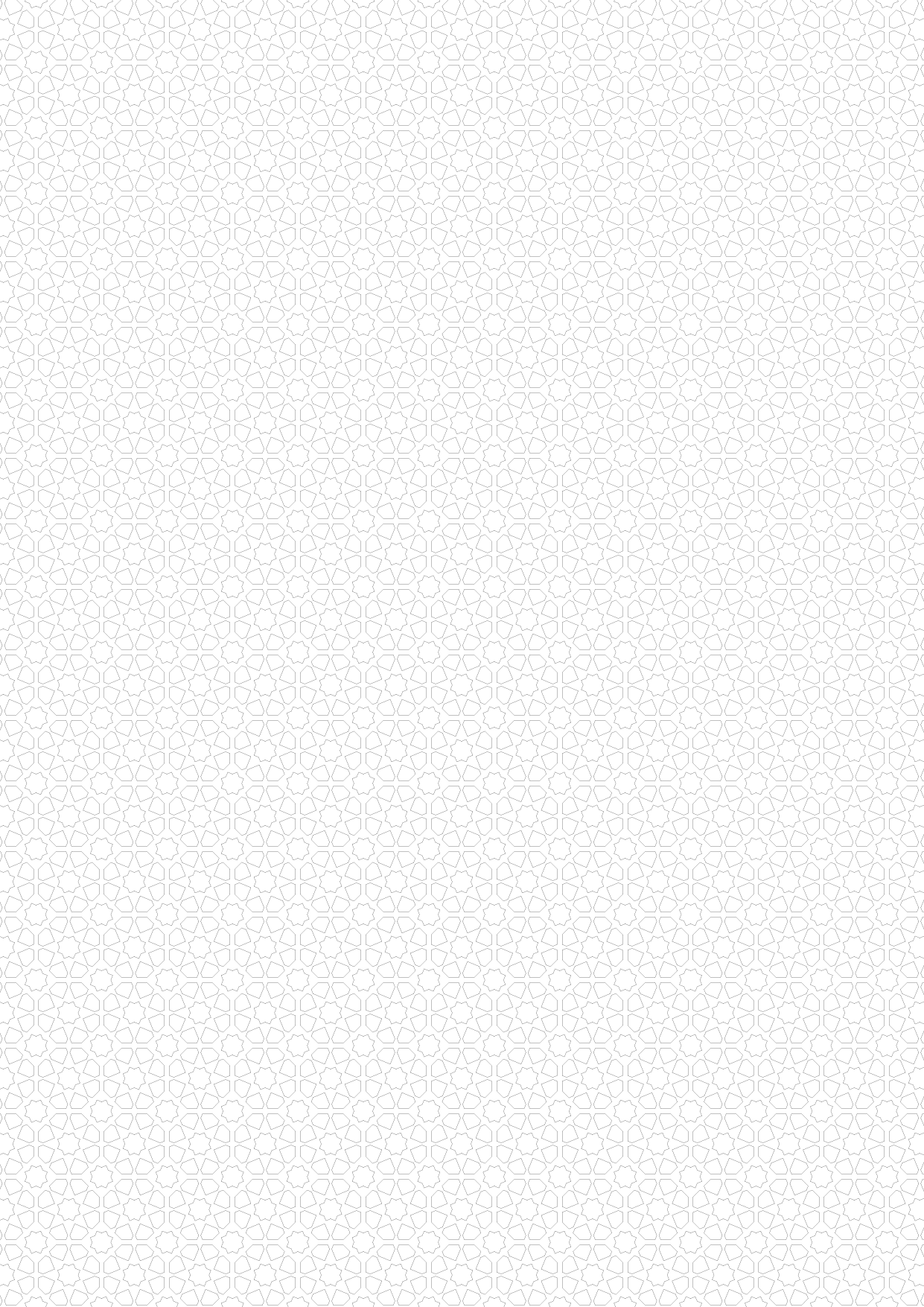
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**GRANT SCHEME FOR**

**THE OCCUPIED PALESTINIAN TERRITORY (OPT)**

**GUIDELINES FOR APPLICANTS**

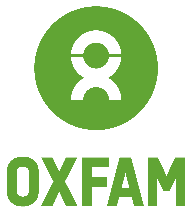
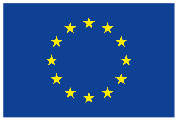
Naseej:

Connecting Voices and Action to End Violence Against Women and Girls

in the MENA Region

HUM/2018/400-606

**Consortium Leader**

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**This project is co-funded by the European Union**

**Background – the Naseej Grant Scheme**

In line with its work to end violence against women and girls and promote gender justice and women’s rights, Oxfam is currently implementing the Regional Project *Naseej: Connecting Voices and Action to End Violence Against Women and Girls in the MENA Region*, funded by the European Union, in the Occupied Palestinian Territory (OPT – West Bank, in particular, Area C, East Jerusalem, Gaza Strip) in Iraq (Anbar and Diyala), and Yemen(North and the South specifically Sana’a, Lahj, Aden and Taiz), with the **overall objective** to contribute to more gender-equitable societies in these countries, in which women and girls live free from violence across all spheres of life.

To achieve this overall objective, Oxfam is launching a **call for proposals** to provide financial support to women and civil society organizations operating in the Gaza Strip, West Bank and East Jerusalem to enable these organizations to:

* Effectively prevent and respond to sexual and gender-based violence (SGBV) in their context;
* Become more effective and independent in their work on SGBV

Supported organizations will receive:

* Funding to implement a project as described in this Call
* Capacity-building activities tailored to their needs
* The opportunity to participate in learning, exchange and advocacy activities on SGBV with other organizations in OPT as well as in Yemen and Iraq.

Applicants that will be selected for funding, will commit to participate to the capacity-building activities and the learning, exchange & advocacy activities proposed by Oxfam within Naseej Project until August 2022.

1. **Objectives of the Call**

The Call is open to projects aiming at:

|  |  |
| --- | --- |
| Stream 1  Services | Strengthening support and referral services and reporting systems for women and girls SGBV survivors |
| Stream 2  Social Norms | Transforming the social norms that perpetuate SGBV with a special focus on youth engagement |
| Stream 3  Advocacy | Strengthening development and implementation of national SGBV legislation |

Under each Stream, the applicants are invited to propose activities coherent with the following sub-activities:

|  |  |  |
| --- | --- | --- |
| Stream 1 | Stream 2 | Stream 3 |
| 1.1 Improve women and girls’ knowledge of SGBV support services (health, legal, psychosocial) and reporting mechanisms  1.2 Create or strengthen safe spaces where women and girls can discuss SGBV and seek peer support  1.3 Establish or improve referral systems for SGBV support services  1.4 Provide appropriate health, legal, and psychosocial support services to SGBV survivors | **2.1** Work with communities to challenge gender and social norms that perpetuate SGBV, including by working with men and boys to address harmful notions of masculinity  **2.2** Work with women and girls as agents of change within their communities  **2.3** Engage social leaders, influencers and role models in local and national dialogue and advocacy on ending SGBV | **3.1** Support advocacy for strengthening and reform of national-level legislation  **3.2** Collect testimonies to document and advocate against violations of women’s rights in crises |

1. **Available Funding**

The total funding for this call for proposals amounts at **1.100.000 €**distributed in **3 Lots**, each Lot being defined according to the **size of grants** that can be requested:

|  |  |  |
| --- | --- | --- |
|  | Size of Grants | Number of Grants |
| Lot 1 | Between 25k and 50k € | Up to 6 |
| Lot 2 | Between 100k and 150k € | Up to 2 |
| Lot 3 | Between 300k and 350k € | Up to 2 |

Application to the different Lots is allowed according to the **size of the applicant organization**:

* Small organizations - can apply only for Lot 1 projects (25K-50K €)
* Medium organizations - can apply only for Lot 2 projects (100K-150K €)
* Large organizations - can apply only for Lot 3 projects (300K-350K €)

**2.1 Priorities within funds allocation**

In general, priority will be given to:

* **Women Rights Organizations**: organizations whose main mandate and mission is supporting women’s rights and gender equality;
* **Women-led Organizations:** organizations whose management staff is made up by at least 50% of women
* **Organizations operating in remote areas like villages, refugee camps:** organizations established and/or active in underserved communities, such as Community Based Organizations (CBOs), women clubs, etc.;
* **Human Rights Organizations** which focus on advocacy, human rights and gender equality;
* **Youth-led Organizations** working with youth on gender equality;
* **Registered networks** of CSOs.

**2.2 Applicants’ contribution**

Medium and large sized Organizations with experience and ability to conduct technical training on one of the Grant Scheme’s Streams will be involved in providing technical capacity development support and training to smaller WROs/CSOs within the framework of Oxfam Naseej’s capacity-building activities.

Medium and Large Organizations will be requested to a description of their training experience and the kind of support they can offer in the application Form.

1. **Definition of Organizations’ size**

The following criteria define **approximately** the size of the organization:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Annual Budget | Staff | Geographical outreach |
| Small Organization | less than 200.000 USD | less than 5 permanent staff | * has an outreach in a community, village, refugee camp, etc. |
| Medium Organization | * between 200.000 and 500.000 USD | * Between 5 and 15 permanent staff | * has an outreach in a governorate or more |
| Large Organization | above 500.000 USD | * Minimum 16 permanent staff | * National outreach with branch offices in different governorates |

\*\* for any conversion refer to the exchange rates for July 2020 on InforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

1. **Eligibility Criteria**

Eligibility Criteria are **essential criteria** that the Applicant should demonstrate in order for its proposal to be considered for evaluation.

Any applicant not fulfilling or lacking any of the eligibility criteria will not be included in the final evaluation stage.

**4.1 Applicants’ Eligibility**

The call is open to any **local organization** that:

|  |  |  |
| --- | --- | --- |
| **1** | **Legal Registration** | Legally constituted and registered by the relevant Ministry (according to the area and location of work) as a not-for-profit entity (any form such as CSOs, not-for-profit companies, networks, etc.) in and work in the Occupied Palestinian territory (OPT) and within governorates/relevant ministries/ if needed. |
| **2** | **Non-cumulative award** | Is not a recipient, lead applicant, co-applicant, or affiliated entity of a grant under EuropeAid/154792/DH/ACT/Multi |
| **3** | **Tax Clearance** | Does not have pending issues with tax authorities |
| **4** | **Minimum financial capacity** | Annual budget 2019  Lot 1: at least 25.000 €  Lot 2: at least 200.000 €  Lot 3: at least 500.000 € |
| **5** | **Organization’s size** | Demonstrate to have the organizational size necessary to apply to the Lot |

**4.2 Proposed Project’s Eligibility**

Applicants can propose projects meeting the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lot 1  25-50k € | Lot 2  100-150k € | Lot 3  300-350k € |
| Duration | Min. 12 months  Max. 19 months | Min. 12 months  Max. 19 months | Min. 12 months  Max. 19 months |
| Location(s) where the project will be implemented | The project will be implemented in at least one of the following locations:   * Gaza Strip * East Jerusalem * West Bank including Area C | | |
| Organization’s size/type | Small | Medium | Large |

**All projects must end by 31st July 2022**. However, regardless of the project’s duration, all applicants will commit to participate in the capacity-building activities and the learning, exchange & advocacy activities proposed by Oxfam within Naseej that will take place until the end of Naseej Project, in August 2022.

**Co-applicants and Partnerships**

Organizations can apply solitarily or with additional applicants in the following terms:

* For Lot 1 and Lot 2, projects can be proposed **by only one eligible organization** that will be the main implementer. However, for Lot 1 and Lot 2, the applicant organizations are encouraged to work in partnership with other actors/CSOs and their participation in other coordination mechanisms and/or civil society networks /coalitions or initiatives will be positively evaluated (see Selection Criteria).

By **Partner Organization**, we mean any organization involved or participating in the sub-grantees’ project activities; partner organizations cannot manage any fund or resource form Naseej Grant Scheme.

* For Lot 3, projects can be proposed either **by only one eligible organization or by one eligible lead applicant and a maximum of two co-applicant organizations (meeting the same eligibility requirements of small organizations).**

By **Co-applicant Organizations**, we mean organizations applying in a project with a Lot 3 organization (lead applicant); these organizations must meet all the eligibility criteria as for Lot 1 organizations. They should comply to the following requirements:

|  |  |
| --- | --- |
| **Eligibility Criteria** | Same as Lot 1 |
| **Max. number of co-applicants allowed** | 2 for each project |
| **Max. amount of budget that each co-applicant can manage** | 50.000 USD |

Large organizations willing to include co-applicants, are particularly encouraged to involve organizations with the following criteria:

* Small size organizations working in remote and marginalized communities in OPT
* Organizations proposing innovative initiatives
* Youth and/or Women-led organizations

**Number of applications that can be submitted**

Each applicant can only submit 1 proposal for the Grant Scheme.

Small organizations can either be applying solely for Lot 1or as co-applicants with Large organizations in Lot 3.

**4.3 Types of eligible activities**

Applicants can include in their proposals any activity that is clearly contributing to the achievement of the Streams’ objectives.

The applicant **can include in its proposal, activities targeting more than one Stream**.

However, the list below provides **examples** of eligible activities.

Applicants are encouraged to be creative and innovative in their proposals. Activities not listed in the table can be considered eligible as long as they contribute to achieve the Streams’ objectives.

|  |
| --- |
| Types of Activities |
| * Improving accessibility to services (transportation, mobile units, hotlines, etc.) * Improving beneficiaries’ knowledge of services * Education and awareness raising products, tools and packages * Websites and knowledge platforms * Social, digital and creative media campaigns * Media coverage * Equipping safe spaces * Peer-mentoring * Establishing or improving referral systems for SGBV support services * Training on-site and online (webinars, learning platforms, skills-building events, etc.) for service providers * Workshops, seminars, debates, dialogues, forums, meetings * Networking activities especially with other service providers (events, missions, etc.) * Service delivery (psychological, health, legal) * Community outreach * Research and data collection (to improve information management system and reporting) * Exhibitions |

The following activities are always **ineligible**:

* Individual sponsorships for participation in workshops, seminars, conferences and congresses;
* Actions concerned only or mainly with individual scholarships for studies or training courses.

**4.4 Ineligible costs**

The following costs cannot be included in the projects proposals:

* + Debts and debt service charges (interest);
  + Provisions for losses, debts or potential future liabilities;
  + Costs declared by the Grantee and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
  + Purchases of land or buildings;
  + Currency exchange losses;
  + Credits to third parties;
  + Salary costs of the personnel of national administrations (except for what stated above);
  + Performance-based bonuses included in costs of staff;
  + Unconditional cash transfers to individuals or entities (sponsorships, scholarships, etc.).

Details on costs’ eligibility are available in the Annex 2 Application Form –Budget

1. **Application process**

Applicants can submit their projects by October 20th 2020 electronically to the following email: [opt.naseej.grant@oxfam.org](mailto:opt.naseej.grant@oxfam.org)

Selected applicants will be notified approximately by December 20th 2020

Projects duration will be from 1st January 2021 and will end by 31st July 2022.

**5.1 Application modalities**

Applicants will submit the following documents:

* Application Form –Narrative> Annex 1
* Application Form – Budget> Annex 2
* Declaration by applicant> Annex 3
* Eligibility Checklist > Annex 4

Copies of the following documents shall also be submitted:

* Certificate of registration by relevant Ministry/ies (compulsory)
* Clearance by Tax authorities (compulsory)
* Overall annual audit report for fiscal year 2019 , and Master budget for fiscal year 2019 (if not provided at the overall audit report ) (compulsory)
* Copy of safeguarding policy and/or SOP on SGBV case management and data protection (if avaliable)
* Copy of any policy on Fraud (if available)

All required application documents and document checklist fully completed shall be submitted to Oxfam dedicated email**: opt.naseej.grant@oxfam.org** by the given deadline, with the subject line: OrganizationName/Naseej

Applications should be submitted in English. Lot 1 organizations (only) are allowed to submit applications in Arabic. Annexes will be available in both Arabic and English

All documents, duly signed and stamped, must be submitted in double format, PDF and Word/Excel.

The versions that will be assessed are the PDF files

All submissions **received after the deadline** will be automatically rejected.

An **electronic receipt** will be received by the applicant upon e-mail submission as proof of submission.

**5.2 Technical Assistance and Information Activities**

To support applicants in the preparation of their proposal, OXFAM will organize information sessions for interested applicants to support applicants on the process of application

The program of these activities will be published together with the instructions to register and participate on the following website: <https://www.oxfamitalia.org/naseej/>

**5.3 Questions and FAQ**

Questions on the call may be addressed in writing to opt.naseej@oxfam.org subject line: ORGANIZATION NAME/Question.

All questions should be sent **before September 20th 2020**. Oxfam has no obligation to provide answers to questions sent after this date.

Oxfam cannot provide any opinion on the eligibility of an applicant, its project or activities. To ensure equal treatment of applicants and transparency, a FAQ document addressing all the submitted questions will be prepared and shared on <https://www.oxfamitalia.org/naseej/> one month before the deadline.

1. **Evaluation and Selection**

All eligible submitted applications will be assessed and evaluated by a Grant Selection Committee formed by 5 independent members.

Submitted applications will be assessed against selection Criteria to **evaluate the quality** of the eligible proposals submitted by eligible applicants and applicant’s capacities to implement proposed projects.

They are to be distinguished in:

* **Project Selection Criteria**> aspects related to the design, methodology, effectiveness of proposed activities;
* **Applicant Selection Criteria**> aspects related to the Applicant’s expertise and capacities to implement the project.

The following scoring scale will be used to evaluate each selection criteria:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Insufficient | **Weak** | **Fair** | **Good** | **Excellent** |
| *Applicant has not addressed the criterion* | *A critical issue raises doubt as to applicant’s qualification for criterion. A criterion is not adequately addressed.* | *Applicant is sufficiently meeting the criterion.* | *Applicant has mostly addressed the criterion.* | *Applicant has fully addressed the criterion and even exceeds the expectations.* |

Proposals will be assessed according to the following selection criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| Selection Criteria | | | |
| # | **Criteria** | **Description** | **Scoring** |
|
| Project Selection Criteria 30 | | | |
| 1 | Relevance | * Are activities relevant to the context? * Is the proposal based on a comprehensive context analysis (gender, and conflict) in terms of GBV? * Are activities relevant to the specific streams the project is targeting? * Are activities responding to the beneficiaries’ needs identified in the context analysis? * Does the project propose an innovative approach? | 5 |
| 2 | Feasibility | * Are the objectives achievable? * Are the resources/budget requested (for program and for support) sufficient to implement the activities and reach the objectives? * Is the timeline and duration for the activities realistic to reach the proposed objective/targets? | 5 |
| 3 | Sustainability | * What are the proposed alternatives to ensure continued implementation beyond the project period? * How is the proposed intervention linked with existing initiatives (by communities, other stakeholders, SGBV coordination mechanism, etc.)? * How is communities’ ownership promoted in the intervention? | 5 |
| 4 | Cost-effectiveness | * Are the costs necessary for the activities/intervention? * Are costs directly linked with the proposed activities? * Are the costs realistic and reflect the effectiveness of the intervention? * Are all activities properly reflected in the budget? * Are the costs reflecting the context’s market rates? * Are the costs proportional to the outcome of the activities? | 5 |
| 5 | Community involvement and accountability | * To what extent the targeted communities are engaged and participate in the project? * To what extend the project is based on community consultation? * To what extent the project promotes participation and inclusion of diverse community members in terms of gender, background, age and disability? * Is a human-rights based approach integrated into the project design? * How effectively is the Do No Harm approach integrated into the project design? | 5 |
| 6 | Remote areas and marginalized communities | * Is the project targeting hard-to-reach areas which are difficult to access due to checkpoints, the wall, and Access Restricted Areas in Gaza Strip? * Is the project targeting marginalized communities with reduced access to services? | 5 |
| Applicant Selection Criteria 35 | | | |
| 7 | Organizational mandate or purpose on gender equality | * Is organization’s mission aiming at promoting gender equality? * Does the To what extent does the organization’s management team include female employees? | 5 |
| 8 | Demonstrated expertise in the relevant Streams | * How many projects/years the organization has been working on the streams it is applying to? * Has the organization managed to establish partnerships with key stakeholders relevant to the streams? * Does the organization apply minimum standards of SGBV provisions such as confidentiality, respect, safety, non-discrimination, survivor-centered approach, rights-based approach and safeguarding? (**Only Stream 1**) | 5 |
| 9 | Experience operating in the target area(s) | * Is the organization currently implementing activities in the target area? * Does the organization have a track record of working in the target area? * Is the organization able to manage security constraints and reach the targeted communities? * Does the organization have experience in working with disadvantaged groups (i.e. rural women, refugees, IDPs, women with disabilities, etc.) in the targeted area? | 5 |
| 10 | Coordination and Partnerships | * Does the applicant coordinate and collaborate with relevant sectors and actors, especially UN agency-led coordination GBV cluster groups? * Does the organization usually coordinate with other CBOs and stakeholders in the areas where they work? * Is the organization part of coalitions and/or networks that support the elimination of SGBV? | 5 |
| 11 | Project Management Capacities | * How many projects have been successfully managed by the organization to completion? * How many projects are currently being managed (all areas + in the targeted area)? * How many different donor grants? is the organization currently managing? * How does the organization build the capacity of the staff/institution to reach quality implementation of activities? | 5 |
| 12 | Financial Management Capacities | * What is the total budget managed by the organization (current year + previous 3 years)? * Has the organization been successfully audited by external entities? * What are the basic financial and control mechanisms/ procedures in place? * Does the organization have grant management experience (**only for Lot 3 with co-applicants**) ? | 5 |
| 13 | Ethical standards and Code of Conduct | * Does the organization have Employee Code of Conduct? * Are the policies appropriate to reduce the risks? * Does the organization have an anti-fraud policy (**only for Lot 3 and 2**)? * Does the organization have Risk management policy (**only for Lot 3 and 2**)? | 5 |

Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the Grant Selection Committee or Oxfam during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

1. **Notification**

All applicants will receive a notification at the end of the Evaluation and Selection Process with the result.

The notification will be sent via e-mail to the addresses provided by the applicant and shall clearly include:

* Reason for rejection if the application was rejected;
* Notification of pre-selection and follow up action (due diligence) > at the pre-selection stage;
* Notification of due diligence results and confirmation / rejection.

All applicants have the right to receive information about their scoring and reasons for rejection/acceptance of the proposal

1. **Conditions for Final Contracting**

Oxfam will conduct due diligence assessments for all the pre-selected applicants.

The assessment will allow Oxfam to evaluate whether the applicant has the minimum capacities to carry out the project proposed. If the outcome is positive, the applicant will be confirmed.

A Contract between the applicant and Oxfam will be signed, defining the conditions for the implementation of the project .

1. **Payments**

The funds will be disbursed according to a specific schedule defined with the Grantee within the Contract.

All payments will be done through bank transfer to a dedicated bank account that the Grantee will be required to open.

1. **Approximate Timeline**

