



International Foundation  
for Electoral Systems

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

**REQUEST FOR APPLICATIONS (RFA) for  
Civic Education Campaigns for Women Living in Rural Areas  
in Tunisia**

**RFA-21-012**

**December 10, 2020**

## 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 aims to increase the civic education available to women living in rural areas through the deployment of women outreach ambassadors in limited governorates. Women living in rural areas often lack access to civic education and information due to the compounding challenges of illiteracy and social restrictions. As a result, these women often participate less frequently in political life. To empower women living in rural areas to participate more in political life and in their communities and to exercise their civic rights, the chosen organization will organize and implement an outreach campaign to engage women living in rural areas directly through face-to-face interaction. To this end, the organization will train and deploy a team of women ambassadors in six governorates. The women ambassadors will travel to rural communities to meet with and inform the women living in the communities of the importance of civic engagement.

The RFA provides prospective organizations with 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	10 December 2020
Questions Due	3 January 2021 by 17:00 Tunis Time
Response from IFES	9 January 2021
RFA Closes—All Applications Due	31 January 2021 by 17:00 Tunis Time
Anticipated Implementation Period	March 2021 – February 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 3.3.1 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.

Ian Swank  
[iswank@ifes.org](mailto:iswank@ifes.org)

and

Sajia Tokhi  
[stokhi@ifes.org](mailto:stokhi@ifes.org)

Questions/Answers and Addenda(s) related to this RFA can be found on [IFES Procurement Notices](#).

#### 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. The DPOs, CSOs, NGOs, or CBOs should be legally registered as a non-governmental organization in the Tunisian Official Journal. Organizations should not have political or religious affiliations.

**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 or religious 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 either English or French 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 Excel budget template provided in Attachment B. The Budget should be presented in **Tunisian Dinars (TND)** 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).
- Funds of up to a total of 200,000 TND are available for this project.

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

Organizations should demonstrate prior experience working with women from a wide range of governorates and regions, particularly rural areas, facilitating training programs, and working on programming such as women empowerment, 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>35 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</li> </ul>   |                  |
| <b>2. Competitive Budget with efficient and reasonable cost structure</b>  | <b>25 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>25 points</b> |
| <ul style="list-style-type: none"> <li>• Extent to which proposed personnel have relevant qualifications and experience</li> </ul>   |                  |

- 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 governorates
- Has already contracted projects financed by international donors for an amount of more than USD 25,000.

#### **4. Results Framework**

**(15 points)**

- Extent to which the identified results will be reasonably achieved in line with proposed activities
- How well the identified indicators capture the impact of the proposed activities; and
- Soundness of the data collection methodology for identified indicators

#### **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 this project, the selected sub-awardee will implement a project that aims to increase the civic education available to women living in rural areas through the deployment of women outreach ambassadors in limited governorates. The sub-awardee is expected to implement the following activities:

- Organize a refresher training for 45 women ambassadors<sup>1</sup> from Medenine, Tataouine, and Gafsa that were already trained during previous campaigns for the 2018 municipal elections and 2019 national elections. The subawardee will be in charge of organizing the training that will cover the following topics: communication techniques, local governance, elections, accountability, and civic engagement. IFES will provide the subawardee with the training content such as the agenda and topics to discuss. The subawardee will cover the cost of facilitators and their travel to the training. The selection of facilitators will have to be conducted in close coordination with IFES.
- Select 45 new women ambassadors from Bizerte, Mahdia, and Sfax and organize a training workshop for them on the following topics: communication techniques, local governance, elections, accountability, and civic engagement. The technical narrative should specify the applicant's approach to recruiting new women ambassadors.
- Train 12 rural women who were previously reached by IFES during the outreach campaigns on the 2019 national elections on communication techniques and civic engagement. Those women will help women ambassadors from Tataouine, Medenine, and Gafsa to reach out to other rural women from their regions. IFES will develop the training content with the subawardee. The subawardee will cover the cost of facilitators

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<sup>1</sup> IFES will provide the subawardee with the contact list of 45 previously trained women ambassadors from southern Tunisia.

and their travel to the training. The selection of facilitators will have to be conducted in close coordination with IFES.

- Conduct 6 pre-deployment workshops for women ambassadors and rural women in the six selected governorates to create deployment plans for tea talks.
- Deploy the trained women ambassadors in rural and remote areas to communicate with the beneficiaries. The women ambassadors will organize tea talks with rural women to increase their knowledge of civic education. IFES will cover outreach materials for use by women ambassadors during the campaigns, while the selected subawardee will cover all other associated costs with the campaigns (consultant fees, stipends for ambassadors, travel costs, per diem, etc.).
- Observe and follow up on the work of the women ambassadors in the field and provide them with all security measures, if needed.
- Conduct 6 post-deployment workshops in the six selected governorates to identify the challenges faced by the ambassadors, lessons learned and recommendations.
- Submit monthly reports summarizing activities.
- Publish a Final Report to provide final analysis about results achieved, lessons learned, challenges, and recommendations for stakeholders such as the government, CSOs, and the Parliament.
- Organize a press conference at the end of the project to release the final report.

Project duration:

The project will initially take place over a period of 12 months.

Target/audience:

Women living in rural areas.

Governorates:

- Medenine, Tataouine, Gafsa, Bizerte, Mahdia and Sfax.

## **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 February 28, 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 the 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, obtain a benefit, or 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 include the following components 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 each activity in detail to produce results, justifying the choice of activities.
- F. Expected Deliverables:** identify specific deliverables you expect to develop within your project (research/analytical reports; specific strategies; public policy recommendations; etc.).
- G. Risk Analysis and Contingency Plan:** describe risks your activities may face during their implementation, especially during the teak talks, and describe how your organization will mitigate such risks
- H. Sustainability:** Identify the strategy your organization will follow to keep women ambassadors and women in the rural areas engaged following the end of the activities and ahead the 2023 municipal elections and 2024 national elections

**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 completing 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**

See Excel document

**ATTACHMENT C**  
**Organizational Capacity and Past Performance Template**

**I. Summary**

- A. *Briefly present your organization’s mission, its core activities, and why it is best suited for this project.*
- B. The Statute of the organization;
- C. A form from the JORT stating the establishment of the organization.
- D. Organization’s codified policies including:
  - a. Employment/human resources;
  - b. Procurement, travel, record retention; and
  - c. Financial management, policies and procedures, etc.

**II. Human Resources**

- A. *Please provide the full legal name of the 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 a hiring plan for full and part-time positions in the organization, including a list of positions and a recruitment plan or cost-share with existing positions.*

**III. Past Performance**

- A. *Briefly describe how your organization’s previous experience prepares it to implement the proposed project successfully; highlight the organization’s relationship and work experience with lawmakers, political parties, or government officials 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>

**IV. References:**

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