



Request for Application to Observe Ondo State November 26, 2016 Gubernatorial Election

The National Democratic Institute (NDI) is inviting Nigerian qualified Civil Society Organizations (CSOs) to submit applications for funding under the Nigeria EECSP program to observe Ondo state November 26, 2016 gubernatorial election using sampling based election observation methodology.

NDI Program Goal:

Develop the capacity of Nigerian civil society organizations to participate fully in the electoral process through more evidence based observation using statistical principles and information/communication technologies.

Project Description:

NDI, Search for Common Ground (SFCG), Center for Democratic Development Ghana (CDD-Ghana) and World Learning (WL) are implementing the Electoral Empowerment of Civil Society Project (EECSP). Funded by the Department for International Development (DFID) and the United States Agency for International Development (USAID), EECSP aims to strengthen the capacity of CSOs to become integral part of election activities in Nigeria.

NDI will provide a subgrant and technical assistance to a Nigerian CSO to observe November 26, 2016 Ondo state Governorship election using statistical principles and information and communication technologies.. NDI anticipates the partner organization will have the ability to mobilize citizen observers in all eighteen (18) Local Government Areas (LGAs) of Ondo state.

In addition to a subgrant, NDI will provide technical assistance to its partner to: draw representative sample of polling units for purposes of observer deployment; develop a communication and reporting system; conduct trainings and produce observer forms and manuals; transmit, manage and analyse observer data; and develop a strategy for external communication. This methodology is also known as Parallel Vote Tabulation (PVT).

Applicant Eligibility Criteria:

All applicants should be established, registered non-governmental organizations with the National Planning Commission or the Ministry of Development at the national or state level. They must be neutral and free of any conflict of interest related to partisan competition in the elections or national or local administration of the elections. They must be firmly independent and non-partisan, both in mission and in action. Applicants should have a demonstrated interest in democratic development, transparency, government accountability, human rights, rule of law, women's political rights and/or youth or minority political participation. Applicants must demonstrate established financial

management, monitoring and evaluation, internal control systems, policies and procedures that comply with established US Government standards, laws and regulations. Applicant must demonstrate abilities to conduct activities in every state and LGA.

Application Process:

Interested applicants should develop a proposal based on the following structure:

Executive Summary (1 page)

- **Problem Statement:** What are the challenges facing elections in Nigeria (and Ondo state in particular) and how can evidence based citizen observation using statistics and information/communication technologies help address these challenges?
- **Background:** This should include brief, relevant analysis of the political and electoral context in Nigeria. Please identify the needs or problems that exist and briefly explain how the proposed project will meet those needs or help to solve those problems.
- **Organizational Capacity:** Please provide information about the organization, including but not limited to:
 - Organizational structure (core staff, staff size, composition and contact details of board of directors) and organization human resource policy document;
 - Previous experience with elections or democracy programs; and
 - Experience with developing and implementing an external communication and outreach , including press and stakeholder outreach, website and social media and other communications;
- **Financial Management:** Please provide information about accounting and procurement practices and cash-management policies that would ensure grant funds from NDI are utilized in accordance with the agreement and activities included in the proposal.

Deadline for the application: All proposal and attachments must be emailed in PDF format to ndingr@ndi.org August 14, 2016, with the subject line [NDI Election Observation Grant 2016].

NDI will respond to questions that seek clarification on the goals, criteria and conditions of NDI project. Questions should be forwarded by email to ndingr@ndi.org with the subject line [NDI Election Observation Grant Request for Information]. All questions should be forwarded on or before August 5, 2016

All Applications must be submitted with the following attachments:

- Federal Republic of Nigeria Registration Certificate;
- Tax certificates from Federal Inland Revenue Service;
- Recent project audit report;
- Recent annual activity reports; and
- Curriculum of key staff and experts.
- Overview of current grants; scope, amount and duration in the past three (3) years.

Evaluation Criteria

Executive Summary (10 points)

This should be maximum of one (1) page.

Problem Statement (20 points)

The degree to which the Application is able to present a clear description of how evidence based Citizens' observation can address Nigerian electoral issues

Project Activities/Description (15 points)

The degree to which the Applicant demonstrates how it intends to set up a management team, how the Applicant intends to mobilize citizens' observers in all 18 LGAs of Ondo state; how the Applicant intends to share information within the structures; How Applicant intends to coordinate external communication and stakeholders; and how Applicant intends to manage finances across all LGAs.

Organizational Capacity (15 points)

The degree to which the Application can provide evidence that its proposed staff possesses the managerial and leadership qualities necessary to successfully implement the proposed activities. The adequacy of an organizational chart or other document(s) which defines the roles, management responsibilities and authorities of the staff; degree to which the organization presents a practical and operational organizational structure that is consistent with the technical approach. Demonstrate capacities to conduct programs in all LGAs.

Financial Capacity (40 points)

The extent to which the CSO has installed or is noticeably in the process of setting up financial controls/systems that accurately reflects the financial position of the organization, that ensures transparency and controls in procurement process, that creates an audit trail by which all receipts and expenditures can be traced and allocated, and that provides all financial transaction. This should also include evidence of a strong ethical code of conduct, including organizational policies and procedures.