



ETHIOPIA - EUROPEAN UNION
CIVIL SOCIETY FUND II



**Supporting non-state actors, building
partnerships**

Civil Society Fund II

Call for Proposals 2012

Information Sessions

Deadline for submission of Concept Notes

4th of February 2013



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Introduction

- All relevant information is provided in the Guidelines for Applicants (GfA)
- GfA, grant application form & standard annexes are available on EuropeAid website & GfA also at TAU
- Clarifications will be given at the end of this presentation and can be requested until 14th of January 2013 from the Contracting Authority
- This presentation & answers provided during all information sessions will be published on the EU Delegation website.
- No prior opinion can be given on the eligibility of organisations and activities.



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Objectives of the CfP and lots

The overall objective of this CfP is to increase and improve NSAs role in the national development and democratisation process in Ethiopia.

The grant support aims to strengthen the resource capacities, constituency, accountability and sustainability of operations of civil society organisations (CSOs) and to increase their participation and contribution in key areas of governance and development.



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.... themes and lots of the CfP

Promoting governance, development service delivery & capacity strengthening are the priority themes of the CfP

- **Lot 1** - Capacity building and engagement in key governance areas as defined by the CSP
- **Lot 2** - Coordination/networking within CSOs and promotion of constructive dialogue with government & others at different levels
- **Lot 3** - Delivery of services in the promotion of maternal health in emerging regions or promotion of environmental sustainability



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Examples of eligible activities

Lot 1 - Capacity development & service delivery in key governance areas including gender equality

- Strengthening the resource base of CSOs for continued & effective participation in governance and development, including through membership development, strengthening voluntarism & domestic resource mobilisation;
- Strengthening CBOs & other community structures for fostering rule of law, peace building & gender equality;
- Promoting information development & thereby organising constructive policy dialogue; including institutionalising forums for sustaining interactions among stakeholders in key governance areas;



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Examples of eligible actions – Lot 1 ...

- Involving civil society in the elaboration, promotion & implementation of key governance policies including those related to gender equality;
- Increasing public knowledge & awareness on social & economic rights & responsibilities, access to information and participation in national and local decision-making processes; and
- Promoting lessons & best practices from operations of NSAs focusing on service delivery and coordination processes in key governance areas.



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Examples of eligible activities Lot 2

Lot 2: Capacity strengthening for effective participation in development & policy processes

- Conducting organisational policy/strategy reviews, organisational strengthening, to deepen & broaden participation in areas of comparative advantages of NSAs & their networks;
- Piloting initiatives for domestic resource mobilisation;
- Developing & enforcing instruments or systems for coordination & self-regulation of NSAs clustered along sectoral/thematic, geographic or related interests;



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Examples of eligible activities- Lot 2 ...

- Promoting information development & thereby organising constructive policy dialogue; including institutionalising forums for sustaining interactions among stakeholders in priority areas of the GTP & int. cooperation including GoE-EU focal areas;
- Promoting lessons & best practices of operations of NSAs in development coordination processes; including assessments, w/shops, media programmes, publications, etc.; and
- Developing skills, preferably in such areas as leadership, policy analysis, action researching, advocacy & partnership strengthening.



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Examples of eligible activities

Lot 3 - Innovative development actions at grassroots/community levels

- Environmental sustainability - protection of biodiversity and/or control of pollution

or

- Promotion of maternal health in emerging regions



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Examples of eligible actions – Environmental Sustainability

- Strengthening & supporting community initiatives for protecting biodiversity, e.g. through environmental education, organising community actions or campaigns for rehabilitation & restoration of protected areas and/or habitats;
- Promoting & strengthening agricultural biodiversity, for e.g. actions to preserve & promote landraces of crop & livestock species more suited to particular locations;



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Examples of eligible actions – Environmental Sustainability ...

- Strengthening the participation of the poor & marginalised segments of communities, including women in the management & benefits from ecological resources and services; and
- Rehabilitating/strengthening local cultures and norms enabling conservation of existing; and biodiversity resources and ecosystems, including the facilitation of intergenerational learning.



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Examples of eligible actions – Improving maternal health with focus on RH in emerging regions

- Strengthening provision of family planning education & services with a particular focus on teenage pregnancy prevention;
- Enhancing skilled care providers in rural areas for improving antenatal and postnatal services;
- Implementing special programmes for conditional cash transfer to pregnant and poor women;
- Conducting educational campaigns against local norms and cultures affecting maternal health; and
- Strengthening the outreach work of health extension workers to better address the demand for proper maternal health care.



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Eligible actions

- The lists of eligible actions in the Guidelines for Applicants are non-exhaustive. Any proposed action must be in line with the objectives of the CfP and of CSF II.
- Implementation period between 18 – 24 months
- Applicants may propose **awarding sub-grants** to third parties. However, sub-granting may not be the main purpose of the action and it must be duly justified.



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Eligibility of applicants & partners

Eligible applicants must be:

- Legal persons;
- Not for profit;
- National NSAs of Ethiopia: NGOs, Associations, Unions or other registered CSOs;
- Directly responsible for the preparation and management of the action with their partners; and
- Not be in a situation prescribed in Section 2.3.3 of the PRAG – bankruptcy, fraud, legal proceedings, etc.



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...Eligibility of applicants

Lot	Eligible applicants
Lot 1	‘Ethiopian’ Charity or Society or a consortium of such organisations, as per the Charities and Societies Proclamation (CSP) classification, or be a NSA for which the CSP does not apply
Lot 2	be a consortium of Charities or Societies or a regional network of CSOs
Lot 3	be an individual NSA and/or a consortium of NSAs



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Partners

Proposals for actions to be implemented in partnership are generally encouraged:

- Partners must satisfy the same criteria as applicants
- European NGOs operating in Ethiopia can be included as partners in the applications of Ethiopian/national NSAs
- partnership statement to be submitted with full application (after passing the concept note stage)
- Associates should be mentioned in the Application Form in 'Associates of the Applicant...'



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Indicative grant amount allocation and grant size

Lot No	Focus of the lot	Indicative allocation/ €
I	Capacity development & service delivery in key governance areas, including gender equality	1,100,000
II	Capacity strengthening for effective participation in dev't & policy processes	600,000
III	Innovative development actions at g/roots or comm. levels focusing on maternal health in emerging regions or environmental sustainability	900,000



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Grant Size

minimum and maximum amounts

	All lots
Min. amount in EURO	150,000
Max. amount in EURO	200,000



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Rules of co-financing

- Grants may not be less than 50% of total cost of the action
- No grant may exceed 90% of the total eligible costs of the action unless full financing is justified in section 2.1 of the Grant Application Form



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Eligible Costs

- EU will only fund 'eligible direct costs' complying with provisions of Article 14 of the General Conditions to the Standard Grant Contract (Refer to Annex G of the Guidelines)
- Contingency reserve: not exceeding 5% of the estimated direct eligible costs may be included.
- Indirect costs: may be eligible for flat-rate funding at not more than 7% the estimated total eligible direct costs.
- Contributions in kind are not considered actual expenditure and are not eligible costs.
- Other non-eligible costs include: debts, interest owed, items already paid for from other sources, purchases of land/buildings, exchange losses, taxes, credits to third parties.



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Application Procedure - Two-steps

1. Only Concept Notes must be submitted, first, by **February 4th, 2013, 5 pm:**
 - Concept Note + checklist + declaration to be submitted in original and 3 copies + electronic format
 - All applications must be in English
2. Only applicants whose Concept Notes have been pre-selected will be invited to submit Full Application **Form on 8th of March 2013**

Please follow the instructions for drafting of the concept note in Part A of the Grant Application Form (Annex A of the GfA)!



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Application Procedure – where to submit

Applications must be submitted to the **Finance and Contracts Section of the** Delegation of the European Union to Ethiopia in a sealed envelope:

- by registered mail, or
- private courier service or
- by hand (hand-delivery)

A signed and dated certificate of receipt will be given to the deliverer

Applications sent by fax or email will be rejected!



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Indicative Timeline of the CfP – Clarifications & feedbacks

- Clarifications can only be requested until: **14th January 2013 (5 pm)** through the following address
 - email: csf2helpdesk@gmail.com
 - fax: 011 6185529
- DO NOT SEEK CLARIFICATIONS BY TELEPHONE OR IN PERSON
- Clarifications will be issued by the Contracting Authority until: **24th January 2013**
- Information to applicants on the opening & admin. check, & concept note evaluation: **8th March 2013**



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Timeline

- Invitations for submission of Full Application Form: **8th March 2013**
- Deadline for submission of Full Application Form: **22nd April 2013**
- Information to applicants on the evaluation of the Full Application Form: **31st May 2013**
- Notification of award (after eligibility check): **15th of June 2013**
- Contract signature: **July 2013**



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Application procedures – Supporting Documents

Registration in PADOR is obligatory for all applicants!

PADOR is an on-line database in which organisations register themselves & update regularly their data, through the Europeaid website:

http://ec.europa.eu/europeaid/work/oneservices/pador/index_en.htm

At Concept note stage only the lead applicant should be registered in PADOR; & Partners at full proposal stage

If an applicant finds objectively impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant & or its partner(s). Please see Annex F of the Guidelines.



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Important Annexes

...to be submitted following pre-selection of Concept Note:

- Grant Application form
- Logical Framework: objectives, results, activities, indicators
- Budget template: all years, year one, breakdown of co-financing (applicants should provide a realistic & cost-effective budget)
- Legal entity sheet
- Financial identification form
- PADOR offline-form but only if objectively unable to register online



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Evaluation & award

- **Step 1:** Opening & Administrative Check
- **Step 2:** Evaluation of the Concept Note
- **Step 3:** Evaluation of the Full Application of shortlisted Applicants
- **Step 4:** Verification of Applicant & Partners' Eligibility



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... Evaluation & award

- Standard Evaluation Grids for both the concept note & full application stages are included in the Guidelines for Applicants.
- Set sub-headings & scoring formats are presented & these will be used to evaluate each application uniformly
- At concept note stage, scores are given for relevance, effectiveness & feasibility and sustainability (a total of 30 out of 50 or more is required to pass this stage)
- At full application stage, scores are given for financial & operational capacity, relevance, methodology, sustainability and budget & cost effectiveness (total 100)



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Common mistakes

Format errors

- No lot indicated
- Declaration is not signed
- Not enough copies (no CD)
- Wrong address
- Deadline missed



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.. Common mistakes

Content errors

- 'Copy & paste' type concept notes
- objectives of the proposal not relevant to CfP
- Budget too high
- Co-financing amount too high/low
- Duration too long
- Ineligible activities (house construction)



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**Thank You and Good Luck
with Your Applications!!**