



**International Foundation  
for Electoral Systems**

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

**REQUEST FOR APPLICATIONS (RFA) for  
Implementing Voters Education Campaign for the Anticipated 2024  
Municipal Elections Sub-award in Fiji**

**RFA-24-003**

**March 25, 2024**

## 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 voter education campaign project. The objective of this project is to inform and motivate Fijian voters to vote in the 2024 municipal elections and share general civic education information. The RFA provides prospective organizations with the relevant operational and performance requirements. IFES anticipates issuing multiple awards under this RFA.

### 1.2. RFA Schedule

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

Issuance of RFA	March 25, 2024
Questions Due	April 5, 2024; by 17:00 Washington DC (EST)
Response from IFES	April 10, 2024
RFA Closes—All Applications Due	April 19, 2024; by 17:00 Washington DC (EST)
Anticipated Implementation Period	May 2024 – January 2025

## 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 local research and expertise 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 the deadline listed in 1.2. RFA Schedule.

**Name: Cayla Vega**  
[cvega@ifes.org](mailto:cvega@ifes.org)

**and**

**Name: Maria de la Paz**  
[mdelapaz@ifes.org](mailto:mdelapaz@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. 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 **Fijian Dollars (FJD)**, 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.

- Applicants may submit a budget up to a maximum of FJD 90,000.
- 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 in an 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.

- 1. Technical Approach, Implementation Timeline, Results Framework 30 points**
  - Demonstrated understanding of the RFA and of IFES requirements
  - Soundness and feasibility of technical approach
    - Feasible technical approach, including specific methods for outreach and delivery of voter education campaign
    - Demonstrated ability to delivery a voter education campaign in Fiji, with consideration of local factors, especially important for the implementation of targeted voter education activities across all Fiji communities for municipal elections conducted for the first time in 19 years.
    - Reasonable implementation timeline and results framework
- 2. Competitive Budget with efficient and reasonable cost structure 30 points**
  - 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 40 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 areas

### **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**

IFES Fiji/Pacific Islands is seeking to partner with one or more civil society organizations (CSO) to implement a voter education campaign for the anticipated 2024 municipal elections. Interested CSOs should submit applications to:

- Work with IFES to develop training curriculum for trainers on civic and voter education outreach.
- Recruit and supervise trainers and/or CSO staff who will attend IFES' and Fiji Electoral Office (FEO) training of trainers (TOT) for the civic and voter education programs.
- Implement civic and voter education trainings at the national and municipal level.
- Develop and disseminate accessible, inclusive voter education materials in partnership with IFES, including through print and digital materials.
- Develop and coordinate post-training community mobilization activities on voter education topics, such as mock polls, street dramas and household visits or other community events.
- Explore innovative methods of building media literacy, including through social media, developing multimedia resources, and alternative platforms of information technology.
- Serve as coordinating partner for a joint nationwide civic and voter education awareness campaign for youth, including expansive digital and social media outreach, PSAs and engagement of popular Fijian figures as spokespersons, in partnership with IFES Fiji and its local partners.
- Track total number reached through these activities and other success stories.

This work will be conducted in close coordination with IFES Fiji/Pacific Islands, including consultations and communication with IFES staff daily. The selected CSO will also be expected to work closely with other IFES partners in Fiji, including the FEO and other CSO partners.

## **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 January 31, 2025.

### **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](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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Unique Entity Identifier (UEI)<sup>1</sup>

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PAN Number

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<sup>1</sup> Only organizations with Unique Entity Identifier (UEI) are eligible to receive a subaward under this RFA. If your organization does not have a UEI, please visit [www.SAM.gov](http://www.SAM.gov) to get a Unique Entity ID only (no entity registration required).

**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 the relevant field.*
- 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.*