



INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

Request for Applications RFA 21-051 Strengthening Media Literacy in the Mekong Region (Thailand, Cambodia, and Vietnam)

Questions and Answers

July 23, 2021

Q1. What is the total budget available for the project? What amount do you expect to be awarded for each partner (i.e. what maximum amount should we prepare for our proposal budget)?

- **IFES Response:** All applicants should prepare a budget for up to USD 25,000 per country from September 1, 2021 to March 31, 2022. Applicants can select either one country, or more than one country, to submit a proposal for.

Q2. Are we permitted to charge an administration/overhead fee?

- **IFES Response:** Applicants are permitted to charge administration costs as long as they are related to the program. The program budget should also include any taxes and fees.

Q3. The RFA states that “The Cost Application should include a Budget Narrative that describes each cost element of the Budget (see column H of Attachment B).” However in the budget template, there is no detail in column H. is this referring to column G?

- **IFES Response:** Correct, this refers to Column G.

Q4. The RFA states that “IFES anticipates issuing multiple awards under this RFA”. Will you be issuing awards for each country separately, and do you expect to issue an award for more than one partner in each country?

- **IFES Response:** IFES is looking to issue a subaward to a partner in each of the targeted countries (Cambodia, Thailand and Vietnam). Multiple awards can be issued per country depending on the need/impact of the proposal activities.

Q5. Does our proposal need to cover activities in all 3 countries?

- **IFES Response:** The proposal should clearly outline the activities and budget for one country, either Cambodia, Thailand or Vietnam. However, if an organization is interested in applying for more than one country, they are welcome to submit a proposal that covers more than one country.

Q6. Our organization has an office and in-country programs in two of the three countries. Can we submit a proposal for activities in more than one country? If so should we submit this as one

proposal for each country, or as a consolidated proposal covering more than one country? If consolidated, how would the proposal be evaluated (i.e. is it possible we can be selected as a partner in one country, or would only be awarded if selected for both countries)?

- **IFES Response:** If the organization wishes to work in more than one country, they can submit a consolidated proposal covering more than one country. However, program activities should be conducted separately.

Q7. How many days of training do you anticipate will be provided as a “multi-day” training?

- **IFES Response:** Organizations should budget for a 5-day training which would take place in the course of a few weeks.

Q8. I understand that each selected partner needs to plan training with a minimum 100 individuals, with a maximum 30 people per training. Is my understanding correct that we will therefore need to conduct at least four multi-day trainings in order to reach the minimum 100 people trained?

- **IFES Response:** Yes, participants are expected to reach a minimum of 100 people through an online multi-day training.

Q9. In the Scope of Work section, it indicates that the implementing partner will implement the program through activities including “Participate in an accessible online platform established by IFES to continue to share knowledge and best practices and resources across the region” and “Collaborate with IFES to organize a virtual regional dialogue inviting CSOs, government stakeholders, media organizations and journalists in March 2022”. However these are not included in the Activities described in the Technical Approach section. Should we include a budget to conduct these two activities, and describe what we will do for these activities in the Technical Approach section, or should we just plan to have staff time to participate in these activities, with the planning and budget for these being managed by IFES?

- **IFES Response:** Both components, the development of the accessible online platform and the virtual regional dialogue, will be organized and led by IFES. The implementing partner is recommended to budget in some staff time to give feedback and participate in these activities.

Q10. Under the Technical Approach section on preparing the proposal, there is no space to describe how we will conduct Activity 1 or Activity 4 (only for Activities 2 and 3). Should we describe preparations for Activity 1, or focus only on how we will conduct Activity 2 and 3?

- **IFES Response:** For Activity 1, IFES will be responsible for developing the curriculum and delivering the ToT with feedback and consultation from the implementing partner. The implementing partner is not required to describe preparations for this activity. However, when designing the budget, the implementing partner should include staff time and translation of materials to the local language(s) per country.
- For Activity 4, the implementing partner is not required to describe preparations for developing the final report. The final narrative report should reference data that will be collected, measured and synthesized based on the outcomes from the proposed activities. Therefore, the implementing partner is encouraged to develop a monitoring and evaluation (M&E) plan, which can either be attached as part of the proposal or referenced in Section IV: Results Framework.

Q11. Under 3.5.4 Additional Documentation, the proposal includes a bullet point of “Any other supporting document that will strengthen the application”. Are these submitted as separate attachments to the other application documents, or integrated as part of Section A or C?

- **IFES Response:** The additional documentation can be integrated as part of Section A or C.

End of Questions and Answers