



Civil Society Support Programme
Phase 2
Partnerships supporting people



Ambasáid na hÉireann
Embassy of Ireland



Embassy of Sweden
Addis Abeba



ROYAL NORWEGIAN EMBASSY

Safeguarding Grant Application Guideline

Civil Society Support Programme Phase 2(CSSP2)

July 2019
Addis Ababa



The Civil Society Support Programme Phase Two (CSSP2) is funded by the people of the United Kingdom, Ireland, Sweden and Norway. The Programme is managed by the British Council, in consortium with PACT UK and Social Development Direct

www.cssp-et.org

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1. Background and purpose

Civil Society Support Programme Phase 2 (CSSP2) in Ethiopia is a three year programme (August 2018 to August 2021) intended to operate in all regions of Ethiopia within the legal framework of the country. CSSP2 is funded by the peoples of the United Kingdom, Ireland, Sweden, and Norway; and the programme is managed by the British Council, in consortium with Pact UK and Social Development Direct.

CSSP2 supports Ethiopia's civil society organisations (CSOs) to help them to contribute to the country's national development; poverty reduction; and the promotion of good governance in line with the government's policies and strategies. CSSP2 works to support effective relationships that foster collaboration between civil society actors, citizens and the government in order to support the needs of women, men, youth, boys and girls, including those hard to reach groups.

The purpose of this guideline is to give guidance and direction to interested and eligible grant applicants about the call for concept note in the area of **safeguarding**. The guideline is intended as the primary document for use in the preparation of applications. Potential applicants can be third party organisations/service providers such as CSOs or private companies; and, they are expected to build the capacity of CSOs in relation with safeguarding. The capacity building support will enable CSOs better to understand, implement and compliant with safeguarding policies , procedures and requirements including in relation to both child safeguarding and prevention of sexual exploitation, abuse, and harassment (PSEAH).

Many of the social groups with whom CSSP2 works with may have an increased risk of experiencing violence, including sexual exploitation, abuse and harassment (SEAH), because they are vulnerable and hard to reach. This means that safeguarding beneficiaries and community members from all forms of violence and harm is a cornerstone of CSSP2's approach. CSSP2 recognises that harm may be done by CSSP2 staff, contractors, CSO representatives and community members; and this is a manifestation of power relationships and often occurs within unequal relationships, for example, between manager/supervisor and employee, or employee and beneficiary.

The first round of grants for CSSP2 found out that safeguarding capacity across CSOs was generally extremely weak - both in relation to safeguarding children and PSEAH. In order to reach an acceptable level of implementation across CSOs, it is therefore important for CSSP2 to invest significantly in safeguarding capacity building for its partners.

Another related concern that has emerged in the context of a recent due diligence review is lack of safeguarding investigation capacity in Ethiopia. It is assumed that with enhanced safeguarding procedures in effect in CSOs and in their relations with communities, there might be an increase in the number of reports of safeguarding incidents. However, CSSP2 judges that many of its CSO partners have only limited capacity to investigate and manage such cases. In addition, the CSSP2 safeguarding team neither have the capacity to coach and support CSOs when there is a need for an investigation, nor does CSSP2 have the capacity to conduct such investigations on behalf of CSOs.

A safeguarding framework has therefore been developed for CSSP2 to mitigate against violence. It sets out how the programme will work with CSOs including in relation to:

- minimum safeguarding standards for CSOs and due diligence on these standards
- capacity development for CSOs on safeguarding
- monitoring compliance across CSOs

2. Scope of work

The selected provider(s) is expected to complete the following tasks in close cooperation and consultation with the CSSP2 safeguarding team:

Task 2.1: Build capacity of CSOs funded under CSSP2 in relation to safeguarding policies and procedures

The CSSP2 safeguarding team has already developed a first draft of a three day capacity building training on safeguarding, encompassing how to develop safeguarding policies and procedures and supporting participants to understand the drivers of violence. The third-party provider will be responsible for finalising this training package, ensuring that good practice in capacity building is well integrated. The third-party provider will then roll out this training package to CSSP2 partners and potential partner CSOs through 10 to 12 one-off trainings. There will be a maximum of 30 participants per training. This will be an ongoing activity during the duration of the contract as CSSP2 will continue to fund new organisations throughout the lifetime of the programme.

The service provider will also provide follow up support for CSOs that have taken part in the training. This will include:

- facilitate short training sessions at the hub level to CSOs on specific safeguarding topics. These topics will be agreed with CSSP2's safeguarding team, but may include aspects such as code of conduct, reporting mechanism, case management etc.
- provide ongoing mentoring and coaching to CSOs in relation to development and implementation of safeguarding policies and supporting CSOs to develop appropriate internal tools and forms.
- provide one-to-one support to CSOs that require additional support to meet safeguarding standards at the request of CSSP2.

Task 2.2: Build capacity of CSOs in relation to conducting safeguarding investigations

It is expected that through task 3.1 above, there may be an increased number of safeguarding concerns reported through CSOs. CSSP2's safeguarding team has assessed that there is currently weak capacity within Ethiopian CSOs to investigate these types of concerns and therefore believes that building capacity in relation to investigations and survivor support is an important component of safeguarding capacity building.

The provider will develop training material covering safeguarding investigation and support and run four to six trainings for a selection of CSO representatives in order to develop a cadre of safeguarding investigators in Ethiopia that CSSP2 and CSOs can draw on. The provider will also provide ongoing mentoring and coaching to CSOs about handling of safeguarding investigations. The provider will offer a first layer of technical support and quality assurance to the CSOs on behalf of CSSP2. This might include reviewing

investigation tools, provide coaching on the investigation approach, speaking to witnesses or other areas of investigations and survivors support as necessary. The provider will also offer a first layer of quality assurance on behalf of CSSP2 and support CSOs to strengthen their investigations where needed.

Task 2.3: Conduct Investigation

Until the CSOs capacity on investigation developed and if there is any allegation that partner CSOs couldn't conduct the investigation, the service providers will provide the service upon request. The procedure and the implementation will be discussed further.

Task 2.4: Identify the existing services and service providers for survivors

CSSP2 is committed to ensure safeguarding of its beneficiaries and community members from all forms of violence. This involves establishing effective referral systems and linkages. However, in Ethiopia there is no well-organised data about the existing services to the survivors and list of service providers. As a national programme, CSSP2 aims to contribute in this regard.

The service provider will map the existing services across the country, developing a list of service providers with full contact details; cost of the services and so on.

Task 2.5: Lead the collation of lessons learned in relation to building the capacity of Ethiopian CSOs on safeguarding and procedures

Safeguarding is a relatively a new area of work in Ethiopia. It is important that CSSP2 captures how this work has progressed and what lessons have been learned in supporting Ethiopian CSOs to strengthen their work on safeguarding children and adults. The third-party provider will therefore be responsible for collecting lessons learned throughout the duration of the contract in order to help CSSP2 and the development partners understand what has worked and why. The third-party provider and CSSP2's safeguarding team will work together to develop key learning questions in the first month of the contract. The provider will then be required to collect data and lessons learned during the contract and submit a lessons learned report by or before the end of the contract. Data collected by CSSP2 will also feed into this report. Key learning questions are expected to be:

- What has been achieved through CSSP2's safeguarding support to CSOs?
- Which methodology has been selected as most effective in delivering safeguarding capacity building for CSOs?
- What could CSSP2 have done differently to support grantees to develop their safeguarding capacity?

3. Deliverables

Based on the described tasks, the organisation is expected to deliver the following:

Deliverable	Timeline
Finalised capacity building material	Month 1
Finalised investigation training material	Month 1
High quality safeguarding trainings in relation to in-depth safeguarding knowledge and investigations	Months 2-16
High quality short sessions at the hub level on selected topics to be agreed with the CSSP2 safeguarding team and based on needs of	Months 3-16 (Quarterly)

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CSOs.	
A quality assured note on any safeguarding investigation conducted by a CSSP2 grantee, in consultation with the CSSP2 team	Month 1-18
Short report on progress for any CSSP2 grantee that requires additional technical mentoring	Month 2-16
A lessons learned report on what has worked/not worked in terms of building capacity of CSOs on safeguarding, which incorporates CSSP2's comments	Month 12
Mapping the existing services and service providers for survivors in Ethiopia	Month 1-6

4. Proposed duration

- Up to 18 months

5. Total indicative budget

- Under this call, CSSP2 allocated a total budget of £100,000 – £ 200,000. With this total budget, it is planned to contract out up to three grantees/organisations.

6. Number of grants required

- A maximum of three grants will be contracted out in this envelop
- Applicants can apply for one or more tasks listed under 'scope of work' of this guideline.
- Applicants who will come up in coalition are highly encouraged.

7. Eligibility criteria

Since applications can be submitted in coalition or individually, the following eligibility criteria are applicable to lead and/or co-applicants as indicated below.

- Should have valid registration license and registered under the law of Ethiopia (applicable to the lead and co-applicant/s), **and**
- Should have operational presence in Ethiopia (applicable to the lead and co-applicant/s), **and**
- Demonstrated expertise in building capacity of Ethiopian CSOs (applicable to the lead and co-applicant/s depending on the task type an applicant is proposing, **and**
- Contextual knowledge of Ethiopian civil society (applicable to the lead and co-applicant/s), **and**
- Experience of working on safeguarding including either child safeguarding or protection from SEAH (applicable to the lead and co-applicant/s), **and**
- Experience of organisational change, including for example working on organisational cultural change (applicable to the lead and/or co-applicant/s), **and**
- Experience of conducting or supporting safeguarding investigations and ideally conducting capacity building of CSOs/individuals in relation to safeguarding investigations (applicable to the lead and/or co-applicant/s), **and**

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- Experience on service provision mapping or research (applicable to the lead and/or co-applicant/s), **and**
- Established basic financial management systems (to be checked through audit reports and due diligence assessment) (applicable to lead and co-applicant/s), **and**
- Should have safeguarding policy

8. Rules of the call

- 1) Any interested and eligible applicant can apply individually or in coalition¹.
- 2) An organisation should submit one application as a lead or co-applicant at a time.
- 3) The application will have two stages; concept note and full proposal application stages.
- 4) The application pack must include ALL the below:
 - a) Renewed registration license of the organisation; **and**
 - b) Tax payer identification & VAT certificate (applicable for private organisations), **and**
 - c) Completed concept note; **and**
 - d) Signed and stamped Declaration Form for both lead and co-applicant/s; **and**
 - e) Recommendation letter/s from donor/other organisation/s that prove/s applicant's good past performance; **and**
 - f) Three latest audit reports with management letters for the fiscal years of 2016, 2017 and 2018 - for both lead and co-applicants; **and**
 - g) Safeguarding policy of the lead applicant organisation. The co-applicant/s policy will be required at the full proposal submission stage
- 5) Any application received after the deadline, or incomplete submission of required documents will result in rejection of the application.
- 6) Applicants will not be reimbursed for the costs they incurred in the preparation and submission of concept notes and proposals. All preparation and submission costs are at the applicant's expense.
- 7) After the selection of concept notes, CSSP2 will undertake due diligence assessment in the office of each lead and co-applicant
- 8) CSSP2 can reject applications at the concept note or full proposal stage if; 1) the application fails to meet CSSP2's expected concept note or proposal quality standards; and/or 2) the due diligence assessment shows a major finding
- 9) Any error or major discrepancy related to the concept note instructions may lead to rejection of the application.
- 10) Hand-written application will not be accepted ; Concept note should be typed and written in English language
- 11) CSSP2 will undertake due diligence assessment at the office of each potential applicant to see the overall organisational and financial management capacity.
- 12) The payment modality to successful grantees may be advance or reimbursement basis.
- 13) If the payment modality is advance, CSSP2 will disburse some percentage of the total grant amount as the first instalment. The remaining money will be paid up on the achievement of planned deliverables, and submission and verification of final reports.
- 14) A detailed budget breakdown will be required at the full proposal submission stage. The budget amount to be provided in Ethiopian Birr (ETB)

¹ A collection of different eligible organisations who will implement one project in a group

- 15) CSSP2's standard Grant Contract template is posted on British Council/CSSP2's website to read it ahead. This is to avoid lengthy negotiations on the template, with finalist applicants at the post selection stage.
- 16) Each finalist applicant should sign a Grant Contract within four days from the date of grant approval; and, the grantee should submit a completed cash request and bank detail forms within three days from the Grant Contract signing date.

9. Application procedure

A full set of application pack should be submitted in soft and hard copies. Soft copies of the application should be submitted through Grantapplication@cssp2-et.org by indicating 'Safeguarding Grant Application' at the subject line of your email. If your file size is larger than the allowable limit, please submit attachments in two rounds of emails; however, in your second round email, please write 'Safeguarding Grant Application-Round Two' in the subject line of the email. For hard copy delivery, please submit your application (three copies) to the CSSP2 Addis Ababa Office through a sealed envelope. Or, hard copies can be submitted to the CSSP2 Addis Ababa Office via DHL, the CSSP2 Office is located in Bole sub city, Africa Avenue Street, in front of Millinium Hall, near to Bole Mini, 6th floor of SEVITA Building, Addis Ababa; Tel **+251-116-153-411**.

For any enquiry, please send your request through information@cssp2-et.org ; Or, Call to **+251-116-153-411**.

10. Application timeline

Any interested and qualified applicants can submit their applications from the date of announcement until **July 31, 2019**. Any application received after the deadline will not be considered. Thus, applicants are strongly advised not to wait until the last day to submit their application since heavy internet traffic or a fault with the internet connection (including electricity failure, etc.) may lead to difficulties in submission. CSSP2 will not take responsibility for any delay due to such aforementioned difficulties.

11. Concept note assessment

Applications will be reviewed and evaluated using the following criteria.

1. Essential requirements	Response	
Have the applicant submitted a valid registration licence? and/or , Tax payer identification certificate (the latter is applicable to private organisations only) are submitted?	Yes/No	If the response is NO, the application will be rejected
Have the applicant submitted three audit reports with management letters for the fiscal years of 2016, 2017 and 2018? The audit reports are required for both lead and co-applicant/s	Yes/No	If the response is NO, the application will be rejected
Does the lead applicant submit its safeguarding policy?	Yes/No	If the response is NO, the application will be rejected
Relevance and design of the proposed project	Weight	Score

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Relevance of the proposed project to respond to the scope of work stated in this guideline	15	
Have the applicant presented results framework logically and coherently? Are key activities, outputs, outcomes and objective(s) clearly explained and linked to each other to achieve the proposed change?	15	
Have the applicant indicated feasible and realistic capacity development methodology (ies) to achieve the proposed change?	10	
Track record; past performance of implementing similar type of grants (to be proved through recommendation letter, explanations given in the concept note etc)	10	
Have the applicant proposed a reasonable budget and good proportion of administrative/overhead versus programme cost? Ideally, administrative budget including profit expected to be less than 20 % of the total proposed grant amount	10	
Have the applicant included key experts who are experienced in safeguarding children and adults, including from sexual exploitation abuse and harassment?	10	
Have the applicant suggested a sound integration and coordination mechanism with coalitions or other/ initiatives for optimizing results and to avoid duplication of efforts?	10	
Have the applicant clearly defined risks and risk mitigation mechanisms in light with the current context?	10	
Have the applicant proposed appropriate and feasible exit and sustainable mechanisms	10	
Total	100	

After the concept note assessment, a table will be drawn up listing the applications ranking sequentially based on the assessment scores. Applications with the highest score will be provisionally selected. In addition, a reserve list will be drawn up to be used if the pre-selected applicants failed at the full proposal application stage or if the due diligence assessment result shows a major finding.

CSSP2 will write an e-mail to each applicant about the assessment result of the concept note. Pre-selected applicants will subsequently be invited to submit a full proposal.

12. Full proposal

Applicants who will be successful at the concept note stage will be requested to submit a full proposal/application. In the full proposal submission stage, each applicant must submit a technical proposal, a detailed grant budget, activity plan, and M&E plan using CSSP2's templates. Templates will be provided after the selection of successful concept notes.

The full proposal will further be evaluated including applicants' detailed budgets; and, their grant and financial management capacity (through due diligence assessment). Full proposals will be evaluated using the evaluation criteria to be disclosed after the selection of concept notes.

13. Proposal approval

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Each applicant will be informed in writing about CSSP2's final decision concerning the status of their grant application. Successful applicants will be contacted for Grant Contract signing immediately after the approval of the proposal.

14. Appeal mechanism

Any applicant who may have dissatisfaction in the selection process can submit its appeal to the CSSP2 through appeal@cssp2-et.org.

15. Annexes

Annex 1: Concept Note Application Template for Safeguarding Grant

Annex 2: Declaration Form

Annex 3: Sample Grant Agreement (this is for applicant organizations to understand the contractual requirements they need to adhere, if they are selected)