INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

REQUEST FOR APPLICATIONS (RFA) for
Fostering Public Awareness Over Digital Democracy Resilience in Indonesia

RFA-22-058

June 9, 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 build collaboration between DDRN and election organizers and social media platform providers . The objective of this project is to improve the quality of democracy in Indonesia, especially regarding freedom of expression online by increasing public awareness about the importance of freedom of expression online and improving digital literacy capacity. 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	June 9, 2022
Questions Due	June 15, 2022; by 17:00 Washington DC (EST)
Response from IFES	June 24, 2022; by 17:00 Washington DC (EST)
RFA Closes—All Applications Due	June 27, 2022; by 17:00 Washington DC (EST)
Anticipated Implementation Period	July – November

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.

Sayed Ali Asghar		**Maryam Raufi**
Contracts and Grants Manager	**and**	Contracts and Grants Administrator
sasghar@ifes.org		mraufi@ifes.org

3.3.2. Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notices and www.devex.com 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 IDR, between the

range of IDR 330,000,000 and IDR 430,000,00$, 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 ia 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   45 points**
   - Demonstrated understanding of the RFA and of IFES' requirements
   - Soundness and feasibility technical approach including identification of key persons and institution to be engaged, event planning, awareness campaign strategy, and monitoring and evaluation
   - Reasonable implementation of timeline and results framework

2. **Competitive Budget with efficient and reasonable cost structure   30 points**
   - 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   25 points**
   - Extent to which proposed key 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 strong familiarity and wide networks on issues to be carried out by the program
- 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

Under support from the Australian Department of Foreign Affairs and Trade (DFAT), IFES is implementing the Strengthening Trust and Resilience in Democracy and Elections (STRIDE) program. One key challenge to freedom of speech is the existence of multi-interpretation articles in the Electronic Information and Transaction Law (UU ITE) which are often used to ensnare advocates with accusations of spreading disinformation or hate speech. As a result of this, the public is reluctant to voice criticism and opinions out of fear of being ensnared by the law's multi-interpretation article. This issue will only become more prominent around the upcoming 2024 elections when political tensions and online political activity increase further.

Many stakeholders have advocated to improve the quality of democracy in Indonesia, especially regarding freedom of expression online. Civil society groups together with journalists have contributed to the formation of several coalitions and channeled public aspirations for policy improvements. However, despite progress, additional support is currently needed to ratify and or revise key legal instruments, including: the revision of Electronic Information and Transaction Law (UU ITE), the ratification of the Personal Data Protection Law (UU PDP), and the revision of the Criminal Code. Through IFES support, one national civil society partner is initiating the establishment of Indonesia Digital Democracy Resilience Network (DDRN) as communication forum consisting of civil societies and existing civil society coalitions in the field of democracy, online freedom of expression, and human rights.

However, there is also a clear need to increase public awareness about the importance of freedom of expression online and digital literacy capacity, so citizens can avoid being charged with the misuse of the ITE law's multi-interpretation article. Through IFES support, these public activities will be run in parallel with DDRN initiatives to publicly channel DDRN messages to stakeholders and social media, particularly focusing on youth and improving capacity to identify disinformation and acquire habits of inquiry.

To address these issues, a series of activities aimed at building collaboration between DDRN and election organizers and social media platform providers is needed to:

- Discuss issues around latest developments around freedom of expression online and digital democracy in Indonesia;

- Explore collaborative activities between DDRN, election organizers, and social media platform providers to raise public awareness on freedom of expression online and digital democracy;
- Engage with youth groups in effort to improve digital literacy, particularly nearing the 2024 elections;
- Develop campaign materials that can be used to promote the importance of freedom of expression online and digital literacy to protect CSO activists from being targeted undermisuse of UU ITE.

In response to these goals, IFES intends to engage a civil society organization to carry out the Fostering Public Awareness Over Digital Democracy Resilience in Indonesia program, with the following scope of work:

1. Under IFES assistance, coordinate with national CSO running the Indonesia DDRN initiative on issues and massages from DDRN that need to be amplify to public through the cooperation of election organizers and social media platform providers.
2. Conduct five (5) monthly discussions between DDRN members, election organizers, and social media providers to discuss current issues around freedom of expression online and how to disseminate it to the public.
3. Identify and carry out five (5) collaborative activities between DDRN, platform providers, and election organizers that facilitate learning opportunities for youth to identify disinformation and acquire habits of inquiry and deepening understanding on civil rights for freedoms of expression.
4. Along with social media platform providers and election organizers, develop five (5) advocacy products to be disseminated as campaign materials to promote the importance of freedom of expression online and digital literacy to protect CSO activists from being targeted undermisuse of UU ITE.

Deliverables

The civil society partner is expected to deliver the following products/services:

1. Create an approach to gender equality, diversity and social inclusion (GEDSI) for activities.
2. Identify key people within election organizers and social media platform providers that will be engaged in the program.
3. Invite and facilitate five (5) online monthly discussions between DDRN members with election organizers and social media platform providers to discuss current issues around freedom of expression online and how to disseminate it to the public. The discussion should include representation from women, persons with disabilities, youth and other marginalized groups.
4. Identify and implement five (5) collaborative activities between DDRN, platform providers, and election organizers that facilitate learning opportunities for youth to identify disinformation and acquire habits of inquiry and deepening understanding on civil rights for freedoms of expression.

5. In collaboration with election organizers and social media providers, develop five (5) advocacy products to be disseminated as campaign materials to promote the importance of freedom of expression online and digital literacy to avoid of become the victim of misuse of UU ITE. Material being develop should also considering the interest of women, youth, people with disability, and other marginalized groups.

6. For each event, partner should develop facilitation materials that include a workshop concept, facilitator's guide, and relevant discussion materials.

7. In coordination with IFES, the partner will identify and engage resource persons and participants in each workshop.

8. Provide facilitators the workshop facilitators guide to achieve the expected objectives.

9. Provide note takers as well as documentation of the workshops (photos, screenshots and attendance sheets).

10. Develop proposed action plans or recommendations following each workshop.

11. Following IFES' guidance, implement monitoring and evaluation activities related to the workshops.

12. Submit a final report of the activity along with supporting documents in English to IFES.

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 **November 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***

   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

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

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ATTACHMENT B
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 organizationtraining 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 the relevant field.*
    C. *Please list the organization's major projects from the past five years in the following format:*

Project Name	Project Activities	Donor	Award Amount	Period of Award

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