also collaborate with media professionals and election management bodies, national human rights institutions (NHRIs) or other agencies committed to mainstreaming the rights of persons with disabilities.

In this section, please summarize your proposed advocacy initiatives. Please keep your response between 300-400 words.

Outputs a) activity reports; b) advocacy materials.

Activity 3: Final Report

Collect, measure, and synthesize outcomes of the earlier activities, to be synthesized in a final report. This report must analyze data collected according to monitoring and evaluation (M&E) indicators.

Outputs: a) final report, including M&E outputs and indicators

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

[CLICK HERE](#) to visit IFES Procurement Notices page and download the budget template

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 (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 persons with disabilities and other marginalized communities, or government officials/ministries 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> |
|---------------------|---------------------------|--------------|---------------------|------------------------|
| | | | | |
| | | | | |
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IV. References:

If applicable, contact information for three references from donor funded projects similar in scope.