# FCO_UK_PS_BK test

Conflict, Stability and Security Fund

Sudans Programme

GUIDANCE FOR POTENTIAL IMPLEMENTERS

Financial Year 2015-16

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## 

## INTRODUCTION

**What is the Conflict, Stability and Security Fund?**

The Conflict, Stability and Security Fund (CSSF) is the successor to the Conflict Pool. CSSF is a cross-departmental pool of money that aims to reduce conflict in fragile states by investing in upstream prevention strategies whilst tackling human rights issues that arise from instability and insecurity. Through targeted projects, it aims to lift the capacity of governments, civil society and citizens to promote and protect human rights.

**Who is this bidding guidance for?**

This document provides comprehensive bidding guidance for prospective implementers.

**Before bidding you should also familiarise yourself with:**

* the projects that we are already funding;
* the standard grant contract; and
* the project proposal and activity based budget templates.

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:**

[UKin.SouthSudan@fco.gov.uk](mailto:UKin.SouthSudan@fco.gov.uk)

## 

## ELIGIBILITY

**Funding available**

The CSSF Sudans Programme includes Sudan and South Sudan; we have allocated £200,000 for Theme 1, a media-related freedom of expression project, and £400,000 for Theme 2 which should address sexual violence in conflict. Budgets can be submitted in Pounds Sterling, US Dollars, Euros or South Sudanese Pounds (this should correlate to the currency you wish to be paid in).

This is the first year of the CSSF and at present we are not able to give multi-year funding thus all grants will only be valid until 31 March 2016.

## Thematic Priorities

We are already funding projects in South Sudan in our other thematic areas of promoting national dialogue and peace processes and grassroots conflict prevention, governance and reconciliation. This call for bids aims to fulfil our objectives of commencing human rights programming under CSSF in South Sudan.

**Restrictions on number of proposals**

Please do not submit multiple proposals for one of the themes and do not bid to implement both. Only one bid per implementer will be accepted and evaluated.

**Official Development Assistance (ODA)**

All of the funding available is ODA (see the [OECD website](http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm) for an explanation of what is/ is not ODA elligible).

**Eligibility**

We will accept project proposals from civil society, non-governmental organistions (national or international), think-tanks or private companies. However, please note that we all not fund projects that focus solely on research. Any research must be linked to policy and/or outreach activities.

We are not able to fund direct engagement with formal or informal South Sudanese security forces.

**THEMES**

This fund will focus on two areas 1) supporting freedom of expression through the media and 2) addressing sexual violence in conflict. These thematic areas are priority areas for the UK Foreign and Commonwealth Office and our work here in South Sudan.

As HMG we are currently working on related projects (separate attachement). Please ensure that proposals are sufficiently differentiated from our ongoing projects.

**Themes for 2015/2016**

Theme 1: Bids for this project should be limited to a **budget of £200,000**

|  |  |  |
| --- | --- | --- |
| **Theme** | **Objective** | **Focus Issues and Indicators of Success** |
| **Freedom of Expression (FOE):**  The UK promotes freedom of opinion and expression, including on the internet, as an essential building block of democracy and the knowledge economy, and an enabler of human rights, as well as an end in itself. It ensures that people can exchange ideas and make informed decisions; it supports transparency; deters corruption; and exposes human rights violations. | To increase tolerance and improve protection of  **freedom of expression** **through the media,** including on the internet; | 1. Tolerance and critical debate is promoted and the media’s role in society is better understood across key institutions. |
| 1. Capacity of South Sudanese media to report on events, accurately and in a fair, impartial manner increases. |
| 1. Greater adherence to international standards and principles in relation to freedom of the media, including through implementation of national legislation and signature of relevant international instruments. |
| 1. Effective action to tackle impunity is supported and better protection is given for those exercising or seeking to exercise, freedom of expression through the media. |

Theme 2: Bids for this project should be limited to a **budget of £400,000**

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| **Theme** | **Objective** | **Focus Issues and Indicators of Success** |
| **Preventing Sexual Violence**  The UK promotes gender equality and tackles gender based violence as a matter of principle. The Preventing Sexual Violence in Conflict Initiative (PSVI) is concerned with the impact sexual violence in conflict has on prospects for long-term peace and stability.  For more information, please see: information about the Global Summit to End Sexual Violence in Conflict, held in June 2014, [here](https://www.gov.uk/government/policies/preventing-conflict-in-fragile-states--2/supporting-pages/preventing-sexual-violence-initiative); the Declaration of Commitment to End Sexual Violence in Conflict launched in September 2013, [here](https://www.gov.uk/government/publications/a-declaration-of-commitment-to-end-sexual-violence-in-conflict),  and the G8 Declaration on Preventing Sexual Violence in Conflict adopted in April 2013, In October 2014 the Government of South Sudan signed a joint communiqué with the UN Under- Secretary General and Special Representative on Sexual Violence in Conflict, | Improve access to justice, enhance documentation and prevent sexual violence. | Greater accountability of national and/or local justice and other institutions and bodies responsible for tackling sexual violence. |
| Creation of an environment where reporting increases, responses to sexual violence are improved and measures put in place to prevent its occurrence. |
| The role of those who defend the human rights of women – and men – is enhanced, to carry out or support monitoring, fact-finding and documenting cases of sexual violence and empowering victims to access justice. |

Proposals should:

* Seek to contribute to delivering a concrete change in the status quo that is sustainable in the long term;
* Be aware that selected projects will only have an implementation period of 8 months;
* Be based on ‘do no harm’ principles and show clear understanding of conflict sensitivity and gender mainstreaming;
* Have pre-identified any partner organisations that will be involved in project implementation;
* Not have significant overlap with projects that we are already funding as HMG;
* Demonstrate good value for money (including a maximum of 20% of administrative costs); and
* Be open to external audit

## 

## BIDDING ROUND TIMETABLE FOR 2015-16

Please note: the bidding deadlines listed below for submission of project proposals and activity based budget. Please ensure that deadlines are adhered to as any bids received after the closing date will not be considered.

|  |  |  |
| --- | --- | --- |
| **STEP** | **DATE** | **DESCRIPTION** |
| **1** | **18May 2015** | **Bidding opens**  Potential implementers are invited to develop concept proposals for submission to the relevant Embassy or High Commission in the country they wish to work in. |
| **2** | **19 June 2015** | **Deadline for completed project proposals and activity based budgets to British Embassy Juba**  All bids must received through [UKin.SouthSudan@fco.gov.uk](mailto:UKin.SouthSudan@fco.gov.uk) by 23:59.  No proposals will be accepted after this date. |
| **3** | **1 July 2015** | **First panel’s evaluation of all submitted proposals complete** |
| **10 July 2015** | **Final panel of evaluators of selected proposals complete**  This panel will consider the five highest scored bids for Theme 1 and Theme 2 (10 in total). |
| **17 July 2015** | **Local Strategy Board of CSSF Sudans approval of proposals**  The Board will need to approve the two successful bids in order for grant contracts to be signed. |
| **4** | **20 July 2015** | **Successful and unsuccessful bidders are notified**  All bidders will be notified and given the scorings under the evaluation process. |
| **24July 2015** | **Project grant contracts agreed** |
| **August 2015** | **2015-16 projects commence** |

## 

**HOW TO WRITE A PROJECT PROPOSAL**

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

## Project Values

## Please keep in mind that the allocated budgets for the projects are different. Bids for Theme 1 on the media/ freedom of expression must have a budget of no more than £200,000 (or equivalent value) and Theme 2 on preventing sexual violence in conflict must have a budget of no more than £400,000 (or equivalent value).

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

* **Context and need for the project:** in no more than 400 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 what the project plans to achieve and how.
* **Cost to the CSSF**: 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 CSSF. You may adjust the headline costs already in the template as you see fit.
* **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 Her Majesty’s Government (HMG) 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 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.

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.

## 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. Please complete the template provided.

## You should save the budget in Excel (PDFs not accepted) and for each activity in your project proposal you should:

## Create a sub-heading in the budget;

## List all costs associated with that activity;

## Enter the costs in the month you expect the activities to be completed; and

## 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 20% of the overall project cost. Administration costs should be broken down into component parts.The proportion of administration costs will be evaluated in comparison with the size of your organisation and the type of work you are proposing to complete.

**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.

**Equipment**

Programme 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 and justified in the budget.

**HOW PROPOSALS ARE ASSESSED**

|  |  |
| --- | --- |
| 1. **Criteria** | **Marks (0 - 5)** |
| 1. **Value for money**   All HMG-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). |  |
| 1. **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. |  |
| **Project viability, including capacity of implementing organisation(s)** Projects should be realistic in the results they aim to deliver in the 8-month period. |  |
| 1. **Project design, including clear, achievable impact**   It is vital that each project clearly demonstrates how its outputs will deliver real-life impact in its target area. |  |
| 1. **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. |  |
| 1. **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 |  |
| 1. **Total** | **/30** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score Key** |  |  |  |  |  |  |  |  |
| **Assessment** | **Score** | **Interpretation** | |  |  |  |  |  |
| Excellent | 5 | Satisfies the objective and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. | | | | | | |
| Good | 4 | Satisfies the objective with minor additional benefits. Above average demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. | | | | | | |
| Acceptable | 3 | Satisfies the objective. Demonstration by the Bidder of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. | | | | | | |
| Minor Reservations | 2 | Satisfies the objective with minor reservations. Some minor reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response. | | | | | | |
| Serious Reservations | 1 | Satisfies the objective with major reservations. Major reservations of the Bidder's understanding and proposed methodology, with little or no evidence to support the response. The response may be deemed non compliant. | | | | | | |
| Unacceptable | 0 | Does not meet the objective. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding or suitable methodology, with little or no evidence to support the response. The response may be disqualified as non-compliant | | | | | | |

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