



December 10, 2024

**Request for Proposals
for a Data Monitoring and Analysis Subaward**

I. Background

Since 1992, NDI has supported democratic development in Ukraine through political party and legislative strengthening initiatives, election monitoring, civil society development, and efforts to enhance women's political participation and advocate for the inclusion of marginalized communities. Since 2017, and in the face of increasingly sophisticated Russian information attacks targeting Ukrainian audiences, NDI has been a leader in strengthening civil society, media, and governmental efforts to promote information resilience and support citizens' access to reliable information—a basic democratic prerequisite. NDI is also able to operate in the country under current wartime conditions.

NDI's approach rests on several key observations from the Institute's longstanding presence in Ukraine, regular assessments, and ongoing public opinion research to better understand and reach communities vulnerable to information manipulation.

II. Purpose of the call

NDI would provide **one (1)** subaward to an established civil society organization that would implement a project inclusive of the following activities: 1) conduct monitoring of Russian information manipulation attacks targeting Ukraine; 2) author analytical reports and distribute them through their communication channels to inform stakeholders across Ukraine's government, media, and civil society about Russian information manipulation attacks and share strategies on how to counteract them; and 3) organize and lead targeted discussions with local and regional experts and think tanks across Ukraine and Europe to share their experiences and lessons learned.

The proposed program would serve as a platform for Ukrainian information integrity champions from civil society and the government to share success stories about Ukraine's information resilience. The program would also be used to share approaches, techniques, and lessons learned

on how to support citizens' access to reliable information and reduce vulnerability to Russian information manipulation informed by recent high-quality research by NDI and other relevant organizations. The key audience of the program would be Ukrainians vulnerable to Russian information manipulation, and the Institute would work with both its subawardee and its network of information integrity CSO and media partners to ensure that the program's content is both appropriate and accessible to this audience.

III. Subaward duration and period of implementation

The duration of subaward should be 5-6 months. The estimated subaward start date should be **March 1, 2025/April 1, 2025** and conclude no later than **August 31, 2025**.

IV. Estimated budget thresholds for proposed subaward projects

The budget ceiling for this award is **\$50,000** for one organization.

V. Target Groups and Beneficiaries

NDI's main target groups are citizens of Ukraine, including but not limited to inhabitants of the frontline regions of Ukraine and internally displaced people (IDPs).

NDI's main beneficiaries are information integrity CSOs, government agencies involved in various aspects of supporting information resilience and/or with a mandate relevant to the proposed project, independent media organizations, Ukrainian general population that will be consuming evidence-informed multimedia products designed by NDI's partners.

VI. Geographic scope of work

Ukraine (not applicable for temporarily occupied territories).

VII. Eligibility Requirements

1. Applicants must be legally registered in Ukraine and possess valid documentation demonstrating their status as non-profit organizations or civil society entities.
2. Applicants should have proven experience of designing and implementing media monitoring campaigns.

3. Proposed projects must align with the goals and objectives outlined in the RFP, focusing on promoting information resilience and access to reliable information among vulnerable populations in Ukraine.
4. Applicants should demonstrate the organizational capacity and expertise necessary to effectively implement and manage the proposed project, including relevant technical skills, experience in media analysis, monitoring, advocacy, community engagement, and project management.
5. Applicants must exhibit financial transparency and accountability, including the ability to manage grant funds responsibly and provide accurate financial reporting as required. This also includes, but not limited to, absence of previously known and documented compliance issues, conflict of interest, fraud or any other misuse of funds under subawards issued by NDI or any other donor.

VIII. Application Documents

The following set of application documents will be expected from prospective applicants:

1. **Project Proposal (Annex 1)** - The proposal should describe the applicant's approach to addressing the objectives of this Call for Proposal, including planned activities. In the proposal, the applicant should demonstrate capacities to reach different audiences through various communication channels and willingness to build capacities on countering disinformation.
2. **Budget Proposal (Annex 2)** - The cost proposal should outline all estimated expenditures in USD during the proposed project period. Costs should be separated by months using the provided template.
 - All costs must be allowable, allocable and reasonable. Please see Annex 2.1 for lists of unallowable costs in accordance with NDI and PAS policies referred to [Appendix B of the 2 Code of Federal Regulations 200 Subpart E, Cost Principles](#).
 - Please consult with Annex 2.2 Budget preparation tips as a guide for developing your projected budget.
 - Please fill in Annex 2.3 with all estimated expenditures in USD during the proposed project period. Costs should be described using the provided template.
3. **Pre-Award Questionnaire and any documents requested therein (Annex 3)**
4. **Financial documents**
 - Copy of a most recent organizational audit and/or balance sheet and revenue and expense statement
 - Accounting policies and procedures
5. **Information about Key Personnel.** This should include a brief overview of the proposed team, describing roles and responsibilities each team member will have in the development and implementation of activities under the subgrant.
6. **Certificate of Registration**

7. **Information on Organization/Company** including Organizational Chart and [Unique Entity ID](#)

IX. Deadline for submission of application documents

Application submissions are due to ukr_subgrants@ndi.org by the end of the day on **January 7, 2025**. Email submissions should be appropriately titled and have the following structure:

[NDI Disinformation Monitoring Subaward Call], [Organization Name]

Early submissions are encouraged. Only successful applicants selected by NDI will be notified about further steps. NDI reserves the right not to respond to any unsolicited requests or communication connected to this call. The preliminary start date of the selected subaward project is expected to be **March 1, 2025**.

X. Attachements / Annexes

1. Pre-Award Questionnaire (PAQ)
2. Proposal
3. Budget and cash needs by month
4. Budget notes