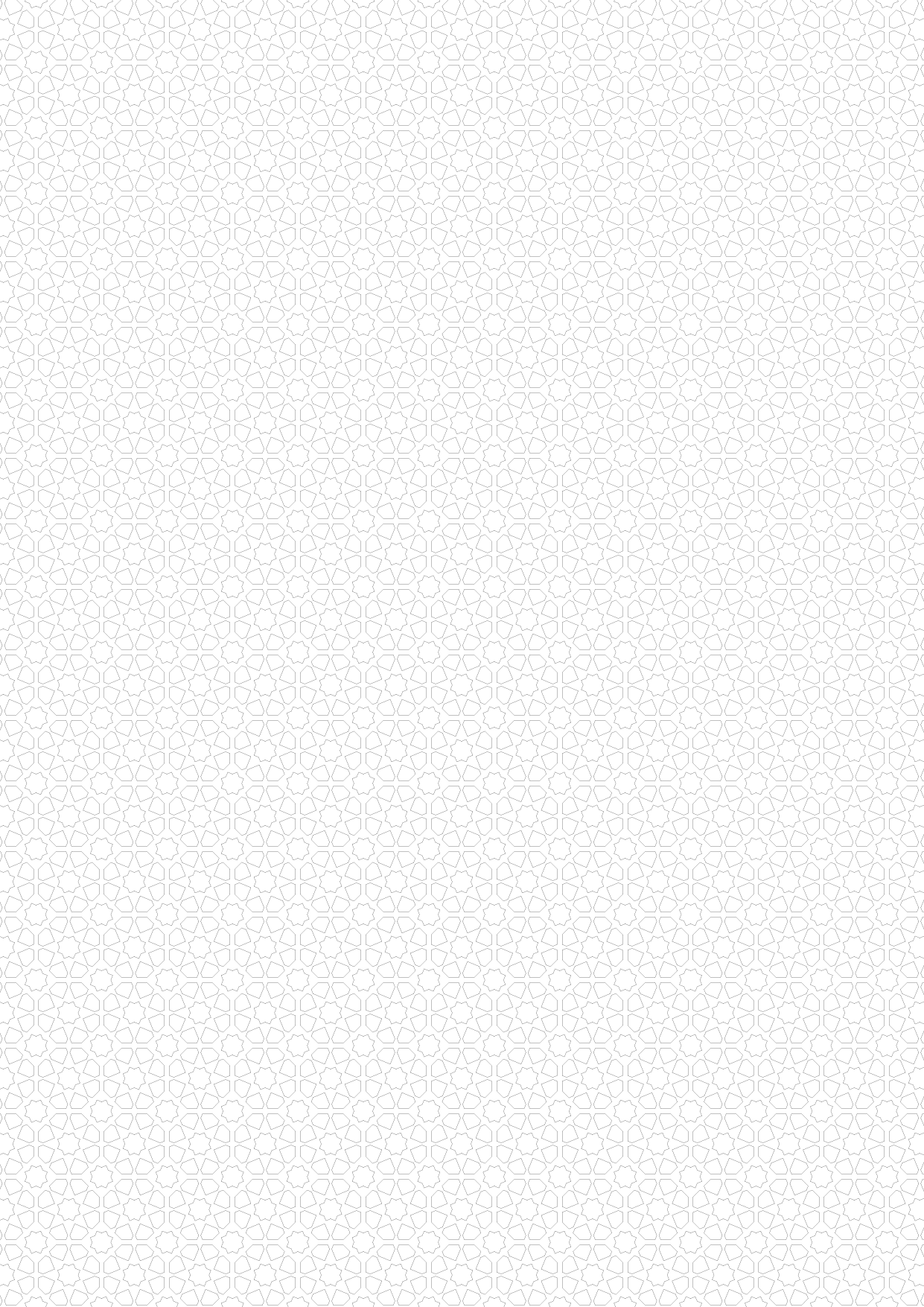
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**GRANT SCHEME FOR IRAQ**

**GUIDELINES FOR APPLICANTS**

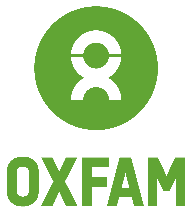
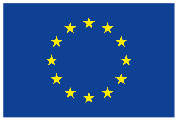
Naseej:

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 Iraq (Anbar and Diyala), Yemen(North and the South specifically Sana’a, Lahj, Aden and Taiz) and the Occupied Palestinian Territory (OPT – West Bank, in particular, Area C, East Jerusalem, Gaza Strip) 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 Diyala and Anbar 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 Iraq as well as in Yemen and OPT.

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  1.5 Collect testimonies to document and advocate against violations of women’s rights in crises | **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** Workwith 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 |

1. **Available Funding**

The total funding for this call for proposals amounts at **1.175.000 €**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 3 |
| Lot 2 | Between 100k and 150k € | Up to 5 |
| Lot 3 | Between 300k and 350k € | Up to 1 |

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

* Small organizations - can apply only for Lot 1 projects (25-50K €)
* Medium organizations - can apply for Lot1 and Lot 2 projects (25-50k €/ 100-150k €)
* Large organizations - can apply for all the 3 Lots

**2.1 Priorities within funds allocation**

In order to ensure fair competition among all applicants, small organizations will be prioritized for Lot 1 and Medium organizations will be prioritized for Lot 2.

Moreover, 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
* **Under-funded Organizations:** organizations that are not already receiving significant funding;
* **Projects implemented in under-served and under-funded area** within Diyala and Anbar Governorates, in particular:
  + Diyala Governorate: Azaadi, Raparin, Banmil, Arkawazi, Alezi (Al bingani), Aljehad, Alnedal (Baloor), Saadiya town neighborhoods.
  + Anbar Governorate: AlboIkash, kilo 7 complex, Raihana, Hasahcomplex, Obaidi, Qaimcenter, Rumanah neighborhoods.
* **Organizations working with youth (15-24 years old)**: for projects in Stream 2

**2.2 Applicants’ contribution**

Applicants for **Lot 2 and 3** are requested to contribute to Naseej project, providing training support to smaller CSOs.

Each applicant will provide a description of the kind of training it can offer in the application Form.

1. **Definition of Organizations’ size**

The following criteria define the size of the organization:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Annual Budget | Staff | Geographical outreach |
| Small Organization | less than 130 million IQD | Minimum2/3 permanent staff | * presence in at least1 district |
| Medium Organization | * between 130 m and 452 million IQD | * Minimum 3/4 permanent staff | * presence in at least 2 districts |
| Large Organization | above 452 million IQD | * Minimum 5 permanent staff | * presence in at least 3 districts |

\*\* to convert IQDs/USD into EUR refer to the exchange rate for May 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** | Is legally constituted and registered by the Directorate of NGOs in Federal Iraq (any form of NGO). |
| **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** | **Entity’s Experience** | Can demonstrate the following years of experience  Lot 1 : min 1 year  Lot 2 : min 5 years  Lot 3 : min 9 years |
| **4** | **Exclusion Criteria** | Is not in any of the exclusion criteria mentioned in the Declaration on Honour (Annex 3) |
| **5** | **Minimum financial capacity** | Annual budget 2019  Lot 1: min. 33 millions IQD  Lot 2: min. 130 millions IQD  Lot 3: above 452 millions IQD |
| **6** | **Organization’s size** | demonstrate to have the organizational size necessary to apply to the Lot |
|  |  | |

**For Activity 1.5 – Stream 1**> The organization has a safeguarding and data protection policy ensuring the confidential treatment of SGBV survivors.

**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. 6 months  Max. 14 months | Min. 9 months  Max. 16 months | Min. 12 months  Max. 18 months |
| Location(s) where the project will be implemented | The project will be implemented in at least one of the following locations:  Diyala Governorate: Azaadi, Raparin, Banmil, Arkawazi, Alezi (Al bingani), Aljehad, Alnedal (Baloor), Saadiya town neighborhoods.  Anbar Governorate: AlboIkash, kilo 7 complex, Raihana, Hasah complex, Obaidi, Qaimcenter, Rumanah neighborhoods.  Baghdad city for advocacy activities only (under Stream 3) | | |
| Organization’s size/type | Small  Medium  Large | Medium  Large | Large |

**All projects must end by 1st June 2022**. However, regardless of the project’s duration, all applicants will commit to participate to the capacity-building activities and the learning, exchange & advocacy activities proposed by Oxfam within Naseej that will take place until August 2022.

**Partnerships and sub-granting**

The project must be proposed **by only one eligible organization** that will be the main implementer. Sub-granting to other organizations by a grantee is not allowed in any form.

Partnerships are allowed as long as the applicant remains the sole manager and responsible of funds.

**Number of applications that can be submitted**

Each applicant can only submit **1 proposal for the same deadline**.

Applicants who have not been selected during an evaluation, will be allowed to submit another application. In any case, only **1 project can be funded for each organization**.

The applicant can be partner in another project submitted by another applicant.

**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; * Advice on specific issues; * 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; * Visibility materials; |

Medium and large sized WROs with experience and ability to conduct technical training on one of the Streams will be involved in providing technical capacity development support and training to smaller CSOs/WROs.

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**

This Call has **multiple deadlines**. Applicants can submit their projects as per the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Deadline for Submission | Notification to applicants  (approximate) | Project implementation period | Lots |
| 1st Deadline | 1st September 2020 | 1st November 2020 | 1st December 2020 – 1st June 2022 | open to applications for Lot 1,2 and 3 |
| 2nd Deadline | 1st November 2020 | 1st January 2021 | 1st February 2021 – 1st June 2022 | open to applications for Lot 1, 2 and 3 |
| 3rd Deadline | 1st January 2021 | 1st March 2021 | 1st April 2021 – 1st June 2022 | open to applications for Lot 1 |

**5.1 Application modalities**

Applicants will submit the following documents:

* Application Form –Narrative> Annex 1
* Application Form – Budget> Annex 2
* Declaration on Honour by applicant> Annex 3
* Eligibility Checklist together with additional documents > Annex 4

Copies of the following documents shall also be submitted:

* Certificate of registration from the Directorate of NGOs (compulsory)
* Annual Statement of Accounts 2019 (compulsory)
* Authorization letter(s) for having office from local authority(ies) (compulsory)
* Copy of safeguarding policy and/or SOP on SGBV case management and data protection (compulsory only for applicants to Stream 1 – Act. 1.5Collect testimonies to document and advocate against violations of women’s rights in crises)
* Copy of any policy on Fraud (optional)
* Copy of any policy on Terrorism financing (optional)
* Copy of any policy on Community Feedback (optional)

All required application documents and document checklist fully completed shall be submitted to Oxfam dedicated email[**iraqnaseej@oxfam.org.uk**](mailto:iraqnaseej@oxfam.org.uk) by the given deadline, with the subject line: OrganizationName/Naseej

Applications can be submitted in Arabic and/or English.

Applicants can also submit their proposals by the relevant deadline in paper at Oxfam’s local offices:

* For Anbar:
  + RAMADI OFFICE: Alboalwan, behind Ramadi water treatment main project.
  + Opening time: Sunday to Thursday from 8:30 am to 5 pm.
* For Diyala:
  + KALAR OFFICE: Villa #48, Dreamland, Kalar City, Garmian District, Sulimaniya Governorate & KHANAQIN OFFICE: Hay Ramadan, Khanaqin City, Khanaqin District, Diyala Governorate
  + Opening time: Sunday to Thursday from 8:30 am to 5 pm.

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

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

A **paper receipt** will be received by the applicant in case of hand submission.

**5.2 Technical Assistance and Information Activities**

To support applicants in the preparation of their proposal, OXFAM will organize technical assistance and information activities such as:

* Info sessions (on-site and/or online)
* Technical assistance sessions (on-site and/or online) > supporting applicants with practical exercises on how to fill the different documents and how to design a successful proposal.

The program of these activities will also be published on NCCI Website [**https://www.ncciraq.org/en/**](https://www.ncciraq.org/en/) together with the instructions to register and participate.

**5.3 Questions and FAQ**

Questions on the call may be addressed in written to [**iraqnaseej@oxfam.org.uk**](mailto:iraqnaseej@oxfam.org.uk) subject line: ORGANIZATION NAME/Question. All questions should be sent **1 month by the related deadline**. 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 through NCCI Website [**https://www.ncciraq.org/en/**](https://www.ncciraq.org/en/) two weeks 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.

Selection Criteria are going to be assessed to **evaluate the quality** of the eligible proposals submitted by eligible applicants and applicant’s capacities to implement it.

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 |
| Very weak | **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 25 | | | |
| 1 | Relevance | * Are activities relevant to the context? * Is the proposal based on an analysis of the context 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? * Is the proposed intervention addressing several Streams? **(only for Lot 3)** | 5 |
| 2 | Feasibility | * Are the objectives achievable? * Are the resources requested (for program and for support) sufficient to implement the activities and reach the objectives? * Is the timeline for the activities realistic to reach the proposed objective/targets? * Is the length of the project realistic to achieve the objective? | 5 |
| 3 | Sustainability | * To what extent the targeted communities are engaged and participate in the project? * 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? * Is the organization supported by any other organization than Oxfam? | 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 | Approaches and activities that target women leaders and/or prioritize strengthening women’s leadership | * To what extent women leadership is promoted in the intervention? * How are local women leaders participating in the design and implementation of activities? * How are activities promoting community support to women leadership? | 5 |
| Applicant Selection Criteria 30 | | | |
| 6 | Organizational mandate or purpose on gender equality | * Is gender equality a main part of organization’s mission? * Does the organization have a gender strategy/SOP? * Does the organization management team include female employees? * Do HR policies promote gender equality in recruitment? * Has the staff been trained on gender equality ? | 5 |
| 7 | Demonstrated expertise in the relevant Streams | * How many projects/years the organization has been working on the streams it is applying to? * Does the staff profile reflect the expertise on the targeted streams? * Has the organization managed to establish partnerships with key stakeholders relevant to the streams? | 5 |
| 8 | Experience operating in the target area(s) | * Is the organization currently implementing activities in the target area? If yes, for how many years? * Has the organization an office/sub-office in the target area? * Is the organization able to manage security constraints and reach the targeted communities? | 5 |
| 9 | 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 donors is the organization currently managing? * How does the organization build the capacity of the staff/institution to reach quality implementation of activities? | 5 |
| 10 | 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? | 5 |
| 11 | Policies on safeguarding, terrorism financing, fraud and community feedback | * Does the organization have policies on safeguarding, terrorism financing, fraud and/or community feedback? * Are the policies appropriate to reduce the risks? | 5 |
| 12 | Training experience relevant to the Streams  **Only for Lot 3 and 2** | * Does the organization have any experience in training or providing capacity-building for other organizations/ actors on topics relevant to the Streams? | 5 |
| 13 | Geographical outreach  **Only for Lot 3** | * Is the proposal targeting multiple locations? | 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**

Applicants selected by the GSC will be further assessed by Oxfam Partnership Team.

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 including:

* Commitment by the grantee to participate in the capacity-building activities proposed by Oxfam
* Monitoring modalities including the possibility for Oxfam to conduct monitoring field visits

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**

