INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

REQUEST FOR APPLICATIONS (RFA) for
Enhancing Digital Democracy Resilience in Indonesia

RFA-22-059

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

   - Foster the consolidation of civil society to discuss and respond to the latest developments around freedom of expression online and digital democracy in Indonesia;
   - Identify critical issues around digital democracy, determine solutions, and mapping all relevant actors;
   - Advocate for stakeholders to adopt recommendations from civil society aimed at improving online freedom of expression and digital democracy in Indonesia;
   - Encourage efforts aimed at increasing awareness and knowledge of the importance of freedom of expression and its relationship to the advancement of democracy in Indonesia.

   The objective of this project is to improve the quality of democracy in Indonesia, especially regarding freedom of expression online by building communication between civil societies and other relevant stakeholders 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 – December 2022

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 Contracts and Grants Manager sasghar@ifes.org	**and**	**Maryam Raufi** Contracts and Grants Administrator 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

3.3.3. 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

3.3.4. 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 within the range of IDR 450,000,000 to IDR 600,000,000)**,** 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 RFP and of IFES' requirements
   - Soundness and feasibility technical approach including research methodology, identification key persons and institution to be engaged, event planning, and monitoring and evaluation
   - Reasonable implementation timeline and results work

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. 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. Civil society also plays an important role formulating policies and regulations at the institutional level as a stop gap measurement while the corresponding laws are discussed.

Supports for civil society is necessary to ensure continuous, multi-stakeholder advocacy efforts and address the aspirations of all parties. This is even more critical ahead of the 2024 elections where political tensions will increase, raising the potential for rights violations related to freedom of expression online. Challenges will be faced ahead of the 2024 election, not only by election organizers, but also for election participants, the general public, and government stakeholders. Civil society plays a crucial role in encouraging advocacy for changes to existing regulations and appropriate law enforcement, encouraging inclusive multi-stakeholder communication, and disseminating messages related to freedom of expression online.

To address the problems above, IFES proposes a series of activities aimed at building communication between civil societies and stakeholders in an effort to:

- Foster the consolidation of civil society to discuss and respond to the latest developments around freedom of expression online and digital democracy in Indonesia;
- Identify critical issues around digital democracy, determine solutions, and mapping all relevant actors;
- Advocate for stakeholders to adopt recommendations from civil society aimed at improving online freedom of expression and digital democracy in Indonesia;

- Encourage efforts aimed at increasing awareness and knowledge of the importance of freedom of expression and its relationship to the advancement of democracy in Indonesia.

IFES is seeking to engage a civil society organization to carry out the Enhancing Digital Democracy Resilience in Indonesia program with the following scope of work:

1. Initiate the establishment of the Indonesia Digital Democracy Resilience Network (DDRN) as a communication forum consist of civil societies and existing civil society coalitions in the field of democracy, online freedom of expression, and human rights.
2. Conduct five (5) monthly discussions for DDRN members to discuss current issues around freedom of expression online and how civil society can respond to them.
3. Develop a research paper that identify major issues around freedom of expression online and digital democracy in Indonesia, as well as maps the actors involved in it.
4. Carry out eight (8) advocacy meetings between DDRN members and relevant stakeholders to encourage policy changes that lead to improvements in online freedom of expression and digital democracy in Indonesia.
5. Conduct nine (9) online workshops related to online freedom of expression and its relationship to democracy in Indonesia for groups of students in western, central, and eastern Indonesia.
6. Facilitate an Indonesia Cyber Dialogue that bring up civil societies in a discussion to consolidate civil society efforts to address problems around Indonesia civil liberties in cyber realm.
7. Facilitate a national webinar on challenges of Indonesia's digital democracy ahead of the 2024 elections.
8. Conduct a series of three (3) workshops to respond to the issue of digital freedom of expression and information in Papua ahead of the 2024 elections.

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

.

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.