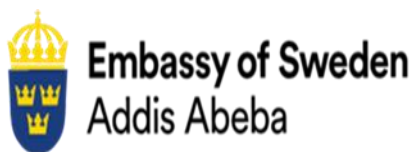




# Civil Society Support Programme Phase Two (CSSP2)

## Application Guideline for Emerging CSOs Grant

July 2022,  
Addis Ababa



Funded by the People of United Kingdom, Ireland, Sweden, and Norway

Managed by the British Council in consortium with Pact UK and Social Development Direct

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## Purpose of the guideline:

The purpose of this guideline is to provide guidance for interested applicant CSOs on the process of preparing and submitting a Proposal Application under CSSP2's grant window for Emerging CSOs (the focus of the projects under this call will be on CSSP2's three thematic areas). It provides background information about CSSP2, the purpose and nature of the Emerging CSOs Grant. The guideline also gives insight to staff and individual assessors to assess proposals. The guideline also constitutes our accountability framework.

## Introduction

Civil Society Support Programme Phase Two (CSSP2) is a capacity development programme designed to support Ethiopia's civil society organizations to enable them to be capable advocates on inclusive and accountable governance for better equitable and inclusive access to services; and an improving environment for the promotion and protection of human rights of all. To this end, CSSP2 is supporting Ethiopian civil society organizations through capacity building activities and grant making for CSOs to implement activities which leads to improved Inclusive and accountable governance, and an improved environment for the promotion and protection of the human rights of all Ethiopians. Grant making, Capacity Development and Engagement are the core strategies of the programme that mainstream key cross cutting strategies including gender equality and social inclusion (GESI), Safeguarding, and Monitoring, Evaluation & Learning (MEL). CSSP2's core thematic areas are Gender Transformation, Young People, and Citizen-State Engagement. Moreover, using Regional Hubs as basic programme delivery unit, working on Human Rights-Based Approach, and investing on collaborative efforts among and between different actors for collective impact are the key strategies and approaches used for successful, effective, and efficient implementation.

CSSP2 is a multi-donor funded programme, comprising contributions from UK, Ireland, Sweden, and Norway. FCDO is the lead donor and follows up on the proper implementation of the programme on behalf of all donors. The implementation of the programme is managed by the British Council, in consortium with Pact UK and Social Development Direct. The programme completed its first three years of implementation from August 2018-July 2021, No Cost Extension (NCE) period from August 2021- March 2022, and it is in a costed extension phase from April 1, 2022- August 2023.

CSSP2 is an adaptive programme designed to respond to the changing context and varied issues flexibly and strategically through its grant windows: strategic, flexible, local action, conflict response, human right and emerging CSOs. The programme works to build effective relationships that foster collaboration between civil society actors, citizen and the government in order to support CSOs to work on the rights and needs of women, men, youth, boys and girls, including those hard-to-reach groups.

## Theory of change

In order to achieve CSSP2's programme purpose, CSSP2 has developed the following theory of change which should guide potential applicants' interventions; and to which grantees should contribute to.

If CSSP2:

- Supports selected civil society organizations (CSOs) technically and financially to implement projects on the identified thematic areas through Human Rights Based Approach.
- Builds the capacity and commitment of relevant government stakeholders and create space and platforms for evidence-based engagement and learnings.
- Navigates a potentially dynamic context skilfully, tailoring its approaches and relationships in near-real time based on relevant political economy analysis, appropriate research, and targeted learning, including beneficiary feedback.

Then:

- These CSOs will be able to empower citizens and become capable advocates on the needs and concerns of women, men, boys, and girls, including those hard-to-reach groups; and
- Citizens and CSOs will be able to make government accountable and influence government behaviour, policies, and practices.

Contributing towards:

- Inclusive and accountable governance; and an improved environment for the promotion and protection of the human rights of all Ethiopians.

## Guiding principles

The proposed interventions submitted by CSOs should consider the following principles to ensure proper level of outcome and policy informing results

- Contribution of the proposed intervention to improve local practices around CSSP2 thematic area/s (gender transformation, young people, citizen-state engagement)
- Applications and project implementation should integrate gender equality, disability, and social inclusion
- The proposed intervention should show its **expected results** with measurable indicators with clear approach for monitoring, evaluation and learning which helps generate evidence disaggregated by sex, age, and other social stratifications to show status and progress along various aspects of inequities and exclusions. The overall results should demonstrate progressive change in the applicants' respective thematic area for the cumulative duration of the project.
- All the planned interventions are expected to be designed from and adopt a Human Rights Based Approach (HRBA) to implement activities and promoting results within the thematic area.

- The applicant/s is/are expected to fulfil CSSP2’s minimum safeguarding criteria, and have a robust safeguarding manual accompanied with proper practice of the same. If applicants don’t have a safeguarding policy, the applicant CSO should explicitly confirm its organizational willingness and readiness to adopt a policy approved by its governing body and comply with CSSP2’s minimal safeguarding requirements within 3 months of signing of a grant contract with CSSP2/British Council. CSSP2 may provide technical supports in this regard. This should be demonstrated in the application.

## Nature of the Programme

The ultimate goal of CSSP2 is to contribute to responsive and accountable governance for better equitable and inclusive access to services, and an improved environment for the promotion and protection of the human rights of all Ethiopians. The programme has two expected outcomes.

**Outcome1:** Increased capacity of CSOs to become active organizations and capable advocates on CSSP2 thematic areas and emerging issues.

**Outcome 2:** Enhanced citizen-state engagement on CSSP2 strategic themes and other emerging issues.

CSSP2 has three strategic thematic areas that guide its intervention to achieve the aforementioned outcome areas. and support to CSOs. These are gender transformation, young people and citizen-state engagement. These thematic areas further divided into nine sub-thematic areas (three sub-themes under each. Table below shows the different thematic areas

|   | Gender Transformation         | Young people    | Citizen-State engagement        |
|---|-------------------------------|-----------------|---------------------------------|
| 1 | Gender Based violence         | Substance abuse | Social minorities and inclusion |
| 2 | Women Land right              | Decent work     | Stronger and better CSOs        |
| 3 | Women Political Participation | Youth voice     | Trust and confidence            |

Human rights-based approach is at the heart of our engagement, and hence our partners are expected to apply this approach while assessing, planning, designing, and monitoring their programmes in the various thematic areas stated above. CSSP2 firmly believes that development is a right that originates from the human rights, and hence every person, as the holder of human right, should benefit from the development process including hard-to-reach community group. The approach targets both the right holders (the people) and the duty bearers (the government).

Building on the CSSP2 theory of change, CSSP2 grant making encourages projects that:

- support civil society organisations (CSOs) to become more professional, accountable and active organisations in one or more of the strategic themes described above.
- enhance the actual delivery and to positively change the lives of women, men, youth, boys, girls and persons with disability as well as those hard-to-reach groups through the use of rights-based approach to advocate for right of all segments of the community.
- Support the systematic and organizational strengthening efforts of the CSOs including

manual development, system in-placement and staff capacity building

- focus on building the relationship and capacity of government stakeholders for effective engagement and policy and legal changes in one of the CSSP2's thematic areas,
- Promote efforts and achievements of lower level to the regional and national levels including policy changes and valuable initiative to vulnerable groups,
- Organize policy advocacy events valuable to citizens and CSOs at regional and federal levels
- Enhance awareness of different actors to the hard-to-reach and vulnerable groups in the application of HRBA in their service delivery such as health facilities, schools, CBOs etc
- Strengthen regional CSO networks and consortiums with the aim of sustaining joint effort to promote human rights fulfilment
- Closely work with and support media for advocacy of human right and right based approach
- Generate evidence for learning, policy and legal changes and effective citizen-state engagement

## Definition and Scope

### Grant to Emerging CSOs:

CSSP2's emerging CSOs grant aim to support, empower, build the capacities and strengthen small civil society organisations whose vision is related to CSSP2's impact and outcome areas, who are operating at a local, community, district, regional or national level in Ethiopia. The grant specifically targets registered after the new CSO proclamation # 1113/19 where the registration can be at federal or regional/local levels. Furthermore, the grant aims at establishing and supporting institutional set up of the organization itself to be strengthened and/or to start the functionality, linked with making and creating vibrant and professional organization which will become capable advocate for the voiceless.

The emerging CSOs grant is also intended to support organisational development and boost effectiveness which enables new CSO organisations to better implement projects that considers gender, disability, social inclusion, and human rights dimensions at local level. The grant for emerging CSOs will be limited to CSSP2's priority themes Gender Transformation, Young People and Citizen State Engagement.

### Initiatives Eligible for Funding

Based on the above background and taking the current political and economic situation of the country, CSSP2 specifically supports interventions that feed into the ongoing efforts of the programme. The Emerging CSOs grant is also to support CSOs which are on initial stage.

### Geographical consideration

CSSP2 is expected to support CSOs across Ethiopia and specifically to develop a strategy which encourages CSOs to work in remote locations while enabling them to develop constructive partnerships with government. In all its grant engagement, CSSP2 encourages and accords due

consideration for organizations working not only in remote areas, in emerging regions and newly established CSOs as long as there are possibilities of having common interest with the CSSP2's scope. Furthermore, the programme highly appreciates and encourage CSOs to work on strengthening policy advocacy across the various tiers of government.

In this call geographic priorities will be considered as follows:

1. Addis Ababa, Afar and SNNPR have CSSP2 grant coverages already. Thus, in this call we do not consider interventions in these regions.
2. In view of further balancing CSSP2's geographic grant coverage, this grant call encourages applications for interventions in Somali, Harari, Dire Dawa, Southwest Ethiopia and selected areas in Amhara (Agaw Awi, west Gojam and North Shewa Zone), and Oromia (Guji, Bale, Jimma, Ilu Aba Bora).
3. For regions where there are ongoing conflicts namely Tigray, Amhara (North Gondar, Cenentral Gondor, West Gondar, Wagemra, South Gondar and North Wollo Zones), Benshangul Gumuz (Assossa, Kamashi, Metekel and Mao Komo Zones) and Oromia (Borana, East Welega, Horo Guduru Welega, Kelam Welega and West Welega Zones) and SNNPR (Konso ), CSSP2 will respond by using its other grant window (Conflict response Grant) thus, applicants can not apply to these mentioned places in the current call.
4. CSSP2 may advise applicants to shift their target geographic areas, as deemed necessary.

Please note that CSOs can apply in all other regions and zones where their names are not included under number one or three.

## Eligibility Criteria

Interested applicants should fulfil the following eligibility requirements:

1. Registered by authorized government body of Ethiopia (federal, regional/local) and have a valid registration.
2. The original registration period should be in post March 2019.
3. Have (or committed to have) safeguarding policy that can be submitted to CSSP2.
4. CSOs who are currently implementing projects funded by CSSP2 are not allowed to apply in this call.
5. The proposed action complies with the vision, mission and objectives of the applicant and contributes to CSSP2' objectives.
6. Have functional financial management systems (to be checked using audit reports (if any) and due diligence assessment),

## General Conditions:

1. Applicants can only apply separately, and coalition application is not allowed for this call.
2. Proposals shall demonstrate stronger results and compliant with CSSP2 requirements.
3. Proposal should be not supported by other donor; double funding is strictly forbidden.
4. CSSP2 may request the detailed justification of the budget at any time before, during or after the project implementation.
5. Budget amounts indicated by the Applicant should reflect a detailed and accurate estimation acceptable by the market, and should reflect proposed activities
6. Applicant should submit **a full set of the application pack in soft copies**. The pack should include all the below.
  - a. Valid registration certificate of the applicant from relevant government body.
  - b. Completed Application form (proposal, workplan, Monitoring plan and Budget templates)
  - c. Signed and stamped declaration form.
7. Applicants will not be reimbursed for any cost they incur in the preparation and submission of an application. All preparation and submission costs are at the applicant's expense.
8. CSSP2 can reject an application if; a) an application fails to meet CSSP2's expected quality standards or requirements; or b) the due diligence assessment shows a major finding; or c) CSSP2 faces an unanticipated cause.
9. CSSP2 reserves the right to enter into discussions and negotiations with any applicant about the content, structure or budget of proposed project, geographic area; and CSSP2 reserves the right to fund any or none of the grant applications received.
10. CSSP2's Grant Agreement template will be shared with eligible CSOs along with other attachments for applicants to read it ahead to avoid lengthy negotiations with finalists in the Grant Contract signing. A CSO that thinks it will not meet any of the articles of the standard grant agreement should declare the same along with its application submission.
11. Each finalist applicant should sign a Grant Contract with British Council-CSSP2. The applicant is expected to submit a completed cash request, Invoice, and bank detail forms up on request.

## Budget and Project Duration

**Budget ceiling and duration:** Grant to emerging CSOs has a budget range of **£ 25,000 to £30,000**. However, the budget ceiling may be increased or decreased depending on the nature of the project, and as agreed by CSSP2. The exchange rate to be used to convert the GBP budget ceiling to ETB 63.90. The project duration will have a maximum of 7 months from September 2022 to March 2023.

## Allowable and unallowable costs

Budget costs which are necessary, reasonable, and essential to the administration and operation of a project are considered as allowable for funding.

CSSP2 grants are designed to provide for the allowable costs of operating.



**Allowable costs:**

- Programme activity costs
- Consultancy costs
- Transportation costs
- Space: Rental costs for office etc. However rental costs for property owned by the grantee may not be charged.
- Conferences and workshop costs. Including costs for conference/meeting arrangements, rent of conference rooms, and travel expenses
- Staff salary and benefits
- Printing, duplication, and publication
- Equipment rental
- Audit fees
- Office and programme supply
- Security
- Project-related telephone and postage expenses
- etc.

**Unallowable costs:**

- Purchase of land
- Purchase of car/vehicles
- Major capital expenditures will not be supported as the primary focus of the proposed initiative
- Compensation of government employees
- Gifts
- Bonus or commission payments
- Military-type equipment
- Corporate formation
- Fines and penalties
- Funds for activities that add no value to the CSSP2 purpose
- Alcoholic beverages, and drugs
- Costs incurred outside of the project period
- Payments for activities which exclusively have religious or political mission
- Statutory fines, criminal fines or penalties
- Payments for works or activities that are fully funded by other sources
- Payments for unfair dismissal or other compensation
- Contingency/ unforeseen costs which was not planned originally
- Depreciation is an accrual accounting concept and should not be included
- Debt repayment, bad debts to related parties, or interest payments or service charge payments for a finance lease

**Evaluation process**

Review and selection decision will be made by external assessors who will be hired by CSSP2. The assessors may provide feedbacks to the selected applicants to enrich the application on behalf of CSSP2. Applicants that are not willing to accept feedback could be excluded from the process and from funding. The Senior Management Team (SMT) of the programme will make overall and final decisions of the whole grant process.

**Submission and Approval Process:**

1. Complete the proposal application pack which is provided and attached with this guideline and submit to CSSP2 in soft copy via email [grantapplication@cssp2-et.org](mailto:grantapplication@cssp2-et.org) .

2. If no acknowledgement of receipt is sent after your submission, it is because the proposal has not been submitted, and hence the Applicant may contact CSSP2 through email requesting explanation.
3. Application will be reviewed by evaluating team and results will be shared with all applicants.
4. CSSP2 will undertake due diligence assessment. The applicant is expected to address the feedback.
5. The CSSP2 management will make the final funding decision based on the proposal assessment and the due diligence assessment results.

A full set of application pack should be submitted in soft copies (word, excel, and PDF files) to CSSP2 via [grantapplication@cssp2-et.org](mailto:grantapplication@cssp2-et.org) by indicating **CSSP2 Emerging CSOs Grant Application** on the subject line of the email. If the size of attachments is larger than the allowable limit, the applicant must send the attachments in different rounds; however, the subject line of the subsequent emails should denote **CSSP2 Emerging CSOs Grant Application – Second Email, Third Email, etc.** Deadline for application is 31 July 2022.

For any enquiry, please send your request through [information@cssp2-et.org](mailto:information@cssp2-et.org); or call to: +251-11 617 4300 the CSSP2 - Grants team

## Annexes

**Annex 1:** Proposal Application form for Emerging CSOs Grant

**Annex 2:** Work plan Template

**Annex 3:** Budget Template

**Annex 4:** Monitoring Plan

**Annex 5:** Declaration Form

=====END=====