

DRAFT CALL FOR PROPOSALS/ToR

UNAMI/UNDP PROJECT: “*SUPPORT TO IRAQ’S ELECTORAL PROCESS*”

Low Value Grants for CSOs engagement in 2021 CoR elections: implementation of civic and voter education activities

I. Background

The United Nations Mission for Iraq (UNAMI) assisted Iraq with the establishment of an electoral management body (EMB) in 2004 and has subsequently supported through its Office of Electoral Assistance (OEA) the development of the institution’s capacities to administer electoral processes.

The Council of Representatives (CoR) elections held in May 2018 (with an overall turnout of 44%, down from 60% recorded during the 2014 elections) highlighted an alarmingly increased voter apathy and low levels of public trust in elections together with heightened public concerns about the transparency and credibility of elections.

Widespread street protests grew across Iraq in 2018/19 - and are still in the making - indicating broad popular dissatisfactions with government performance and threatening Iraq’s young democracy. Such worryingly developments were also substantiated by a 2018 post-election survey that confirmed low trust in government institutions and low confidence in elections with less than one in five respondents feeling the May 2018 elections were free and fair.

Amidst heightened public demands for reforms, the Independent High Electoral Commission (IHEC) was restructured in January 2020. Iraq also enacted new legislation for CoR elections. The new electoral law revises the electoral system used in previous elections in response to public clamor for improved accessibility and accountability of elected officials. Coinciding with all these institutional and electoral legal changes, an early CoR election has now been scheduled to take place on 10 October 2021.

Despite these significant reforms, a recent survey conducted in five Iraqi governorates (Anbar, Diyala, Kirkuk, Ninewa, and Salahaddin) emphasized how many long-term concerns for Iraqi citizens have been further exacerbated by COVID-19 and it reiterated widespread skepticism about the government and the credibility of the upcoming elections.

II. Rational for CSOs engagement in elections and the use of small grants

Specialized literature and international best practices highlight how national CSOs are potentially strong allies in strengthening democratic and electoral processes. CSOs dealing with a wide range of issues – such as civic and voter education, women’s empowerment, human rights, democratic governance, media or youth/minorities/IDP rights etc. – have a stake in EMBs’ activities. EMBs can also build positive relationships with CSOs by supporting their capacity development and empowerment through engagement to implement selected

electoral activities. Elections do not, in themselves, guarantee democracy. Strong CSOs, credible elections and an accountable government go hand in hand. Civil society supports democracy and democracy supports civil society development.

Through targeted and regular engagement with IHEC and other major stakeholders, national CSOs can thus:

- Contribute to the overall electoral integrity, credibility and participation;
- Enhance IHEC's visibility;
- Disseminate awareness and voter education outreach at community level;
- Contribute to overall peaceful elections through community and vulnerable groups' engagement, and
- Help identify and mitigate local disputes before they get out of hand.

Following the organizational and legal electoral reforms outlined above - that introduced a new electoral system with new constituency arrangements - and taking into consideration the increased public demands and expectations for a transparent and impartial electoral process - there are added strong justifications for IHEC to actively and regularly engage with CSOs in education, outreach and awareness activities for the wider electorate and vulnerable groups.

Small grants do embody a practical strategy for the creation of positive working relationships between IHEC and CSOs, while multiplying the public outreach efforts on electoral matters.

III. The Objective of this Call for Proposals

The 2020 UNAMI/UNDP project *“Support to Iraq’s Electoral Process - Early parliamentary elections support”* (together with subsequent amendments) proposes enhanced support and direct electoral technical assistance through a wide range of activities. The objective of this call for proposal is to increase informed voter participation, inclusiveness/awareness of the electoral process and conflict prevention through civic and voter education activities.

The civic and voter education activities will target different groups: a) the general electorate, b) women, c) young people, d) minority communities, e) IDPs and f) people with disabilities.

IV. Expected outcomes

Grantees' proposals in this area can offer a variety of approaches and associated outcomes. They could range from more formal activities (awareness workshop, training, discussion group, community gatherings etc.) to audio-visual and more creative and interactive ones (shows, quizzes, visual arts/graffiti, music, etc.), - including production of awareness material and distribution of official IHEC one - tailored to respond to specific groups or community needs and inclinations. Proposals for solely on-line and social media civic-voter education campaigns would also be favourably considered. However, if the other CSOs possess their own social media page, they are encouraged to use them, as source of awareness of

their activities and to further disseminate the information.

Requirements on methodological approaches would be kept flexible depending on the partners' specific expertise and specialisation also based on the profile of the target group/beneficiaries (age, gender, socio-cultural background, rural vs urban setting etc).

The civic and voter education's messaging must be consistent and accurate across all small grant partners. The core voter information must always be sourced from IHEC. It can be developed, and/or modified to meet specific public outreach needs but, for consistency purpose, it will need to be reviewed and cleared by IHEC. Education messages will include a combination of core civic and voter information, such as:

- Why voting matters and the importance for all citizens of active participation in public life;
- An overview of the new electoral system, its constituency arrangements and its concrete implications on how voters will choose their representatives;
- The how, when, where and whys about one or more of the major steps of the electoral process (i.e. the biometric voter registration and its importance to build a credible voter registry and reduce room for frauds, candidate nomination, campaigning, voting and counting, complaints and announcement of results) with a special focus on polling procedures/requirements and the use and functioning of electronic counting and sorting machines as the election date gets closer; Covid-19 mitigation measures inside the registration/polling places;
- The role of IHEC both at central and at the Governorate level together with role, rights and duties of major electoral stakeholders.
- Good governance.
- Conflict and violence prevention: messages aiming at reducing tension and countering hate speech during the electoral period, to promote a peaceful process, especially targeting women and also including specific messages targeting political candidates
- Bribery, abuse of power and force/corruption: messages sanctioning abuse of power/ vote buying, to be addressed to candidates and to voters
- Security provisions in place for the elections, to contribute to raise confidence and the feeling of safety among voters.

Uncertainties over Covid-19 pandemics would require the adoption of adequate social distancing, protective measures and methodological/logistical arrangements, for in-person activities. In case of virtual/online messages and activities attention should be given to the technological readiness of the recipients (especially for remote/isolated target groups) and the actual effectiveness of the approach.

V. Eligibility and Qualification Criteria

All interested CSOs must meet the following criteria to be eligible for selection:

- Legally Registered National Iraqi civil society organizations (CSOs) under the NGOs Directorate of COMSEC.
- Can have diversified size and mission, ranging from small women's-based group through to large youth rights-based groupings, or umbrella organisations;
- Mandate and/or founding document should be in line with the activities for which the grant is being sought;
- Must prove engagement with the community or the target group relevant to this call for proposals in the Governorate where activities will be carried out;
- Must have an established office and/or operational capabilities in the Governorate (s) they intend to reach out;
- Must not be currently implementing similar projects/activities funded by other donors in the same Governorates targeted by this call for proposals;
- Must provide evidence of previous/ongoing projects and expertise in their specific area of engagement (i.e. Women rights, Youth, disabilities, online/social media, training, etc.). If available also include performance evaluation and/or certificate of good/satisfactory performance from two previous clients/donors).
- Have the financial capability necessary to perform the Contract (Auditing Report or Annual Financial Report).
- Must abide to an ad-hoc Code of conduct.
- Will preferably - though not necessarily - have some demonstrated background in election and civic and voter education work;
- Must coordinate with IHEC to source relevant electoral related information and materials and abide to IHEC instructions. Materials autonomously produced by the grantees on electoral-related matters to carry out project activities will have to be reviewed and cleared by IHEC.
- Must be able to produce narrative and financial reports (as required in the section XII Reporting Requirements).
- **Important 1:** Each proposal of activities must strictly target: (i) one only target group, and (ii) one only Governorate. Each Low Value Grant (LVG) can include up to three proposals. Any given CSO can apply for only one Grant. Multiple proposals within the same Grant must all target the same target group and cover as many Governorates as the number of proposals. In case of Multiple proposals' LVG, UNAMI/UNDP reserve the right to choose the number of proposal/s to be awarded.
- **Important 2:** While each proposal for in person Civic and Voter education activities is

mandated to be carried out in one Governorate only, activities carried out solely through online platforms/social-media are obviously considered as having a larger, multi governorate/country-wide coverage. All CSOs using online/social media **are required to be able to moderate and monitor comments in view of preventing spreading of fake news and hate speech.**

VI. Proposal Proposed Methodology, Approach and Implementation Plan

The structure and size of the proposal must comply with the format in Attachment I below and be drafted in English only. In case of multiple proposals (maximum 3) within the same LVG, each of the proposals should have a separate Attachment, with distinct narrative and budget.

This section should demonstrate the CSO's response to the Terms of Reference by identifying the specific components proposed, how the outcomes shall be addressed and providing a detailed description of the essential performance characteristics proposed, including monitoring indicators (such as: number of awareness sessions/community gatherings etc. conducted, number of voters sensitized by groups (with breakdown of gender figures)/viewers reached etc., awareness materials produced (quality-quantity) and disseminated, any other relevant monitoring indicator).

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the ToR, while ensuring appropriateness of the approach to the target group's needs.

VII. Management Structure and Resources (Key Personnel)

The Management Structure and Resources section of the Proposal should include a comprehensive description of the management structure of the organization, the required staff resources for the implementation of the project and the CVs of the two most senior staff members that will be assigned to support the implementation of the proposed activity, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to this ToR.

VIII. Budget and duration

- The budget for each Proposal submitted can not exceed USD 50,000. Each Low Value Grant (LVG) can include up to three proposals not to exceed USD 150,000. In case of Multiple proposals' Grant, UNAMI/UNDP reserve the right to choose the number of proposal/s to be awarded.
- Any given CSO can apply for only one LVG.
- Budgets are prepared in US Dollars. Payment will be made into the bank account of the applicant.
- Administrative costs should not exceed 10% of the total budget.

- The budget should include, itemized costs, for designing and implementing each activity together with management costs¹.
- Duration of the project shall not exceed the period of 4 months. The anticipated implementation period is June 10, 2021 - October 9, 2021.

IX. Proposed Payment Schedule

The schedule of payments for the LVG administration services together with the number of tranches (maximum 3), will be agreed with the grantee before the start of the Assignment

X. Evaluation Criteria and Methodology

LVGs' applications will be evaluated against the following main criteria:

1. CSO's Eligibility: the proposal should demonstrate understanding of the tasks to be accomplished, relevant previous experience in related fields, operational preparedness and fulfill the other requirements as detailed in the Eligibility and Qualification Criteria Section.
2. Comprehensiveness and accuracy of the project's proposal as detailed in the proposal's template (Attachment I). The proposal should be consistent with the project's objective, clearly define timelines for activities, target groups (with approximate number of beneficiaries, including disaggregated gender data), the methodology employed and detailing a step-by-step work plan.
3. Management structure and Key staff: The CSO should demonstrate institutional capacity together with availability of skills and competence necessary for project implementation.
4. Financial completeness, accuracy and relevance. The budget should be detailed, rational and realistic.

Summary of Technical Proposal Evaluation criteria		Score Weight	Points Obtainable
1.	CSO's Eligibility and Qualifications	30%	30
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel	20%	20
4.	Financial proposal	10%	10
Total			100

¹ Budget would include, for example, but not be limited to: Remuneration of Staff / Trainers / Experts; all materials and tools required for activities completion; all logistical fees for meetings and sessions; transportation; management fees; rental; communication; COVID-19 safeguarding measures (Mask, sanitizers etc) food and beverages; accommodation; allowances; etc.

A detailed proposal template is annexed to this Call for Proposals as Attachment I.

XI. Selection Process

Through an established Grant Selection Committee, UNAMI will review the proposals through a five-step process: (i) confirmation of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the evaluation criteria outlined in the previous section to identify highest ranking proposal (iv) round of clarification (if necessary) with the organizations that have the highest scored proposal; and (v) Finalize and sign Low Value Grant Agreements.

Beside the above-mentioned steps for the selection process, the project will prioritise allocation of proposals based on two additional main parameters: a) geographic coverage, and b) target groups coverage.

XII. Submission Process

All CSOs interested in submitting their application for this call of proposals may obtain the call for Proposal documents from the UNDP website as follows:

[UNDP | Procurement Notices - 77565 - UNAMI/UNDP PROJECT](#)

Applications, only in English and in the form of the Proposal' template attached (Attachment I) must be submitted to the following email address cso.grants.ir@undp.org (with Email subject: *Proposal/s for Low Value Grant: CSOs engagement in 2021 COR elections*) not later than 7 May, 2021 at 16h00 (Iraq time) along with the following:

Tentative Proposals' Adjudication Timeline

18 April 2021: Call for Proposal opens, and relevant documents are posted online.

22 April 2021: Virtual Informative Session to address clarifications at 14:00 to 16:00 hrs.

Topic: SMALL GRANTS VIRTUAL MEETING IRAQ ELECTORAL

Join Zoom Meeting

<https://us02web.zoom.us/j/83360496984?pwd=ZFJLS3YvMTV4cUVsdkplZW40WTNGUT09>

Meeting ID: 833 6049 6984

Passcode: 2021

7 May 2021: Deadline for organizations to submit proposals under this Call.

27 May 2021: Assessment and selection processes will take place.

3 June 2021: Selected applicants will be notified.

From the opening of the Calls for proposal through the submission deadline (18/4/2021 - 7/5/2021) interested CSOs may submit queries on the proposal's submission at the following Email address (with Email subject: *Query on Proposal/s for Low Value Grant: CSOs engagement in 2021 COR elections*):

Contact Email: cso.grants.ir@undp.org ([this email contact will only respond to queries/clarifications related to the submission process until 7/5/2021. After this deadline it will not provide answers related the assessment/selection process](#))

Required Documents as part of the submission:

1. Technical Proposal Template, inclusive of Budget proposal (Attachment I, in **English only**).
Important: for Multiple grants' proposals, each grant must have one separate technical and budget proposal.
2. Copy of certificate of registration under COMSED NGO Directorate.
3. Copy of Mandate or founding document (in original language and in English).
4. Evidence of previous/ongoing projects, indicating dates, subject matter of projects, type and number of beneficiaries, project budgets and donors.
5. Auditing Report or Annual Financial Report.
6. Organizational Organigram/Structure (in English)
7. CV (in English) of two most senior staff members involved in the implementation of the Project
8. Bank account details

Late or Incomplete application will be disqualified.

XII Reporting Requirements

The Grantee shall report to UNAMI/UNDP on the implementation of the activities and achievement of the outputs, specifically the grantee shall provide following narrative and financial reports (all in English):

- Mid-term narrative and financial reports - on activities already carried and/or being carried out, implementation details and issues encountered - due within ten (10) calendar days after half the duration of the implementation period (up to 10 pages).
- Final narrative and financial report, due within thirty (20) days after the completion of all the activities including a summary of activities and results, attendance of participants, lessons learned and conclusions reflecting the whole implementation period (up to 30 pages, English language).
- additional reports related to the activities as may be reasonably required by UNAMI/UNDP during the implementation period.

As a quality assurance measure, UNAMI/UNDP reserves the right to initiate spot-checks of grantees to conduct interviews and receive feedback on the quality of the grantee's work. The grantee shall facilitate the process by presenting UNAMI/UNDP with all necessary contacts of the grantees and shall refrain from influencing the impartiality of the assessment procedures.

ATTACHMENT I

UNAMI/UNDP Project

“Support to Iraq’s Electoral Process - Early parliamentary elections support”

CALL FOR PROPOSALS

Low Value Grants for CSOs engagement in 2021 COR elections: implementation of civic and voter education activities

PROJECT PROPOSAL APPLICATION TEMPLATE

*Please, do not exceed the recommended size limit for each section
For Multiple proposals’ Grant, fill out one application per proposal.
English only*

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization’s legal name	
Month/Year of registration with CoM/NGOD	
Name of executive director	
Name of project manager	
Name of project accountant	
Organization’s legal address	
Actual address (if different from above)	
Telephone:	Fax:
Address of other office/s in Iraq (if any)	
E-mail address:	Web page:
Project budget (in USD)	
Project dates	

PROJECT PROPOSAL'S KEY DETAILS:

Target Group (Tick 1 box only)		Name of Governorate/s* (Where activities will be carried out)	Only online/ social media** ☐
☐	General Voters	----- -----	
☐	Women		
☐	Youth		
☐	People with disabilities		
☐	Minorities		
☐	IDPs		

***Important:** While each proposal for in person Civic and Voter education activities is mandated to be carried out in one Governorate only, activities carried out solely through online platforms/social-media are obviously considered as having a larger, multi governorate/ country-wide coverage (enter names of governorates or Iraq depending on project's coverage).

****Important:** Tick this box if your activities are carried out only through online platforms/ social media

PROJECT PROPOSAL (English only)

1. General information about applicant organization (maximum of 1 page)

1. Main areas of expertise. Describe your organization's mission and main competencies.
2. Describe main types of activity that your organization carries out.
3. Describe main target audience/s and partners of your organization (if any).
4. Describe your organization's main assets: number of full-time staff, number of outside experts and consultants, office space, and equipment.

2. Relevant experience (maximum of 1 page)

1. Describe how your organisations is or has been engaged with the community or the target group relevant to this call for proposals and in the Governorate where activities will be carried out.
2. Describe your organization's experience and results (if any) in the objective of this call

for proposals.

3. Provide (as attachment) evidence of previous/ongoing projects and expertise in the specific area of engagement (indicate dates, subject matter of projects, project budgets and donors). If available, also include performance evaluation and/or certificate of good/satisfactory performance from two previous clients/donors)
4. Explain how your organization's experience will help to reach project's objective.

3. Project Summary (maximum of 2 pages)

Describe project's objective, specific target group, main activities (and envisaged areas/ places covered within the Governorate), methodology for implementation, approximate number of beneficiaries (with disaggregated gender data), expected places/locations of activities, specific Governorate's challenges (if any) and expected results.

4. Problem analysis (maximum of ½ page)

Describe main problem(s) that your project and activities will address. Explain why these issues are important to the target group you intend to reach out to.

5. Project's objectives (maximum of ½ page)

Elaborate on your project's objectives.

6. Expected results* (maximum of ½ page)

Elaborate specific results that you plan to achieve with your project.

*By results we mean not just activities or events but progress/contribution to the specific objective addressed by your project.

7. Target audience (maximum of ½ page)

1. Describe project's main target audience as well as other stakeholders. Please also describe how they will be engaged.
2. Specify the target group's needs and rights your project will help to promote. Also indicate

the approximate number of beneficiaries, their gender distribution and specific age (if relevant for your Objective/target group).

3. Explain if and how your project will cooperate with relevant government bodies and other stakeholders.

8. Project Activities (maximum of 2 pages)

Elaborate on the form, contents and methodology of each type of activity (and envisaged areas/places covered within the Governorate) that will be carried out during project implementation to reach its objective. Include also COVID-19 precautionary and mitigation arrangements. If applicable, also include draft agenda (in case of seminars, workshops, training, etc.).

9. Communication strategy (maximum of ½ page)

Describe contents, quantity and methods of dissemination (including own social media page/s, if available) of your project's key messages/information materials that will be produced or used to carry out your activities.

10. Work Plan (maximum of 2 pages)

Provide project's work plan according to the following format (add additional lines as necessary):

Month	Activity (brief description)	Location (Place and Governorate)	Target Group	Approximate No. of beneficiaries Total (M/F)	Planned Results*

*By results we mean not just activities or events but progress/contribution to the specific objective addressed by your project.

11. Project Monitoring and Evaluation (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, indicate means and moments of verification and what qualitative and quantitative monitoring indicators will be used (such as: number of awareness sessions/community gatherings etc. conducted, number of voters sensitized by groups (with breakdown of gender figures)/viewers reached etc., awareness materials produced (quality-quantity) and disseminated, any other relevant monitoring indicator).

12. Budget (maximum of 2 pages)

Provide project budget in USD according to the following format:

Activity	Type of Unit	# of Units	Cost per Unit	Total USD
1.				
2.				
3.				
Add any other activity.....				
Sub-total for Activities				
Management costs				
Personnel (please break down by position)				
Transportation				
Other administrative costs (specify)				
Sub-Total for Management Costs				
Total:				

The financial proposal is expected to provide a clear budget, with itemized costs, for designing and implementing activities. The financial proposal should indicate the all-inclusive amount, supported by a breakdown of costs for each activity.

Budget allocation would include, for example, but not be limited to: Remuneration of Staff/ Trainers/ Experts; all materials and tools required for activities completion including COVID-19 safeguarding measures; all logistical fees for meetings and sessions; transportation; management fees; rental; communication; food and beverages; accommodation; allowances;

etc.

13. Management Structure and Key Personnel (maximum of 1 page)

13.1 Include - as attachment - your organization organigram.

13.2 Include list of staff resources for the implementation of the grant/project and provide brief details on education, relevant work experience of each project staff (and invited experts, if any) and their respective roles and responsibilities.

13.3 Include - as attachment - the CVs of the two most senior staff members that will be assigned to support the implementation of the project, clearly defining the roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to this ToR.

14. Additional documents for eligibility

Required Documents to attach to this proposal:

		Yes	No
1.	Copy of certificate of Registration by COMSED/NGOD		
2.	Copy of Mandate and/or founding document (in original language <u>and</u> in English)		
3.	List of two previous/ongoing projects (indicating dates, subject matter of projects, type and number of beneficiaries, project budgets and donors)		
4.	Auditing Report or Annual Financial Report		
5.	Organizational Organigram/Structure (in English)		
6.	CV (in English) of two most senior staff members involved in the implementation of the Project		
7.	Bank details		

Important: Any applicant who fails to submit any of the above documents (i.e. having a “No” answer to any of the above) will be automatically disqualified from the call for proposals.