**Libya Engagement with Voters for Equitable Representation (EVER) ACTIVITY**

**GRANTS COMPETITION EVER-2025-001-GRANTS**

**REQUEST FOR APPLICATIONS**

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| **RFA Issuance** | **24 December 2024** |
| **RFA Clarifications Questions Due** | **31 December 2024 by 17:00 Washington DC (EST)**  Inquiries, questions, and requests for clarification related to this RFA should be submitted in writing to the representative listed below by the deadline listed above via email: [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com) with the subject line: “EVER-2025-001-GRANTS”. |
| **DI Response** | **6 January 2025 by 17:00 Washington DC (EST)**  DI will make a good-faith effort to provide written responses to the questions or requests for clarifications that require addenda by the above date. All questions, answers, and addenda will be shared with all interested organizations. |
| **RFA Closes—All Applications Due** | **19 January 2025 by 17:00 Washington DC (EST)**  via email: [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com) with subject line: “EVER-2025-001-GRANTS”. |
| **Award Value and Duration** | DI expects to fund multiple awards under this RFA, each valued at USD 20,000. The anticipated implementation period is February 2025- August 2025. |
| **RFA Purpose** | The purpose of this RFA is to invite civil society organizations (CSOs), non-governmental organizations (NGOs), community-based organizations (CBOs), unions, or other similar not-for-profit institutions to submit applications to implement one or more of the following pre-determined areas of intervention:   * Enhance voter registration and turnout, especially among marginalized and underrepresented communities. * Encourage inclusive candidate participation through initiatives that promote the involvement of diverse candidates in elections, especially women, youth, people with disability, and minorities. * Promote media literacy to improve the public's ability to critically evaluate information from various media sources. |
| **Award Type** | Fixed Amount Award (FAA). |
| **Target Areas** | Nationally across all of Libya. Applicants, however, are encouraged to submit applications targeting municipalities holding elections in 2025. |
| **Attachments** | A: Cover Page and Organizational Capacity Template  B: Technical Narrative and Past Performance Template  C: Budget Template |

1. **BACKGROUND**

Since the 2011 uprising and the fall of Muammar Gaddafi’s regime, Libya has faced significant political instability and conflict. Human rights violations, including mass arbitrary detention, enforced disappearance, torture, unfair trials, gender-based violence, and various forms of discrimination, remain widespread. This situation arises as political elites and numerous quasi-authorities vie for legitimacy and control over different territories in the country. Currently, two rival administrations are competing for power in Libya: the Tripoli-based Government of National Unity (GNU), led by Abdelhamid Dbeibah, and the Government of National Stability (GNS), established by the eastern, Tobruk-based parliament, known as the House of Representatives (HoR).

The situation in Libya remains complex and fluid, influenced by various factions and international actors. Members of the UN Security Council are united in their support for a Libyan-led, inclusive political process aimed at restoring the country’s political, security, and economic stability through elections. On December 16, 2024, the top UN official in Libya announced a new initiative to progress the country towards national elections and address a three-year deadlock over contentious issues related to electoral laws.

Despite the ongoing political gridlock surrounding the legal framework for parliamentary and presidential elections, Libyans have been prevented from voting in national elections since 2014. On November 16, 2024, the Libyan people successfully elected 426 representatives across 58 municipalities, the first elections since 2021. Municipal elections for a second group of municipalities are set to begin in January 2025. However, low voter turnout and apathy remain significant obstacles to Libya's electoral processes.

Educating citizens about their voting rights, the electoral process, and the importance of participation is essential and requires sustainable efforts. Many citizens lack a comprehensive understanding of democratic principles, including the rule of law, individual rights, and the separation of powers. Furthermore, not all citizens have equal access to resources, opportunities, and participation in civic life. Socioeconomic disparities, discrimination, and exclusion persist.

Additionally, access to independent and accurate information has long been a barrier to effective citizen participation in Libya. Therefore, fostering media literacy is essential to help citizens critically evaluate information and engage in informed debates. Misinformation, echo chambers, censorship, and privacy concerns impede access to reliable, neutral, independent, and accurate information.

Libya's civil society's role in strengthening democratic processes and ensuring the integrity of elections has been limited. Local civil society organizations (CSOs) lack resources, and a restrictive operating environment has greatly hindered their effectiveness. Therefore, it is essential to develop strategies that address these challenges and enhance the impact of CSOs in promoting fair and transparent elections.

Libya’s recent electoral reforms, which set aside a specific number of seats for women, people with disabilities, and minorities in municipal council elections, significantly advance the representation of underrepresented groups and change societal attitudes toward their participation in politics. However, it is still crucial to encourage inclusive candidate participation through initiatives promoting diverse candidates' involvement in elections.

1. **RFA OVERVIEW AND OBJECTIVES**

To address these challenges, the Libya Engagement with Voters for Equitable Representation (EVER) program - a five-year Project funded by the United States Agency for International Development (USAID) and implemented by Democracy International (DI) - aims to empower the diversity of Libyan citizens and civil society to advance the democratic process in Libya. As such, DI is seeking applications from qualified local civil society organizations (CSOs), non-governmental organizations (NGOs), community-based organizations (CBOs), unions, or other similar not-for-profit institutions to raise awareness among citizens —especially women, youth, people with disabilities, and marginalized communities—about their right and responsibilities. The aim is to encourage these groups to actively participate in the democratic process, fostering a more informed and engaged society.

1. **ELIGIBILITY FOR APPLICATIONS**

Qualified local non-governmental organizations (NGOs), civil society organizations (CSOs), community-based organizations (CBOs), unions, or other similar not-for-profit institutions with current and valid registration with the respective authorities in Tripoli and/or Benghazi are welcome to apply. As outlined below, a copy of the registration will be required with the application submission.

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
* For-profit organizations

Only organizations with a Unique Entity Identifier (UEI) are eligible to receive an award 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.

1. **Application Instructions**

In responding to this Request for Applications (RFA), the applicant accepts full responsibility for understanding the RFA in its entirety and detail. This includes making any necessary inquiries with DI to understand the RFA comprehensively. DI reserves the right to disqualify any applicant who does not demonstrate this understanding. Additionally, DI has the sole discretion to determine whether an applicant has shown adequate understanding. Any disqualification or cancellation will occur without fault, cost, or liability to DI.

All applicants must submit an electronic copy of their application via email to the contact person specified above no later than the closing date and time indicated in the schedule. To ensure your application is considered, please include the following items:

1. **Technical Application:**  The Technical Application must consist of a written document in English, using Times New Roman, font size 12. It should provide a detailed description of the applicant's (a) technical approach, (b) implementation timeline, and (c) results framework to carry out the Program Description outlined above and in **Section 6** of this Request for Applications (RFA). The evaluation criteria are also specified in **Section 5.** Applicants are encouraged to utilize the technical narrative template included in Attachment B.
2. **Cost Application—Budget and Budget Narrative:** The budget should accurately reflect the technical activities and deliverables costs. All applicants must use the budget template in Attachment C and submit it in Excel as part of their application. The budget must be presented in local currency and USD, with all applicable exchange rates, taxes, and charges identified. Applicants may submit a budget of up to a maximum of USD 20,000. The cost application must also include a budget narrative that describes each cost element of the budget.
3. **Organizational background and experience**: Applicants should demonstrate prior experience working in the programmatic area selected for their proposed interventions and the ability to target the underrepresented, such as women, youth, people with disabilities, and minority groups. They must also demonstrate experience working across multiple regions, especially in rural areas.
4. **Additional documentation:** Applicants should include the following documentation with their application

* Proof of the organization’s registration
* Articles of incorporation or charter
* Mission statement and organizational chart
* CVs of key personnel, including the organization’s Director and anticipated program manager
* Roster of Board members
* A copy of the organization’s most recent final, signed audits/financial statements
* List of funding sources (Current year)
* Any other supporting document that will strengthen the application

Applicants are invited to submit questions for clarification to [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com) by 31 December 2024, 17:00 Washington, DC (EST). DI will respond in writing to all inquiries by 6 January 2025, 17:00 Washington, DC (EST).

All final applications are due by email on 19 January 2025 by 17:00 Washington, DC (EST), with “EVER-2025-001 Grants” as the subject line, to [EVER-PMU@democracyinternational.com](mailto:EVER-PMU@democracyinternational.com).

1. **EVALUATION CRITERIA**

Each response to this RFA will be evaluated based on its demonstrated competence, compliance, format, and organization. The objective is to identify organizations with the interest, capability, and financial strength to implement the project described in **Section 6**. Applications will be evaluated against the merit review criteria in the table below.

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | | **Maximum Points** |
| Strategy and technical approach (40 points) | The proposed activities align with the scope of this RFA | 15 |
| The proposed activities are likely to produce the desired results | 10 |
| Scope of geographic coverage | 5 |
| The targeted beneficiaries and the outreach plan are clearly defined, and the proposed activities promote inclusion and diversity | 10 |
| Cost Application (20 points) | Clear budget presentation of necessary, allocable, and reasonable costs | 10 |
| Appropriate balance between operational/personnel costs and activity costs | 10 |
| Organizational capacity and expertise (40 points) | There is demonstrated ability and the organizational capacity to carry out these activities, such as experience and/or skilled experts capable of implementing the RFA scope of work in the proposed areas. | 30 |
| The approach builds on previous successes and lessons learned | 10 |

Final proposals that do not meet these criteria will be considered unacceptable.

As part of its due diligence, DI conducts pre-award surveys on all potential awardees to assess their capacity and determine the appropriate award mechanism. DI intends to issue Fixed Amount Awards (FAAs) to selected organizations, and the final milestones and deliverables will be determined in cooperation with the successful applicant(s) based on the awardee's capacity, technical proposal, nature of the work, duration, and overall value. Additionally, DI may provide ongoing mentorship, training, and oversight to ensure that award management practices align with anti-corruption principles. This support aims to build the capacity of local awardees, enabling them to effectively manage and implement their programs in compliance with donor regulations and with a focus on sustainability.

1. **SCOPE OF WORK AND OBJECTIVES**

As outlined above, the EVER program seeks applications from qualified local non-governmental organizations (NGOs), civil society organizations (CSOs), community-based organizations (CBOs), unions, or other similar not-for-profit institutions registered in Libya to implement locally led and innovative initiatives to empower diverse citizens and civil society. The awards will be awarded and enforced in accordance with USAID and US Government regulations and DI’s internal award management policies. Applications must specify the geographic area which their proposed concept will cover.

DI invites applicants to submit proposals to advance its goals through the following main objectives:

* **Objective 1:** Enhance voter registration and turnout, especially among marginalized and underrepresented communities.
* **Objective 2:** Encourage inclusive candidate participation through initiatives that promote the involvement of diverse candidates in elections, especially women, youth, people with disability, and minorities.
* **Objective 3:** Promote media literacy to improve the public's ability to critically evaluate information from various media sources.

All applications should address all three objectives, though equal resources must not be devoted to each objective. Specific guidance on each objective is listed below. Applicants are also encouraged to develop innovative ideas that address the specific objectives.

Illustrative activities for **Objective 1** may include:

* Educating citizens about how elections work, including how to register to vote, where and when to vote, and what identification is required.
* Informing citizens about their voting rights and how to protect them, including how to report any issues or irregularities.
* Emphasizing the significance of voting and how it impacts governance and policy-making.
* Teaching citizens about the structure and functions of government, the Constitution, and the rights and responsibilities of citizens.
* Promoting values such as tolerance, respect for diversity, and the importance of community involvement.
* Encouraging active participation in civic activities, such as attending town hall meetings, joining community organizations, and engaging in public discourse.
* Developing skills necessary for effective participation in civic life, such as critical thinking, public speaking, and advocacy.
* Developing and coordinating community mobilization activities on voter education topics, such as mock polls, street dramas, household visits, or other community events.
* Utilizing sensitive and multifaceted approaches to ensure the inclusion of women, minorities, and other underrepresented groups in electoral processes.
* Working with schools and colleges nationwide to engage and educate new voters before the 2025 municipal elections.

Illustrative activities for **Objective 2** may include:

* Training programs to encourage women, youth, PWD, and minorities to run for elective office, position themselves for appointive office, work on a campaign, or get involved in public life in other ways.
* Utilizing model curriculums to educate potential candidates on fundraising, positioning oneself for elected office, navigating the political party structure, media training, the nuts and bolts of organizing a campaign, mobilizing voters, and crafting a message.
* Helping to change attitudes and norms that hinder the participation of women, minorities, and other underrepresented groups by highlighting the importance of inclusivity and the benefits of diverse representation in democratic processes.
* Advocating for legal and policy reforms to protect and promote the rights of women, PWDs, and minorities. This may include supporting quotas or other measures to ensure representation in elected bodies and processes.
* Promoting role models and providing mentorship opportunities for the underrepresented can inspire greater participation, challenge stereotypes, and demonstrate the potential for positive contributions in electoral roles.

Illustrative activities for **Objective 3** may include:

* Educating the public on verifying the accuracy of information they encounter to counter the spread of false information.
* Exploring innovative media literacy methods, including social media, developing multimedia resources, and alternative information technology platforms.
* Building resilience against disinformation, propaganda, and hate speech through interactive platforms, using games and multimedia content to engage participants.
* Fact-checking initiatives to review the accuracy of election coverage and statements made by politicians and the media. These types of initiatives helped ensure that the public received accurate information during the election period
* Equipping media professionals with the skills to identify, report, and counter disinformation and misinformation during electoral periods.

Promoting ethical reporting and adherence to ethical standards and practices in election coverage.

1. **REPORTING AND DELIVERABLES**

After identifying successful applications, awardees will work in close coordination and full partnership with DI throughout the award implementation process. The awardee shall keep DI appraised of progress and challenges and any suggested adjustments to the work plan. Additionally, the awardee shall submit the following deliverables to DI throughout the award:

* Activity workplan with timeline and budget.
* Monthly progress reports, including i) a table of targeted events vs. achieved progress with an explanation of deviation and ii) a 1-2 paragraph summary highlighting a representative event with at least three photographs. The summaries should include the event date, location, number of beneficiaries (disaggregated by gender), purpose, and significant outcomes.
* Summaries, agendas, and participant attendance lists for every event using award funds.
* Clippings of media coverage and sample communications products (if any) for activities conducted using award funding.
* Final report summarizing the project’s activities, any notable successes and challenges faced during implementation, and any recommendations for possible follow-on awards of a similar nature or intent.
* Develop and submit other narrative updates/reports as requested.

This is an illustrative list, which may be further revised or expanded during the award negotiation phase. DI and the successful applicants (s) will define milestones and deliverables during the award negotiation. All awards are subject to approval by USAID.

1. **PERIOD OF PERFORMANCE AND FUNDING**

The Applicant should propose activities to be implemented beginning in early 2025 (February) through August 2025). The funding per award is expected to be USD 20,000 (or local currency equivalent). All proposed costs must be reasonable and justified.

1. **ADMINISTRATION OF THE AWARD**

Awards for non-U.S. organizations will include USAID Standard Provisions for non-U.S. Non-Governmental Organizations would apply.

Applicants may obtain copies of the referenced material at the following websites:

* 2CFR200: <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl>
* Standard Provisions for Non-U.S., Nongovernmental Recipients: <http://usaid.gov/policy/ads/300/303mab.pdf>

Covered Telecommunications:

* In General, awardees must not utilize award funds, including directly, indirectly, cost-share or grantee contribution, or with program income, to purchase telecommunications equipment prohibited under Section 889(b) of the National Defense Authorization Act (NDAA) (Pub. L. 115-232). The legislation specifically covers certain telecommunications equipment and services produced or provided by Huawei Technologies Company or ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiary or affiliates).

**ATTACHMENT A.**

**Cover Page and Organizational Capacity Template**

|  |  |
| --- | --- |
| Full Legal Name (As per registration certificate, in Bangla) and in English | |
|  | |
| Address | |
|  | |
| Email Addresses (s) | |
|  | |
| Telephone Number(s) | Web Address |
|  |  |
| Authorized Signatory (Title, email address, phone number) (Person who can legally bind the organization) | |
| Name:  Title:  Email address:  Phone number: | |
| Legal Status: Please note whether the organization is registered with the respective authorities in Tripoli and/or Benghazi and the year of registration. Attach a copy of the organization’s registration and legal incorporation documents to the application. | |
|  | |
| Professional References: Provide three (3) references: Name, contact number, email address, and the nature of the relationship. | |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Reference 1** | **Reference 2** | **Reference 3** | | **Name** |  |  |  | | **Contact Number** |  |  |  | | **Email** |  |  |  | | **Nature of Relationship** |  |  |  | | |
| Organizational Background Please introduce us to your organization. Include your date of establishment, vision, mission, goals, and any other information that will help us understand your organization (limit 1 page). | |
|  | |
| |  |  |  |  | | --- | --- | --- | --- | | Structure and Personnel Describe the structure of the organization. List board members and key staff (for example, Executive Director, Head of Finance, Head of Programming) and their experience with similar activities. If you have no similar experience, please write “none.” | | | | | **Time with the Organization** | **Name of Key Staff or Board Member** | **Role/Function** | **Experience with similar activities** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |

**ATTACHMENT B**

**TECHNICAL NARRATIVE AND PAST PERFORMANCE TEMPLATE**

**Note: the total length of the technical narrative should not exceed 7 pages**

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| --- |
| **Program Activity Title** |
|  |
| **Program Overview**Describe how the proposal will impact the community and beneficiaries. Specify program goals, objectives, approach to promote inclusivity, and expected outputs/results. |
|  |
| **Location:**  Please identify the geographic areas that your program will cover |
|  |
| **Need for the proposed activities:** Identify the problem your proposed program would help to solve. Why is this proposed intervention necessary? |
|  |
| **Program’s Goal and Objectives:**  What is the specific goal of your effort? |
|  |
| **Proposed Target Audience and Stakeholders:**  What is your main target audience? What groups of stakeholders will the project primarily serve? |
|  |
| **Proposed Activities:**  Identify and describe in detail each activity to produce results, justifying the choice of activities. |
|  |
| **Expected Deliverables**identify specific deliverables you expect to develop within your project (research/analytical reports, specific strategies, public policy recommendations, etc.). |
|  |
| **Potential Risks**  What risks do you foresee, and how will you minimize them? |
|  |
| **Results Framework**  Identify specific results 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 how the data will be collected, reviewed, analyzed, and reported; the source, method, frequency, and schedule of data collection; staff responsible for collecting data; a list of results you expect to accomplish throughout the project; 1-4 performance indicators for each result including a detailed definition for each. |
|  |
| 1. **Past Performance**   Why do you think that your organization is qualified to undertake this award? This may include a record of previous projects detailing their scope, duration, and outcomes. It could also feature testimonials or evaluations from past clients or partners, as well as quantitative data that demonstrates the success of these projects, such as completion rates, cost management, and adherence to timelines. |
|  |

**ATTACHMENT C**

**SUMMARY BUDGET**

The summary budget below must be completed in USD and LYD. Applicants should fill in the below summary budget table and submit a detailed budget using the attached Excel document. For the summary budget, please provide an estimated total for each budget category and a total estimated cost for the award. All expenses must be allowable, allocable, and reasonable. Financial proposals will be judged based on the best value determination for price.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary Budget** | | | | |
| **Serial** | **Category** | **Total Cost per category** | **Cost (USD) [Note exchange rate used]** | **A brief explanation of costs** |
| 1 | Personnel / Labor |  |  |  |
| 2 | Equipment & Supplies |  |  |  |
| 3 | Travel and Transportation |  |  |  |
| 4 | Other Direct Costs – Activity costs, including venue rental, refreshments, materials, etc. |  |  |  |
| 5 | Other Direct Costs – Other (i.e., rent, utilities, and administrative costs) |  |  |  |
| 6 | Total Indirect Costs (Approved Indirect Rate or 15% De Minimis) |  |  |  |
|  | TOTAL (lines 1-6) |  |  |  |