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2011 Crystal Drive  
Floor 10  
Arlington, VA 22202

Tel: 202.350.6700  
Fax: 202.350.6701  
www.IFES.org

## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### Request for Applications RFA-20-011

#### Questions and Answers

December 30, 2020

#### Questions on Program Design and Curriculum Development

**Q1: Duration of Training Module - How many hours (and sessions) are there in a day? How many days long is each training module?**

- *IFES Response: Trainings typically run 9 am – 4 pm each day, for four days per training module. The number of training sessions in each training depends on the length of each training session, which is determined based on the complexity of the subject matter and the activities associated with each topic.*

*IFES will work with the selected partner organization to develop agendas and training curriculum for each training module.*

**Q2: Will IFES provide criteria/guidelines for the selection of potential trainers?**

- *IFES Response: Selection of the trainers will be the responsibility of the local partners. During the training of trainers and throughout the course of the program, IFES will provide feedback to trainers and the partner organization on their facilitation.*

**Q3: What is the duration of the IFES-led Training of Trainers?**

- *IFES Response: The training of trainers (TOT) for each training session will be between three and five days, depending on the content of each training. IFES will work with selected partner organization to develop the agendas for the TOTs.*

**Q4: The 8th point in the Scope of Work says "Work with IFES to design training curriculum." Will this be done after the ToT and before the Pilot? Or at some other time?**

- *IFES Response: The curriculum will be developed before the TOT. IFES will lead curriculum development and share with the selected local partner for review before it is finalized.*

**Q5: Is there any provision for trainees to receive stipend/transport allowance for the duration of the training?**

- *IFES Response: Training participants should receive transportation allowances for their travel to and from trainings, but IFES is not able to provide stipends to trainees for their participation.*

**Q6: Can the additional costs of operating a child-friendly training center (with cribs, toys, etc.) be covered by the Programme?**

- *IFES Response: For the initially submitted budget, please do not include additional costs for child-friendly training centers. If this is a significant need that is identified during the course of the program, IFES will work with the selected organization to determine how best to respond to those needs.*

**Q7: In the event of tougher restrictions on movement and physical gatherings to prevent the spread of the coronavirus, we might need to organise the training using virtual platforms. Is there flexibility for the Programme to adapt the mode of delivery in such circumstances? It would be done in close consultation with IFES at every stage of course.**

- *IFES Response: Trainings for elected women should be held in person, based on IFES' findings that elected women at the local level do not have adequate access to internet nor devices needed for virtual trainings. All in-person training should include budgeted items for COVID-19 safety supplies, including face masks and hand sanitizer for participants and trainers and sufficient sanitizing materials and stationery for all participants. IFES will also require that trainers and participants follow government COVID-19 restrictions, such as social distancing and washing/sanitizing hands on a regular basis.*

*Some meetings with other stakeholders may be determined to be best suited for online platforms during the COVID-19 pandemic. The modality of each event will be decided collaboratively with IFES.*

**Q8: What will be the ratio of men elected representative and local officials on gender equality in political and decision-making processes workshops?**

- *IFES Response: There should be representation from each program palika at the workshops (palikas to be determined in partnership with IFES at a later date). These workshops with elected men and local government officials will be separate from the She Leads trainings with elected women representatives at the local level.*

**Q9: Whose family members will be the participant local leaders or women representatives?**

- *IFES Response: Family members of elected women representatives will be invited to attend workshops to introduce program goals and basic concepts of gender equality and the importance of women's leadership.*

### **Questions on District Selection**

**Q10: While conducting the advocacy training, should we include all the 8 districts of Province 2? Or, can we choose fewer selected districts?**

- *IFES Response: The program will not cover all eight districts of Province 2. The number of districts and which districts will be targeted will be determined in partnership with IFES.*

*Proposals responding to this RFA should budget to reach a minimum of 500 local elected women representatives but are not required to identify the districts or local units it plans to target at this stage.*

**Q11: Proposal for only 2 districts (Bara & Rautahat) of Province-2, Nepal is acceptable or not?**

*IFES Response: Please see response above to Q10 above.*

**Q12: Are we expected to select the specific districts and municipalities for conducting the training in the proposal development stage or can we specify a number and the method by which they shall be selected? Will IFES Nepal guide us in the selection or can we develop our own criteria?**

- *IFES Response: Please see response to Q10 above.*

**Q13: Can we choose 3 districts of province 2 (Siraha, Saptari and Dhanusha)?**

- *IFES Response: Please see response to Q10 above.*

### **Questions on Proposal Documents**

**Q14: Is there any budget limitation for the project?**

- *IFES Response: For this application, IFES is not providing a budget ceiling. 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 contract is issued.*

**Q15: DUNS Number (Under Attachment A.1)?**

- *IFES Response: The DUNS Number is a unique nine-digit identifier for businesses that is often referenced by funding organizations. If you do not have a DUNS number yet, you can apply for one at: <https://www.dnb.com/duns-number/get-a-duns.html>.*