



Request for Application (RFA)

Supporting Civil Society Through Political Process Awareness

Issued Date: February 5, 2024
Questions Due By: February 15, 2024
Submission Due: February 29, 2024 by 5:00 pm PST

Interested organizations are requested to submit their complete project proposals via email to pakistanoffice@ndi.org

For any questions/queries, please contact the undersigned.

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I. About NDI

The National Democratic Institute (NDI) is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world for more than three decades.

Since its founding in 1983, NDI and its local partners have worked to establish and strengthen political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. NDI works on five continents with political parties, governments, parliaments and civic groups to establish and strengthen democratic institutions and practices. The Institute uses a multinational approach that reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. That philosophy has been applied in more than 132 countries since NDI's founding. NDI has been a pioneer in the use of technology as an integral component of democratic development. The Institute has helped citizens create and refine tools to advocate, organize and mobilize in ways that encourage governments to be more accountable and create opportunities for citizen-led social and political change.

In Pakistan, NDI has been actively engaged in supporting democratic development for over two decades, working with political parties and civic groups seeking to strengthen democratic institutions. The Institute has been implementing the United States Agency for International Development (USAID) and other donor-funded programs to help political parties become modern and inclusive, strengthen parties at the local level, and advance electoral reforms. In addition, the Institute has conducted election observation missions, trained party polling agents, and worked with partner organizations on advocacy and public outreach.

II. Introduction

As part of the Consortium for Elections and Political Process Strengthening (CEPPS), the National Democratic Institute (NDI) together with the International Foundation for Electoral Systems (IFES), the International Republican Institute (IRI) is implementing a five-year USAID funded Inclusive Democratic Processes and Governance (IDPG) program in Pakistan. Under the IDPG program, NDI seeks to encourage peaceful political and electoral processes through election monitoring and observation, while promoting meaningful participation of all Pakistani citizens in their systems of governance. The program seeks to achieve the following objectives:

OBJECTIVES

Objective 1: Encourage peaceful political and electoral processes

Objective 2: Improve democratic governance by enhancing oversight of political processes to hold government institutions and actors accountable

Objective 3: Promote meaningful participation of all Pakistani citizens, including traditionally marginalized groups, in their systems of governance

To achieve these objectives, NDI will work closely with government institutions – as well as elected leaders, building on their collective capacity to deliver more inclusive and credible electoral and political processes. NDI works with civil society groups and networks to support greater citizen engagement and inclusion in Pakistan's elections and political processes. The engagement of marginalized groups – including women, youth, religious minorities, people with disabilities and transgender individuals – in all of its activities, is an essential element for NDI and IDPG as a whole. NDI, as part of a broader framework of activities, through this RFP, will partner with a local organization in Pakistan, with the

primary objective of making information about Pakistani governance institutions and processes more accessible and transparent to citizens.

Activities will include the development of informative guides, tools and training sessions to provide information on government service delivery, and transparency/accountability at district and tehsil levels. Activities should also contribute to supporting inclusive and accessible public awareness campaigns.

This request for application contains the following three components to be implemented in the listed targeted provinces and districts:

COMPONENT A: CSO Engagement on Government Accountability

COMPONENT B: Provincial guides on Political Processes

COMPONENT C: CSO and Media Training Sessions on Political Processes

List of target districts:

Province	Districts
Punjab	1. Lahore 2. Multan 3. Khanewal 4. Rawalpindi 5. Bahawalpur
Khyber Pakhtunkhwa	1. Peshawar 2. Khyber 3. Kohat 4. Swat 5. D.I. Khan
Sindh	1. Karachi 2. Jacobabad 3. Dadu 4. Qambar SK 5. Badin 6. Sanghar 7. Kashmore 8. Khairpur
Balochistan	1. Quetta 2. Jaffarabad 3. Nasirabad 4. Sohbatpur 5. Lasbela 6. Pishin

III. Scope of Work

Organizations are required to submit their technical and financial proposals for each component separately, and can apply for more than one component. Should organizations apply for multiple components, they should explain how and if their approach will link the activities. Additionally, organizations should provide information on staffing to ensure capacity to complete multiple components in the aforementioned timeframe. For all components of this RFP, [Do No Harm](#) principles must be adhered to in the preparation and completion of proposed activities.

The selected organization(s) will be responsible for the successful execution of these activities, ensuring that activities are effectively implemented, and stakeholder sessions lead to meaningful outcomes and

actionable recommendations. Preference will be given to organizations that are intentionally inclusive of youth, women, and members of minority groups in Pakistan.

COMPONENT A: CSO Engagement on Government Accountability

The goal of this activity is to improve civil society’s ability to monitor key government institutions and political processes to effectively communicate findings to citizens and advocate to government officials. NDI will work with Pakistani CSOs and accountability watchdogs on political process monitoring grounded by the socio-economic needs and good governance demands of all people.

1. Creation of 24 District Profiles

The selected organization, in collaboration with NDI, will develop district profiles in each target district, offering updated and comprehensive data from sources such as, but not limited to, population census data (2023), Pakistan Social and Living Standards Measurements (PSLM), gender parity reports focussing on areas of government service delivery and provincial government budget breakdowns. This will provide baseline information for organizations in their work in the post-2024 election season in key districts in each province. The applying organization should conduct a needs assessment to better inform the content of district profiles, stakeholder sessions (at least one session per province) should be conducted with local CSOs working on government accountability and citizens’ access to information, local activists, and community leaders. Particular attention should be paid to customary practices and socio-cultural norms which impact the ability of rural women and members of minority groups to fully engage in their local government. NDI will support the capacity of the organization to conduct research and review draft profile reports as needed.

2. CSO Support on Political Process Monitoring Tools

The organization, with support from NDI, will provide technical assistance to help build the capacity of nascent groups that seek to be more active and effective in accountability monitoring and reporting areas. The organization will incorporate pre-existing resources, including the district profiles and additional tools such as NDI’s guide on [Supporting Social Accountability Campaigns with Sample-Based Observation](#). The primary goal of this support is to enable CSOs to engage with local communities and different tiers of local governments on policy issues and prioritize areas for local development. NDI will support the applying organization to coordinate additional sessions with CSOs and local government representatives to connect them on areas for local development and to help articulate citizens' areas of concern. This initiative aims to promote transparency, accountability, and citizen engagement in local governance, ultimately contributing to more informed and inclusive decision-making processes and improved service delivery in the target districts.

DELIVERABLES AND TIMEFRAME:

Deliverable	Estimated Timeline
Workplan outlining detailed timeline of activities and proposed deliverables (for approval by NDI)	Within 2 weeks of the award.
Provide weekly reports and input for quarterly reports, including 1-2 success stories.	Weekly and on a quarterly basis
Develop district profiles for the 24 target districts	April - July 2024
Disseminate profiles to relevant organizations or on a central portal (ex. www.pakvoter.org)	August 2024

Deliverable	Estimated Timeline
Develop field plan and conduct 4 stakeholder sessions with key stakeholders including CSOs and government officials	July - December 2024
Final Report: Provide a report detailing the outcomes of the 4 stakeholder sessions conducted, including the identification of immediate opportunities and articulation of citizens' development demands using data from the district profiles.	December 2024
All supporting documents/evidence including training material/manual, participants list, attendance sheets, event pics, district profiles and training event report will be submitted for review and approval to NDI. The selected organization is required to adhere to the tentative timelines given in the RFP.	

COMPONENT B: Provincial guides on political processes

Increasing transparency and providing greater access to information requires that relevant, timely and applicable information is more readily available to CSOs and the people they serve. This project seeks to develop informative tools on political processes, primarily focusing on provincial government service delivery. This component seeks to provide essential resources for CSOs to utilize in their work providing an overview of the structure, powers and functions of local government in their respective provinces. By providing additional resources and training, NDI can better support CSOs and citizens' access to information about services and the capacity and opportunities to use the information and transform it into action with the following key actions:

1. Development and Publication of Four Guides:

Through a consultative process with civil society organizations (CSOs), create and publicize four informative guides, one for each province, designed to provide comprehensive insights into provincial government public procurement processes, procedures and requirements. The guides will serve as informative tools related to local government service delivery for access to information to inform citizens about their rights, the standards of service delivery they should expect, and actual performance. These guides should be developed with an emphasis on accessibility, clarity, and cultural appropriateness. With input from local CSOs working with women and minority groups to better connect them to government services. The guides will be developed in English and Urdu, and can be translated into additional local languages as necessary. The guides can include infographic leaflets/posters and videos to post online. These provincial guides will be printed in limited numbers, and digital copies will be uploaded to www.pakvoter.org, and provincial local government departments as a repository of online resources on Pakistan's elections and politics.

2. Training Sessions:

Develop a training manual to enhance the understanding of civil society organizations (CSOs), on local governance processes of all the four provinces, and the use of the four informative citizen guides to support individuals the CSOs work with. Conduct four training sessions, one in each province, with CSOs from target districts including organizations working to create better access for women and minority groups to access government information and organizations conducting government accountability work. This initiative aims to improve transparency, accessibility, and understanding of critical political and governance processes at the local level. This outreach will allow for greater participation of traditionally marginalized groups and facilitate greater transparency in governance processes. The training manual includes modules on LG structure, power, functions, and citizen engagement with the local government.

DELIVERABLES AND TIMEFRAME:

Deliverable	Estimated Timeline
Finalized workplan outlining detailed timeline of activities and proposed deliverables (for approval by NDI)	Within 2 weeks of the award.
Provide brief weekly reports and monthly reports, including 1-2 success stories.	Weekly and on a monthly basis
Development and publication of guides	
Develop and publicize four citizen guides, one for each province, on local governance processes. These guides will be developed in English and Urdu languages.	May – July 2024
Review of guides by NDI	August 2024
Conduct training sessions	
Develop a comprehensive training manual that covers the importance and use of the citizen guides on local government processes. The training manual should cover all citizen guides and will be developed in English and Urdu languages.	September 2024
Conduct four training sessions, one each per province, with the local government stakeholders, CSOs and community from the target districts to enhance their understanding of the guides..	October – November 2024
All supporting documents/evidence including training material/manual, participants list, attendance sheets, event pics, citizen guides and training event report will be submitted to NDI.	

COMPONENT C: CSO and Media Training Sessions on the Political Process

The scope of this activity centers around conducting multi-stakeholder training sessions on understanding and engaging provincial government processes, budgets and expenditures. The applying organization will conduct training sessions for members of regional and district press clubs, media networks, and CSOs to improve the ability of participants to critically analyze information, address mis/disinformation, and better understand how that information is developed, used and incentivized regarding government processes. NDI will work with a local partner to conduct outreach to CSOs and media networks emphasizing inclusion of organizations who work with women and minority groups throughout Pakistan. All training sessions will be expected to have a pre and post implementation assessment to measure the effectiveness of the training. NDI is seeking a qualified partner to develop high quality training material and conduct four training sessions at the provincial level.

DELIVERABLES AND TIMEFRAME:

Deliverable	Estimated Timeline
Workplan outlining detailed timeline of activities and proposed deliverables (for approval by NDI)	Within 2 weeks of the award.
Provide brief weekly reports and input for monthly reports, including 1-2 success stories.	Weekly and on a monthly basis
Training Sessions for District Press Clubs and Media Networks	
Develop training/field plan for four training sessions at provincial level, and criteria for selection of participants. Prepare a list of selected participants for the training.	June - July 2024
Develop the training manual in consultation with NDI. Printing of the training manual as per the approved format design.	July - Sept 2024

Deliverable	Estimated Timeline
Conduct a total of four training sessions, one in each province, to provide outreach and capacity building to district press clubs, media networks. A pre and post training assessment to be conducted and analysis/ results shared with NDI in the training report.	Sept - November 2024
A brief training report including the pre and post analysis to be submitted to NDI for approval.	November 2024
All supporting documents/evidence including training material/manual, participants list, attendance sheets, event pics and pre-post assessment filled forms will be submitted to NDI after completion of activities.	

IV. Criteria for Selection

A. Organization Eligible to Apply should satisfy the following criteria:

- Legally be registered as a Not-for-Profit Organization (NPO) or Non-Governmental Organization (NGO) in Pakistan.
- Demonstrate adequate financial, administrative, and technical management; and present a system of internal controls, appropriate to the level of funding requested.
- Provide a detailed MEL framework for reporting and measuring results and outcomes.
- Organizations must have a demonstrated track record of working with marginalized groups in Pakistan and following Do No Harm principles in their work.

Component A

- Have a proven track record of 5 years in designing and implementing political processes and participatory performance monitoring initiatives, preferably within a local governance context.
- Proficiency in developing district profiles, showcasing the ability to present comprehensive and updated data in an accessible and user-friendly manner.
- Knowledge and understanding of the local governance dynamics in up to 24 target districts, including awareness of political, social, and economic factors influencing decision-making processes.
- Established networks and partnerships with local stakeholders, civil society organizations, and media outlets in each province for effective publicization and distribution of materials.
- Ability to collaborate with relevant government agencies, ensuring a coordinated approach to the project.
- Expertise in data management and analysis, with a specific focus on handling diverse datasets related to local governance, population census, social standards measurements, gender parity, labor force, education, health, agriculture, economics, climate change, and electoral constituency limits.
- Proficiency in developing online platforms and district profiles, showcasing the ability to present comprehensive and updated data in an accessible and user-friendly manner.
- Experience in collaborating with local partners, civil society organizations (CSOs), and local government representatives to ensure effective stakeholder engagement and dissemination of monitoring findings.
- Capability to develop training materials and conduct stakeholder sessions, including the creation of a comprehensive training manual for effective implementation of the monitoring methodology.
- Commitment to transparency and accountability, including the ability to provide detailed reports on the outcomes of stakeholder sessions, findings, recommendations, and action plans.

- Strong project management capabilities to ensure the successful execution of the monitoring methodology, develop district profiles, and stakeholder sessions within the specified timeline.
- Regular and comprehensive reporting mechanisms to keep NDI informed of the progress and challenges throughout the project.

Component B

- Have a proven track record of 5 years in designing and implementing political processes and participatory performance monitoring initiatives, preferably within a local governance context.
- Demonstrated experience in developing informative tools and materials related to political processes, local governance, and public service delivery.
- Proven track record in conducting training sessions on governance processes and effectively disseminating information to diverse audiences.
- Familiarity with the political landscape and local governance structures in all four provinces of Pakistan.
- Adequate staff and resources to undertake the development of comprehensive guides for all four provinces within the specified timeline.
- Capability to create engaging and culturally appropriate infographic leaflets, posters, and public service announcement video for effective publicization.
- Ability to conduct training sessions in each province, reaching a wide range of local stakeholders and civil society organizations.
- Demonstrated ability to create materials and conduct training sessions that are culturally sensitive and easily understood by the local population in each province.
- Knowledge of local languages and dialects to ensure effective communication and dissemination of information.

Component C

- Demonstrated expertise and 5 years experience in media and communication, with a focus on conducting capacity building training for press clubs and media networks.
- Develop a comprehensive training/field plan for training at the provincial level, ensuring that it aligns with the objectives of capacity building for district press clubs and media networks.
- Evidence of experience in designing effective and engaging training programs.
- Expertise in developing training manuals, adhering to approved format designs.
- Capacity to oversee the printing of training manuals according to the approved format design and ensuring timely distribution to participants.
- Experience in logistics management related to the dissemination of printed materials for training purposes.

General conditions

- The accepted organization and its relevant staff will be required to go through the USAID partner vetting process.
- Commitment to transparency and accountability, including the ability to provide detailed reports on the outcomes of stakeholder sessions, findings, recommendations, and action plans.
- Strong project management capabilities to ensure the successful execution of the monitoring methodology, online district profiles, and stakeholder sessions within the specified timeline.
- Ability to engage diverse stakeholders, including CSOs and local government representatives, in the monitoring process and effectively incorporate citizens' development demands into the outcomes.

- Knowledge and understanding of the local governance dynamics in the 24 target districts, including awareness of political, social, and economic factors influencing decision-making processes.
- Established networks and partnerships with local stakeholders, civil society organizations, and media outlets in each province for effective publicization and distribution of materials.
- Ability to collaborate with relevant government agencies, ensuring a coordinated approach to the project.
- Submission of a realistic and well-structured budget that aligns with the project scope and timelines.
- Clear breakdown of costs related to the development of guides, publicization efforts, training sessions, and all other financial aspects of the project.
- Ability to adhere to timelines and deadlines, as outlined in the deliverables and timeline section.
- Strong project management capabilities to ensure smooth coordination and execution of all project components.
- Regular and comprehensive reporting mechanisms to keep NDI informed of the progress and challenges throughout the project.

B. Organizations Not Eligible to Apply:

- Local NGOs that are not officially registered.
- Individuals,
- Political Parties,
- International /foreign organizations.
- Government Institutions (except as directed by USAID)
- Faith-based organizations whose objectives are discriminatory and/or serve religious purposes and/or whose main objective of the grant is religious.
- An informal alliance without legal status is not eligible for grants.

V. Proposal Guidelines and Submission Process

A project proposal and budget should be prepared with the following components:

- Proposal Narrative
- Proposed Budget
- Budget Notes
- PAQ (Pre-Award Questionnaire)

Please email pakistanoffice@ndi.org and templates will be shared with interested organizations.

A proposal completed with all respect should include the following information and requisite documentation:

- Documentation proving the legal status of the organization, such as registration certificates, by-laws, articles, and or memorandum of associations.
- Details about the applying organization, including its mission, history, structure, and capacity to implement the proposed project.
- A portfolio of past work.
- A detailed description of the proposed project, including objectives, methodology, and work plan or timeline that outlines the project activities, milestones, and deliverables.
- A detailed budget outlining how the funds will be allocated against each activity and detailed budget notes.

- Resumes or curriculum vitae (CVs) of key project staff members demonstrating their qualifications and relevant experience.
- Recent financial statements or audits of the applying organization to demonstrate financial stability
- Letters of support from relevant stakeholders expressing support for the project, which may include local authorities, community leaders, or other partners (where applicable).

A complete proposal should be submitted via email to **pakistanoffice@ndi.org** no later than **February 29, 2024 at 5:00 pm PST**.

Early submissions are welcome and appreciated. NDI will evaluate proposals based on the applying organization's legal status, relevant experience, proposed implementation methodology, past performance, appropriateness of proposed team, organizational capacity and reasonableness of total costs. NDI may request meetings or calls to discuss proposals and reserves the right to reject any and all proposals. NDI also reserves the right to consider proposals for modification at any time before an award is made. NDI will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFA, but reserves the right to request further information before making an award.