

**Consortium of Christian Relief and Development  
Association (CCRDA)/Taskforce on Enabling  
Environment for Civil Societies in Ethiopia**

**Guidelines for grant applicants**

**Reference: Taskforce/CCRDA/2010-11**

**Deadline for submission of proposals:**

**October 22, 2010**

## NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (**Concept Note AND full proposal**).

However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out.

Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Taskforce/CCRDA and the signed project proposal together with the application.

## 1. TASKFORCE ON ENABLING ENVIRONMENT FOR CIVIL SOCIETIES IN ETHIOPIA

### 1.1 BACKGROUND

In October 2007, a group of Ethiopian CSOs have established an adhoc CSO Task Force which works for the creation of an enabling environment for CSOs in Ethiopia. Since its establishment, the CSO Task Force has been working to create an enabling environment for CSOs in Ethiopia. Even though the new Charities and Societies proclamation has been enacted in its current form, the Task Force especially, has been working for the improvement of the proclamation through successive consultations with the concerned government agencies during the drafting stage. Continuing its effort after the enactment of the legislation, the Task Force has also played a major role in facilitating communication among CSOs and raising awareness of the larger CSO group about the legislation. It has also been working on providing adaptation mechanisms to the civil society sector in order to support adaptation and coping strategies of civil society organizations to be able to effectively operate within the current legal environment. To this effect, several capacity building trainings have been conducted in strategic planning management, domestic resource mobilization and constituency building to create awareness and adaptation support for the civil society. Yet most CSOs still are at a stage where they need greater preparation in order to adapt to and cope with the new legal environment.

Thus, the Task Force has called for a proposal from individual and network Charities and Societies intending to support the efforts of the civil society organizations towards adapting to the changing legal environment with financial support gained through the DAG (Development Assistance group) initiated Adaptation Facility project.

The **overall aim** of the programme is to create an enabling environment for Charities and Societies in Ethiopia. Within this broader aim, the **purpose** of the programme is to build the capacity of CSOs towards adapting to the new legal environment.

The anticipated **results** from successful implementation of the programme include:

- Increased understanding of the new Charities and Societies legislation among the Charities and Societies
- Strengthened capacity of civil society organizations to review their strategies for effective operations within the current legal framework, to contribute to the overall development of the country;
- Strengthened capacity of Charities and Societies to develop better internal governance and accountability systems, independence and self-sufficiency;
- Improved partnership between government and Charities and Societies through dialogue at different levels
- Improved coordination and networking amongst Charities and Societies;
- More effective and efficient Financial Management system developed by Charities and Societies;
- Increased capacity of CSOs to mobilize volunteers and engage in income generation activities

## **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

In line with the Charities and Societies Proclamation 621/2009 and the objectives of CSO-Taskforce which is creating an enabling environment for Charities and Societies in Ethiopia, this Call for Proposals is intended to support the Ethiopian Charities and Societies towards adapting to the new legal environment. The Call is designed in compliance with Charities and Societies Proclamation 621/2009 which allows Resident Charities and Societies to receive funds from foreign sources for activities permitted to resident Charities and Societies.

The grants awarded under the current Call for Proposals must contribute to the result areas of the Taskforce relating to “Building the capacity of Charities and Societies towards adapting to the new legal environment”. More particularly to

- Enhance the cooperation between government and Charities and Societies through dialogue
- Promote the accountability and independence of Charities and Societies.
- Enable Charities and Societies to build their institutional capacity to adapt themselves with the new legal environment,
- Mentoring of vulnerable CSOs to cope with the new Proclamation

## **1.3 FINANCIAL SUPPORT ALLOCATED TO THIS CALL**

The overall indicative amount made available under this call for proposals is Birr 2.4 Million. However, the CCRDA reserves the right not to award all available funds. Equally, this amount could be increased should more funds become available.

### **Size of grants**

The grant awarded under this Call for Proposals will be a maximum amount of 200,000 per each civil society organization.

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of projects financed under this Call.

### **2.1 ELIGIBILITY CRITERIA**

#### ***Who may apply?***

1. *Resident Charities and Societies registered by the Charities and Societies Agencies*
2. *Consortium of Resident Charities and Societies registered by the Charities and Societies Agency*

**Note1.:** To ensure fund allocation for Charities and Societies which did not succeed in accessing funds from the first phase of Call for Proposal, the available funds for this call will only be allocated for Charities and Societies who are not benefited from the first phase directly as member of the Taskforce or Indirectly through their consortiums.

- Applicant Charities, Societies or Consortium of Charities or Societies may act individually or with partner Charities and Societies for the same amount of fund.

**Duration**

- The planned duration of an action should not exceed 12 months.
- Extension of the implementation periods of individual projects is highly unlikely.

**A project for which an application may be made:**

**Priority themes:**

The priority theme of the Taskforce is to “build the capacity of Charities and Societies towards adapting to the new legal environment”. Some examples of priority projects to be considered are listed below.

- Strengthening collaboration and interaction between Charities and Societies and key governmental institutions at federal, regional and/or local levels, for example by jointly organizing capacity building trainings or workshop events to create awareness about the Charities and Societies law among stakeholders.
- Conducting research related to the implementation of the Charities and Societies law and/or the working environment in which CSOs are engaged in.
- Conducting organizational policy or strategy reviews and subsequent organizational strengthening towards adapting to the new legal environment
- Developing and enforcing transparent financial system which is cost effective, and in line with the new legal environment
- Developing a workable domestic fund raising strategy or income generating activity and establishment of a strong voluntary service unit in the organization for the Charities or Societies and /or for members of networks/consortia
- Publication and dissemination of public relation materials on the role and contribution of Charities and Societies to the overall development of the country
- Promotion of accountability and independence of Charities and Societies to their constituencies through developing a strong internal governance and accountability systems

Note that the above list is not exhaustive, and meant to serve as examples only. Charities and Societies are encouraged to apply for projects that are in line with the priorities of the Taskforce (building the capacity of Charities and Societies towards adapting to the new legal environment).

This Call for Proposal is intended to build the capacity of charities and societies and their networks in order to adapt into the current legal framework. Therefore the grant provided in this call shall not finance core programme/project activities and is provided only to activities related to adaptation strategies.

### **Location**

- All projects must take place in Ethiopia.
- Projects outside of Addis Ababa will be encouraged

### **Number of applications and grants per applicant**

An applicant may not submit more than 1 application under this call for proposals individually or as partner applicant.

### **Eligibility Costs: Costs which may be taken in to consideration for the grant**

- Only "eligible costs" can be taken into account for a grant.
- Eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).
- Contributions in kind are not considered actual expenditure and are not eligible costs.

### **Eligible direct costs**

Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:

- They are incurred during the implementation of the project
- must be indicated in the estimated overall budget of the action,
- must be necessary for the implementation of the activities which are the subject of the grant;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- Must be reasonably justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency, and must be in line with financial management requirements on the proclamation

### **Contingency reserve**

This call does not allow applicants to hold contingency reserves.

### **Administrative Cost**

A fixed percentage not exceeding 10% of the total amount of eligible direct costs of the project may be claimed as Administrative costs.

## **Ineligible costs**

The following costs are not eligible:

- items already financed in another framework;
- purchases of equipments, except where necessary for the direct implementation of the action,
- Salary to the staff except where the project requires a project officer for direct implementation of the project

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

### **2.2.1. APPLICATION FORM**

Applications must be submitted in accordance with the instructions on the **Concept Note and the Full application form** included in the Grant Application Form annexed to these Guidelines (Annex A)

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

### **2.2.2. Where and how to send the Application**

- Applications must be submitted in one original and 1 copy in A4 size, each bound.
- The complete application form (full application form and concept note must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain exactly the same application as the paper version enclosed.
- The outer envelope must bear the **reference number (Taskforce/2010-11) and the title of the call for proposals (Taskforce-CCRDA capacity building fund – Call for Proposals for Charities and Societies in Ethiopia2010-11)**, the title of the proposal, the full name and address of the applicant, and the words "Not to be opened before the opening session".
- Applications must be submitted hand delivered where a signed and dated certificate of receipt will be issued up on delivery) at the address below:

**Address for hand delivery :**

**Consortium of Christian Relief and Development Association(CCRDA),  
Akaki Kality Sub City, Debre Ziet Road, Adjacent to the Kality Ring road-  
round-about, In front of Driving and Mechanics Training Centre Addis  
Ababa  
Telephone: 011-4-390326  
E-mail:taskforce.ethcso@gmail.com**

- Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

- Incomplete applications may be rejected.

### **2.2.3. Deadline for submission of Applications**

The deadline for the submission of applications is **22 October, 2010, at 4:00 PM** as evidenced by the date of the deposit slip/the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

## **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the Taskforce/CCRDA Evaluation Committee with the possible assistance of external assessors. All projects submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed proposal does not meet the eligibility criteria stated in 2.1., the application shall be rejected on this sole basis.

### **(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will not be considered.
- The Application Form satisfies all the criteria specified in the instruction. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the CCRDA will send a letter to all applicants, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

### **(2) STEP 2: EVALUATION OF THE CONCEPT NOTE**

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

<b>Scores</b>		
<b>1. Relevance of the activity</b>	Sub-score	20
1.1 Relevance of the action with regard to the needs and constraints of the Charities and Societies to be addressed in general, and to those of the target groups and final beneficiaries in particular (for Consortiums).	10	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	10	
<b>2. Effectiveness and Feasibility of the activity</b>	Sub-score	20
2.1 Assessment of the problem identification and analysis.	10	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	10	
<b>3. Sustainability of the activity</b>	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the applicant organization and /or the target groups and final beneficiaries (in the case of Consortiums).	5	
<b>TOTAL SCORE</b>		<b>50</b>

Once all Concept Notes have been assessed, a list will be established with the proposed projects ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

### **(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

#### *Scoring:*

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

## Evaluation Grid

S/n	Criteria	Maximum score	score
<b>1</b>	<b><i>Analysis - Project relevance</i></b>		
1.1	The assessment and analysis clearly identifies the problems of Charities and Societies in Ethiopia in adopting the new legislation.	6	
1.2	Underlying causes, constraints and opportunities are adequately presented (The focus on the specific problem is found to be clear)	4	
1.3	The proposal is relevant to one or more of the Task Force's priority areas	10	
1.4	The proposal is relevant to the particular needs and constraints of the applicant organization and the Charities and Societies at the Federal and Regional level in general	5	
	<b>Sub-total score</b>	<b>25</b>	
<b>2</b>	<b><i>Planning - Project design methodology</i></b>		
2.1	The overall design of the project is coherent and has a logical flow (The project design reflects the analysis of the problem)	6	
2.2	The project activities are appropriate, practical and consistent with the objectives and expected results	4	
2.3	The action plan is clear and feasible	6	
2.4	The proposal contains objectively verifiable indicators for the outcome of the project	4	
	<b>Sub-total score</b>	<b>20</b>	
<b>3</b>	<b>Project Implementation, M&amp;E plan</b>		
3.1	The proposal has a project implementation plan with sequencing and timing of the various activities of the project components	4	
3.2	Organizational structure of the project is clearly defined and responsibilities are well described	2	
3.3	The proposal set up a project monitoring and evaluation scheme (framework)	4	
	<b>Sub-total score</b>	<b>10</b>	
<b>4</b>	<b>Sustainability and phasing out strategies</b>		
4.1	The project has a well defined phasing out strategies	4	
4.2	The proposal is likely to have multiplier effect (Scope for replication and extension of the outcome and dissemination of information)	4	
4.3	The proposed results of the proposal are sustainable in terms of finance, institutional set up and implication on policy influence	4	
4.4	The project is likely to have a tangible impact on its target	3	
	<b>Sub-total score</b>	<b>15</b>	
<b>5</b>	<b>Budget and cost effectiveness</b>		
5.1	The ratio between the estimated costs and the expected results is satisfactory	7	
5.2	The proposed expenditure along with the activities is necessary and acceptable	5	
5.3	The proposed budget clearly distinguishes programme costs and administrative costs (less than 10%)	3	
	<b>Sub-total score</b>	<b>15</b>	
<b>6</b>	<b>Organizational capacity</b>		
6.1	The applicant has sufficient experience in project management	5	
6.2	The applicant has sufficient technical expertise/knowledge on the issue to be addressed	5	
6.3	The applicant has the management capacity (Staff, finance, equipment and ability to handle the budget)	5	
	<b>Sub-total score</b>	<b>15</b>	
	<b>Grand Total score</b>	<b>100</b>	

### Note:

If the total average score is less than 18 points for section 1(Project relevance), the application will be rejected.

If the total average score is less than 7.5 points for section 6(Organizational Capacity), the application will be rejected.

***Provisional selection:***

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

**(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS**

The eligibility verification, based on the supporting documents requested by the CCRDA (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any inconsistency between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

**2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the CCRDA. They will be requested to supply the copy of the registration certificate from the Charities and Societies Agencies.

If the supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the CCRDA, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the CCRDA which will decide on the award of grants.

## 2.5 NOTIFICATION OF THE CCRDA'S DECISION

Applicants will be informed in writing of the CCRDA's decision concerning their application and, in case of rejections, the reasons for the negative decision.

### 2.5.1. Indicative time table:

	DATE	TIME*
Briefing on the application regarding the application( at CCRDA meeting hall)	8/10/2010	9:00am
Deadline for submission of Application Form	<b>October 22,2010</b>	<b>4pm</b>
Information to applicants on the opening & administrative check (step 1)	October 29,2010	
Information to applicants on the evaluation of the Concept Notes (step 2)	Nov 5,2010	
Information to applicants on the evaluation of the Full Application Form (step 3)	Nov 26	
Notification of award (after the eligibility check) (step 4)	Dec 3	
Contract signature	Dec8	

## 2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CCRDA'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on CCRDA's standard contract.

## 3. LIST OF ANNEXES

ANNEX I: INSTRUCTION FOR THE DRAFTING OF THE CONCEPT NOTE

ANNEX II. FULL PROPOSAL FORMAT

ANNEX III. BUDGET FORMAT