



International Foundation
for Electoral Systems

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS (IFES)

**REQUEST FOR APPLICATIONS (RFA) for
Engaging a new Generation for Accessible Governance and
Elections (ENGAGE) in Indonesia**

RFA-21-049

June 25, 2021

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 broaden the skills of young people with disabilities to participate in political leadership opportunities. The objective of this project is to update and implement the Engaging a New Generation for Accessible Governance and Elections (ENGAGE) curriculum and deliver a training to 20-25 Indonesian youth with disabilities. This course focuses on leadership skills, such as public speaking and advocacy, and provides students with civic education on topics such as the fundamentals of democratic participation and the political structure of the country.

The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing a subaward from approximately July 2021 – February 2022.

1.2. RFA Schedule

IFES will conduct a competitive process to identify grantees per the tentative timeline below:

Issuance of RFA	June 25, 2021
Questions Due	June 30, 2021; by 17:00 Washington DC (EST)
Response from IFES	July 1, 2021; by 17:00 Washington DC (EST)
RFA Closes—All Applications Due	July 18, 2021; by 17:00 Washington DC (EST)
Anticipated Implementation Period	July 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 3.5 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 no later than June 30, 2021; by 17:00 Washington DC (EST).

Mr. Abdullah Abdullah
Contracts and Grants Manager
aabdullah@ifes.org

Mr. Khurram Naz
Contracts and Grants Administrator
Knaz@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 **IDR** with applicable taxes/charges clearly identified. The submitted budget should have all related tax included. 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 budget ceiling is **IDR 376,624,300 – IDR 434,566,500**.
- 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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| 1. Technical Approach, Implementation Timeline, Results Framework | 40 points |
| <ul style="list-style-type: none"> • Demonstrated understanding of the RFA and of IFES’ requirements • Soundness and feasibility of technical approach • Reasonable implementation timeline and results framework | |
| 2. Competitive Budget with efficient and reasonable cost structure | 30 points |
| <ul style="list-style-type: none"> • 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 | 30 points |

- Extent to which proposed 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 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

Young people with disabilities often experience compounded forms of discrimination and barriers to meaningful political participation. Young women and men with disabilities remain underrepresented in leadership positions, including as election officials, elected and appointed government officials, and in political parties and disabled people's organizations (DPOs).

To build the skills of young people with disabilities to take part in political life, the International Foundation for Electoral Systems (IFES) developed a curriculum designed to empower young disability rights leaders. Engaging a New Generation for Accessible Governance and Elections (ENGAGE) builds on IFES' disability rights expertise to train youth, university students and their peers. The course, which has been piloted in the Dominican Republic and contextualized for the Autonomous Region of Bougainville, focuses on leadership skills, such as public speaking and advocacy. The course also provides students with civic education on topics such as the fundamentals of democratic participation and the political structure of the country.

Rights-based initiatives to advance political inclusion for marginalized groups are at a critical juncture. Much more progress is required to achieve equitable political participation, representation and empowerment for all sectors of society including young women and men and youth with disabilities. Indonesian civil society organizations (CSOs) plan to conduct various advocacy efforts related to electoral reform and political participation. The second half of 2021 presents a strategic time to prepare young leaders with disabilities to advocate for these issues, such as revising articles that hinder the voting rights of persons with psychosocial disabilities and promoting anti-corruption principles. Through this training, more young leaders with disabilities will be able to advocate for the need to foster an inclusive environment where all voices are heard and no one is left behind. As ENGAGE alumnae, young leaders with disabilities can use the skills they learned through these trainings and bring them to the institutions and activities they join in the future.

IFES is seeking a partner to implement the following activities:

- a. Work collaboratively with IFES and a university partner, which the implementing partner will jointly identify with IFES, to contextualize the ENGAGE curriculum that consists of

multiple modules. The curriculum will equip participants with leadership skills and civic education on topics such as the fundamentals of democratic participation and the political structure tailored to Indonesia's context. The curriculum should draw on additional impacts of COVID-19, including compounded gender discrimination in the workspace and barriers to political participation for person with disabilities, as well as emergent issue areas such as anti-corruption and climate change.

- b. Organize and facilitate a Training of Facilitators event to standardize the trainers' capacity to implement the ENGAGE modules and curriculum.
- c. Develop a recruitment plan and select 20-25 participants that domicile nearby the training campus that have been determined by IFES. Participants should meet the existing requirements for the electoral administration exam and must commit to participating in all sessions. **Please note: lack of prior leadership experience should not be a barrier to participation.**
- d. Implement an 8-week ENGAGE curriculum split into half-day trainings per week (preferably in early October 2021). Between training modules, the implementing partner will also capture success stories, quotes, share multimedia content and monitor participant progress.
- e. Develop and implement a strong monitoring and evaluation (M&E) strategy.
- f. Organize and facilitate a focus group discussion (FGD) evaluation on the ENGAGE curriculum and its implementation.
- g. Develop a strategy to maintain a network for trained alumni to compare experiences and lessons learned. This will allow the program to form an ongoing network of young leaders with disabilities. Implementation of the strategy will be discussed in coordination with IFES and the training participants.
- h. Build an end-of-course component for students to identify what issue areas they would like to advocate for and work on in the future. Assist with dividing students into cohorts or teams based on common issue areas and provide guidance and technical assistance for next steps, such as connections to organizations that students can reach out to for opportunities.
- i. Provide IFES with a report on information regarding systemic and cultural barriers amidst the COVID-19 pandemic in the Indonesian context that limit person with disabilities' participation in politics, election administration and the election process.
- j. Produce a final report covering the selection process, development and implementation of the curriculum, outcomes (incorporating M&E data), quotes and/or success stories, lessons learned, challenges and recommendations moving forward.

Partner requirements

- The partner organization should be a local non-governmental and non-partisan organization or institution that work for disabilities issues.
- This program requires partner organizations to have strong networks to organize advocacy meetings with strategic national key stakeholders.
- The partner organization should have prior knowledge of emerging electoral issues, particularly with regards to issues faced by person with disabilities and their inclusion in political participation.
- The partner organization should submit the application in English with tax included.

Activities and Deliverables

The implementing partner will be responsible for the delivery, content, quality and accuracy of its deliverables. All deliverables must be written in English and submitted to IFES Indonesia for approval by its program team.

In coordination with IFES, the implementing partner will submit the following deliverables:

1. A detailed work plan and M&E strategy (within the first month of the project) outlining activities to be undertaken in support of the project's goals and objectives.
2. Term of Reference (ToR) and facilitator's guide for the two FGDs
3. The research design, list of participants and a summary of the national assessment result to identify what topics to be addressed the ENGAGE curriculum and training modules.
4. Draft ENGAGE training modules, including lesson plans, handouts, PowerPoint presentations and other materials for each training sessions for IFES' review and approval. Final versions will incorporate IFES' feedback on the draft modules.
5. Recruitment plan for 20-25 ENGAGE participants for IFES' review and approval.
6. List of proposed candidates/participants for the ENGAGE training, for IFES' review and approval, and final list of accepted participants.
7. Participant attendance list for 8 weeks ENGAGE training sessions.
8. Written strategy to maintain a network for trained alumni to share experiences after the trainings are completed.
9. Report on M&E data and analysis.
10. Monthly program narrative report (using IFES' suggested template).
11. Monthly financial reports (using IFES' suggested template).
A detailed and concise final narrative report covering the selection process, implementation of the curriculum, outcomes (incorporating M&E data), lessons learned, quotes, pictures, success stories, challenges and recommendations that emerge.

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 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 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.