



Foreign &
Commonwealth
Office

Magna Carta Fund for
Human Rights and Democracy

**GUIDANCE FOR POTENTIAL
IMPLEMENTERS**

Financial Year 2016-17
Human Rights and Democracy Department

INTRODUCTION

What is the Magna Carta Fund for Human Rights and Democracy?

The Magna Carta Fund for Human Rights and Democracy (MCFHRD) is the FCO's dedicated strategic fund supporting our global human rights and democracy work. Through targeted projects, it aims to further British interests overseas by tackling the root causes of human rights violations, strengthening institutions and governance, supporting the promotion and protection of human rights, and promoting democracy and the rule of law.

Who is this bidding guidance for?

This document provides comprehensive bidding guidance for prospective implementers.

Additional Guidance

Before bidding you should also familiarise yourself with:

- the 2016-17 MCFHRD strategy;
- the standard grant contract; and
- the project concept note form.

Please read all guidance and ensure that project proposals are designed and submitted in accordance with the guidance. Proposals that do not meet the criteria and follow the guidance will be rejected.

Please send any questions, comments or suggestions to:

HRD.Programme@fco.gov.uk

WHAT YOU NEED TO KNOW

Human Rights Themes

For 2016, Ministers have agreed a new approach to the FCO's human rights and democracy work. The FCO has therefore reconfigured its human rights work around three interconnected themes that provide the basis of our funding strategy:

- **Democratic values and the rule of law** - Uphold universal rights, democracy and the rule of law as key building blocks for more secure and prosperous societies
- **The rules-based international order** - Support an effective rules-based international order that stands up for universal rights
- **Human rights for a stable world** - Promote a more stable world by upholding universal rights in tackling conflict and extremism

For more detail, see the 16-17 MCFHRD Strategy.

Priority Countries (see Annex A of the MCFHRD Strategy)

MCFHRD projects support the human rights work of individual British Embassies or High Commissions across the globe, so proposals for all countries are eligible. However, please note that 97% of our funding is reserved for [ODA countries](#).

Our 46 designated MCFHRD priority countries are those that feature in the [2014 Annual Human Rights and Democracy Report](#), as either human rights priority countries (formerly called "countries of concern"), country case studies, or as the focal country of a thematic case study. The fund will direct approximately 65% to priority countries. Proposals from non-priority countries are also strongly encouraged, but please note there is less funding available.

Multi-country Projects

MCFHRD will welcome multi-country proposals.

- Projects focused on multiple countries in a specific region:
Implementers must consult the relevant Embassies/High Commissions prior to final submission, and agree which will oversee the project for the FCO.
- Multi-country projects working globally on a specific thematic issue:
These should be submitted directly to the Magna Carta Fund for Human Rights team: HRD.Programme@fco.gov.uk

Multilateral Projects

The MCFHRD welcomes proposals that work to strengthen and implement the rules based international order. Projects focused on multilateral approaches to specific countries (e.g. UPR processes, ratifying Optional Protocols in a certain country etc.) should be submitted to the relevant Embassy/High Commission.

Projects aimed at strengthening the multilateral system itself should be submitted to the relevant UK delegation (UKMIS New York, UKMIS Geneva, UKDEL Strasbourg, and UKDEL Vienna). If in doubt, please contact the MCFHRD team.

Restrictions on the number of proposals

There are no restrictions on the number of proposals an implementer can submit for funding. However, each Embassy or High Commission is only able to submit a limited number of full proposals to the MCFHRD programme board in London for final assessment.

- Priority countries are restricted to a maximum of four proposals for submission to the programme board in London.
- Non-priority countries are restricted to a maximum of two proposals for submission to the programme board in London.

Project Parameters

Projects can be one (2016-17) or two years long (2016-2018).

The MCFHRD has approximately 50% of the budget available for two-year projects. Two-year proposals must include budgets for both years. Please note, that funding in 2017-18 will be subject to budget availability and the FCO retains the right to stop a project after the first year if it does not deliver in line with FCO expectations.

MCFHRD will fund individual projects up to a maximum value of £400,000 per year.

BIDDING ROUND TIMETABLE FOR 2016-17

Please note: the bidding deadlines listed at Step 2 below are subject to the local conditions of the relevant Embassy or High Commission.

STEP	DATE	DESCRIPTION
1	18 Jan 2016	<p>MCFHRD bidding opens</p> <p>Potential implementers are invited to develop project concept notes for submission to the relevant Embassy or High Commission in the country they wish to work in.</p> <p>Please see the list of UK Missions overseas here.</p>
2	05 Feb 2016	<p>Deadline for project concept notes (PCNs)</p> <p>This deadline <u>is set locally</u>; please confirm with the relevant Embassy or High Commission before submission.</p>
	04 March 2016	<p>Deadline for full proposals to Embassy or High Commission</p> <p>UK Missions will assess all PCNs received; they will then ask those <u>implementers who submitted successful PCNs to work their concept up to a full proposal</u></p>
3	18 March 2016	<p>Full proposals submitted to MCFHRD Team</p> <p>Deadline for UK Missions to submit their highest-scoring project proposals to the MCFHRD Team in London.</p> <p><u>No proposals will be accepted after this date.</u></p>
4	29 April 2016	<p>MCFHRD Programme Boards complete</p>
	06 May 2016	<p>Successful and unsuccessful bidders are notified</p> <p>Projects can commence once the grant contract is signed by both the FCO and lead project implementer.</p>

STEP-BY-STEP GUIDE TO MAKING PROJECT PROPOSALS

STEP 1 – Project Concept Note (PCN)

For single-country or regional proposals: submit PCNs to the relevant Embassy or High Commission by their agreed deadline. It is a good idea to discuss your project idea in advance with the relevant Embassy or High Commission.

For multi-country proposals: submit PCNs directly to HRD.Programme@fco.gov.uk.

Successful PCNs will be invited to submit a full proposal by mid-February 2016; those who submit **unsuccessful PCNS** will be notified.

STEP 2 – Full Proposal Submission

A full proposal (FP) comprise of a Project Proposal Form and an Activity Based Budget (ABB).

FPs must be submitted to the relevant Embassy or High Commission by **04 March 2016** (unless advised differently by the local Embassy or High Commission). Next, they are assessed by the local Programme Board against the local UK objectives for the country.

Successful FPs: the top proposals approved by local programme boards are submitted to London for assessment by the MCFHRD programme board.

Unsuccessful FPs: proposals that are not supported by the local programme board will not be sent to London and the bidder will be informed.

STEP 3 – MCFHRD Programme Board

Sift: the MCFHRD Team, with the expert advice of human rights advisers and thematic leads.

Programme Boards: The programme boards are comprised of FCO human rights and project experts, and an independent expert. The MCFHRD programme board agrees a final list of projects.

STEP 4 – Project Approval

All implementers will be informed of the outcome of the board by **06 May 2016**, with projects anticipated to begin **mid-May 2016**. Feedback on unsuccessful proposals will be returned by the Embassy, High Commission or relevant HRDD desk officer.

All projects must have the Grant Agreement signed by both parties prior to commencement

HOW TO WRITE A PROJECT CONCEPT NOTE (PCN)

Before writing a full proposal, implementers should submit a completed PCN, consulting with the relevant local Embassy, High Commission or the MCFHRD team. The PCN template is available [here](#).

Guidance on what we look for in the key sections of the PCN:

- **Project title:** a clear and concise title e.g. “Promoting Legal Protection for the Media in China”.
- **Project purpose:** in no more than one sentence, clearly state the change that the project will deliver. This is the reason the project should go ahead (*you will expand on this in the section “what change the project will deliver”*).
- **Implementing agency:** provide full contact details and the name of the agency’s lead officer for the project.
- **What change the project will deliver:** in one paragraph, explain what the project will achieve and how, be realistic and practical. Summarise the project outputs or expected results, and the main activities that support each output. Include a sentence describing the proposed steps to ensure the sustainability of project.
- **Background:** in one paragraph, explain the country context and the problem that the project addresses, and how this relates to MCFHRD objectives. Explain why the UK is the best donor for this project.
- **Risks:** provide brief details of any serious risks to the success of the project and how these will be mitigated.
- **Start and end date:** Projects can start at any time. Single-year projects must be completed by March 2017, two-year projects must complete by March 2018.
- **Post comments:** the project officer at the Embassy or High Commission must complete this section.

The Embassy, High Commission or MCFHRD team may accept or reject the PCN. The bidder will be notified within a reasonable time of the decision.

ALL PCNS MUST BE SUBMITTED IN WORD FORMAT. PDFS WILL NOT BE ACCEPTED

HOW TO WRITE A FULL PROPOSAL

Section A - Details of the project

This is to be completed by the implementing organisation only on approval of the Project Concept Note (PCN) by the relevant Embassy or High Commission (for multi-country projects the MCFHRD team must have approved the PCN).

The bidder must also include a detailed Activity Based Budget (ABB) in Microsoft Excel; the project proposal will not be considered without this.

Section B – Post Project Officer Assessment

To be completed by the Embassy, High Commission, or relevant HRDD policy officer.

Project Values

There are three different full proposal forms for proposed projects of different values (below £10,000, £10,000-£80,000, and above £80,000); please ensure that you use the correct form. MCFHRD will support projects up to £400,000. All projects must demonstrate good value for money.

Guidance on what we look for in the key sections of the full proposal:

- **Context and need for the project:** in no more than 200 words, provide background to the country context and the human rights issue(s) that this project will address; state what the expected final outcome will be; and, where applicable, state why the UK should fund this project.
- **Short Project Summary:** in no more than 200 words, explain clearly and concisely what the project plans to achieve and how.
- **Cost to the FCO:** the Activity Based Budget should provide a full cost breakdown. So, in this section, please give headline figures: total cost of project, cost per year, and total amount requested from the MCFHRD.
- **Co-funding:** provide details of any co-funding, whether budgetary or in-kind. Include any funding or support from external parties, cost-sharing arrangements and self-financing.
- **Have you bid for funding from the FCO in the past three years?** Provide details and dates of any previous full project proposals you have submitted (even if unsuccessful) and/or projects implemented.
- **Project Plan:** detail how the project purpose will be achieved, clearly and coherently setting out each output and activity, along with how successful delivery of the outputs and purpose will be measured.
- **Purpose or Objective:** state the project purpose or objective – this must be identical to the purpose set out at the top of the form.
Please note: for projects above £80,000 you must give a clear explanation of how you will measure to what extent the project purpose has been

achieved. You will also need to set out the following for the project purpose:

- Indicator: what will be measured
 - Baseline: the current status
 - Sources: where information on the baseline data has come from
 - Milestones: the key points at which progress will be tracked
 - Target: what the project will deliver
 - Date: the date by which the purpose will be delivered
- **Outputs**: list the specific results that the projects will deliver. Outputs are delivered as a direct result of the related activities. The outputs must be sufficient to achieve the project purpose. Each output will also need to be measured, as with the purpose above.
 - **Activities**: list all the tasks to be carried out in order to deliver each output. The activities must be sufficient to deliver the outputs.
 - **Sustainability**: make it clear how the project will ensure that its benefits are sustained after the project has ended. If future funding is likely to be required, specify where it will come from.
 - **Monitoring**: monitoring reports will be required on at least a quarterly basis. In this section, state how the project's progress will be monitored, how often, and by whom.
 - **Project Risk Analysis**: list the key risks involved in running the project and how these risks will be managed. Consider risks at all levels of the project, for example: political; administrative; internal; practical etc. Please ensure the entire risk matrix is complete.
 - **Project Stakeholders**: explain here who the main project stakeholders are, what their interest in the project is, and how you plan to engage or involve them. This is the part of the proposal where you can demonstrate existing buy-in with stakeholders.

**ALL FULL PROPOSALS MUST BE SUBMITTED IN WORD FORMAT.
PDFS WILL NOT BE ACCEPTED**

FULL PROPOSAL: THE ACTIVITY BASED BUDGET

All budgets must be submitted in an Activity Based Budget (ABB) format. This means that your costs should be broken down by cost per activity, per unit per month. An example of an ABB is in [Annex A](#).

For each activity in your project proposal you should:

1. Create and save the budget in Excel (pdfs not accepted);
2. Create a sub-heading in the budget;
3. List all costs associated with that activity;
4. Enter the costs in the month you expect the activities to be completed; and
5. Provide as much detail as possible, (e.g. break down costs for a workshop into venue, catering, travel costs etc.).

Points to Consider

- **Administration costs**
The combined total of management fees, overheads and administration costs must not exceed 10% of the overall project cost. Administration costs should be broken down into component parts.
- **Co-funding**
Co-funded activities should be clearly labelled within the ABB. The ABB should be separated to show the total cost to the co-funder and to the FCO (see Activity 1.1 of the example ABB at [Annex A](#)).
- **Equipment**
Funds should not be used to purchase equipment, such as laptops, vehicles etc., unless the provision of the item is essential to the delivery of the project.
- **Local context**
Please ensure that project costs are reasonable and in line with the costs in the host country.
- **Personnel costs**
Please make it clear who will be working on the project, and what staff costs will be spent on, i.e. whether overheads are included in the cost or not. Please ensure different types of staff are listed on separate budget lines.
- **Travel costs**
Please ensure any travel is absolutely necessary for the project, and is of reasonable value. First-class travel is by exception only and should be clearly specified in the budget.

HOW PROPOSALS ARE ASSESSED

1. Value for money

All FCO-funded projects spend UK taxpayers' money; therefore, a significant part of project proposal assessment considers whether the project is value for money. Proposals must be supported by a realistic and detailed Activity Based Budget (ABB).

2. Alignment with MCFHRD Strategy and FCO's Foreign Policy Priorities

Proposals should clearly align with the MCFHRD strategy i.e. they should offer strategic, preventative and sustainable interventions, which help states and/or societies, address the causes of human rights violations.

3. Evidence of local demand or need

The proposal must give clear evidence of local demand and/or need for the project. Evidence of stakeholder engagement and local buy-in (where applicable) is preferred.

4. Project viability, including capacity of implementing organisation(s)

Projects should be realistic in the results they aim to deliver.

5. Project design, including clear, achievable impact

It is vital that each project clearly demonstrates how the suggested outputs will deliver real-life impact in its target area.

6. Sustainability

To increase the long-term sustainability of projects and their impact, we want to maximise opportunities to support local civil society. This might mean working through a national Non-Governmental Organisation (NGO) to deliver a project, or using an international NGO to support the work of a network of local NGOs. When working with international partners, the focus should be on building the skills of local partners to continue the work. A further factor which will be taken into account is the extent to which projects are likely to improve states' capability and/or political will to protect and respect human rights and allow the growth of democracy.

7. Risk and stakeholder management

Risks should be identified and a risk management plan put in place. Projects that can leverage host government support or engagement are more likely to succeed, and proposals should therefore demonstrate how they will engage host governments and key stakeholders. However, we will continue to support work that challenges host country views, and we do not believe that change is impossible without host government support.

ANNEX A: EXAMPLE ACTIVITY BASED BUDGET

					APRIL 2016 - MARCH 2017										
					2016										
Activity 1.1 - Example, 30 May - 1 June visit to the UK for 10 people															
Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec		
Airfares	Per visitor	300	10	£3,000		£3,000									
Visa costs	Per visitor	20	10	£200		£200									
Accommodation in the UK	Per visitor per night	75	30	£2,250			£2,250								
Meals	Per visitor per day	15	30	£450			£450								
Public Transport in the UK	Per visitor	5	10	£50			£50								
Co-funding from MFA															
Transfer cost to and from local airport	Per person	30	10	£300		£150	£150								
Total				£5,950	£0	£3,200	£2,750	£0	£0	£0.00	£0.00	£0.00	£0.00		
Total co-funding				£300	£0	£150	£150	£0	£0	£0.00	£0.00	£0.00	£0.00		
Total with co-funding				£6,250	£0	£3,350	£2,900	£0	£0	£0.00	£0.00	£0.00	£0.00		
Activity 1.2 - 1 day seminar on creating ABB, 10 people															
Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec		
Venue	Per day	150	1	£150				£150							
Lecturer	Per day	100	1	£100				£100							
Refreshments (tea, coffee & water twice a day)	Per person	5	10	£50				£50							
Materials	Per person	3	10	£30				£30							
Total				£330	£0	£0	£0	£330	£0	£0	£0	£0	£0		
Activity 2- Report Production															
Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec		
Senior Manager 50% time to write report	Per day	500	10	£5,000					£2,500	£2,500					
Assisant Manager 50% time to write report	Per day	350	10	£3,500					£1,000	£2,500					
Translation Fees	Per translation	2,000	1	£2,000							£2,000				
Printing	Per report	3	1,000	£3,000								£3,000			
Total				£13,500	£0	£0	£0	£0	£3,500	£5,000	£2,000	£3,000	£0		
Administration Costs															
Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec		
Utilities (electricity, telephone, internet)	Per month	41	11	£451	£41	£41	£41	£41	£41	£41	£41	£41	£41		
10% of Administrative Manager	Per day	30	120	£3,600	£300	£330	£330	£330	£330	£330	£330	£330	£330		
Total				£4,051	£341	£371	£371	£371	£371	£371	£371	£371	£371		
Grand Total Cost to FCO				£23,831	£341	£3,571	£3,121	£701	£3,871	£5,371	£2,371	£3,371	£371		