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## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### Request for Applications RFA 19-076

#### Questions and Answers

October 4, 2019

**Q1. Please can you clarify whether an internationally registered NGO (not registered in Myanmar) would be eligible to apply?**

- IFES Response: Yes, internationally registered organizations are eligible to apply. Organizations should submit a signed letter indicating the country of registration and any other details about its registration status relevant to implementing the activities in Myanmar.

**Q2. Would civic education trainings on the importance of civil documentation, how to access documentation and overcome challenges in such access fall within the scope of this grant?**

- IFES Response: Organizations should limit their activities to those proposed in the RFA. Any activities proposed should connect to how they prepare participants to engage in the 2020 elections.

**Q3. May I know if management fees can be put in the budget?**

- IFES Response: Yes, management fees can be included in the budget. If management fees go towards an organization's overhead, IFES reserves the right to request additional documentation beyond 10% of the proposed budget (Approved NICRA).

**Q4. May I know if shared cost for salaries of the administrative and management sector of the organization can be in the budget?**

- IFES Response: Shared costs for salaries of administrative and management staff who will be involved in providing support to the project can be included in the budget.

**Q5. Does the applicant have to partner with IFES to implement Civic Education training described in Scope of Work or can it propose other related activities?**

- IFES Response: Organizations will conduct inclusive civic education trainings using a curriculum that has been developed by IFES in coordination with the partner. Organizations should limit their activities to those proposed in the RFA.

**Q6. If the applicant could propose other activities, what kind of objectives do these activities need to be in line?**

- IFES Response: Please see above response.

**Q7. What kind of activities can the applicant implement, only campaign or are talks, panel discussions, lecture, event etc. allowed or not?**

- IFES Response: Organizations will primarily implement trainings, community mobilization activities, workshops and public events.

**Q8. When the applicant prepares the implementation timeline, does it need to insert 15-20 civic education trainings in the timeline?**

- IFES Response: Organizations should include all activities they are proposing in the timeline including the 15-20 civic education trainings. Selected organizations will finalize an implementation timeline in coordination with IFES.

**Q9. Does the RFA have maximum and minimum budget for applicant's proposal?**

- IFES Response: Please provide a budget that is reflective of the costs needed to implement the program.

**Q10. Does the RFA have any area limitation for implementation? (It means that can we implement the project in one state or more than one.)**

- IFES Response: Organizations can submit a list of as many regions/states as they feel they would like to conduct the program in. If only one state/region is identified, please indicate the specific townships you want to work in. IFES encourages organization to demonstrate their past performance or networks in their proposed states/regions. IFES will work with the local partners to ultimately divide the state/regions.

**Q11. Does IFES encourage partnership of CSOs to apply for this RFA?**

- IFES Response: Yes, a partnership of CSOs can apply for this RFA. In the proposal, the CSOs should indicate a clear structure for how they will collaborate and manage the project.

**Q12. Our organization does not have DUNS Number. Therefore, we would like to request that could you please clarify how to apply for DUNS Number.**

- IFES Response: A DUNS number is a 9-digit unique number that identifies all organizations registered through Dun & Bradstreet. US government funding regulations require that organizations have a DUNS number. Organizations do not need a DUNS number to submit an

application. Please use this link to register for DUNS number.

<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

**End of Questions and Answers**