



International Foundation  
for Electoral Systems

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

**REQUEST FOR APPLICATIONS (RFA) for  
Strengthening Good Governance in Vietnam**

**RFA-22-040**

**March 10, 2022**

## 1. Request for Application (RFA)

### 1.1. Purpose

The purpose of this Request for Applications (RFA) is to invite civil society organization(s) to submit applications to implement a project that will strengthen good governance in Vietnam. The objective of this project is for the selected contractor to support IFES' Accountability Coalition for Transparency (ACT) through strengthening good governance efforts of ASEAN and ASEAN Member States, particularly in Vietnam. ACT will take a whole-of-society approach to advocate at the regional and national level for good governance. 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 tentative timeline below:

Issuance of RFA	March 10
Questions Due	March 17; by 17:00 Washington DC (EST)
Response from IFES	March 21
RFA Closes—All Applications Due	March 30; by 17:00 Washington DC (EST)
Anticipated Implementation Period	April 2022 – January 2024

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

**Abdullah Abdullah**

Senior Contracts & Grants  
Manager  
[aabdullah@ifes.org](mailto:aabdullah@ifes.org)

**and**

**Maryam Raufi**

C&G Administrator  
[mraufi@ifes.org](mailto:mraufi@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 why 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.

### 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 **USD**, 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 with young people from a wide range of states and regions, particularly rural areas, facilitating training programs, and working on programming such as youth leadership, civic education, and/or elections.

### **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.

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

## **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

IFES and the Accountability Coalition for Transparency (ACT) propose a 22-month project (April 1, 2022 to January 31, 2024) that strengthens good governance efforts of ASEAN and ASEAN Member States. ACT takes a whole-of-society approach to advocate at the regional and national level for good governance. The selected contractor will receive a contract of USD \$50,000 to \$80,000 to fund the activities outlined in this scope of work. The exact amount of the award will depend on the activities and costs proposed by the selected contractor.

The selected contractor will implement the program through the following activities, as feasible within the country context. If any of the listed activities are not feasible due to current circumstances, IFES will consider flexible and creative alternatives with the partners that address the project's main objectives.

##### Country-Specific Activities:

The selected contractor will implement the program through the following activities:

- **Participate in IFES' mapping exercise to identify gaps and opportunities.** IFES will lead all coalition members in a joint online workshop to analyze the implementation of international, regional, and national commitments on transparency and good governance, including examining how their countries' legal frameworks implement the ASEAN Political-Security Community Blueprint 2025, UNCAC, and the commitments to be adopted by UNGASS. ACT members are expected to include at least 2 people to join a two to three-day online workshop.
- **Form an inclusive Good Governance Coalition and hold a minimum of eight meetings.** All ACT partners will coordinate a coalition of civil society organization (CSO) partners, advocates and community leaders to support national good governance advocacy efforts. **During the first two coalition meetings, the coalition should produce a draft list of policy challenges and recommendations to guide their workplan under the ACT project.** The coalition is expected to include partners from marginalized communities, including women, youth, persons with disabilities, the lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) community, ethnic, linguistic or religious minorities. IFES anticipates these meetings will begin virtually. IFES will support four members of the coalition with micro grants to assist good governance efforts that support the coalition's identified priorities.
- **Submit a workplan to IFES that outlines a detailed plan to implement a minimum of two recommendations from the coalition meetings, in close consultation with IFES technical lead. One of the selected recommendations must include meaningful engagement with government agencies and/or other oversight institutions to advance good governance.** IFES has various technical experts that can be utilized to support the development of this workplan following the completion of initial coalition meetings.
- **Implement the workplan and provide clear documentation of agreed activities (i.e., meeting notes, attendance sheets, stakeholders contacted, photos, materials published).**

##### Regional Activities:

Regional activities are intended to bolster and advance national good governance efforts. Regional activities will include the participation of all ACT partners and the coordination of these will be led by IFES, ACT partners are expected to engage in the following:

- **Complete Regional Peer-to-Peer Learning sessions.** ACT partners will identify overlapping issues and priorities and share experiences from working with government officials on promoting good governance and accountability, which will help ACT partners identify potential roadblocks and entry points nationally for reform.
- **Support the development of ACT’s regional strategy.** ACT partners will examine priority actions from the ASEAN 2025 Political-Security Community Blueprint and map opportunities for broader regional and state official engagement across sectors, including open government. ACT partners will examine ASEAN’s Comprehensive Recovery Framework, which emphasizes the importance of civil society engagement in COVID-19 recovery efforts. Finally, ACT partners will review the ASEAN calendar to identify upcoming opportunities where the coalition can strategically position itself. ACT partners will then create a regional strategy, which will be a living document as partners identify additional opportunities for good governance engagement.
- **Contribute to ACT thematic learning series, CSO coordination meetings, and policy paper development.** For the thematic Learning Series, IFES will work with ACT partners to convene a series of thematic virtual learnings to facilitate information-sharing and the creation of effective approaches to promote good governance. IFES will work with ACT partners to organize CSO coordination meetings prior to the ASEAN-PAC annual secretariat meetings. ACT partners will develop high-quality policy position papers. The topics of each policy paper will be decided in advance so that ACT partners can get input from national coalition members, ensuring that marginalized voices are included. The development and discussion of the papers in CSO meetings will ensure that regional stakeholders can jointly reflect on common themes and prepare cohesive key recommendations, focused on implementation and accountability.

## 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 and project activities to be completed no later than December 31, 2023. The final month of the project (January 2024) will be used to complete the final narrative and financial reporting.

### 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 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**

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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

## II. Technical Approach:

Please complete the separate narrative attachment. Your responses in the template should also address the following components:

- A. Project Summary:** describe your project, 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 complete the separate budget template attachment.

**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 lawmakers, political parties or government officials if applicable.*
- B. *Please specify previous work in earthquake affected areas, and districts in Province 5, Karnali Province and Sudurpashchim Province.*
- 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.*