



Australian Government

AusAID

Guidelines for Applicants submitting an Expression of Interest (EOI) for grant funding

September 2011

1. Background

The Community Development Fund (CDF) is part of Australia's Development Cooperation Program to Cambodia and is managed by AusAID, Australian Embassy in Phnom Penh. It is a flexible mechanism that facilitates civil society engagement in development priorities as articulated in Australia's development cooperation strategy.

2. CDF Goal

To support Cambodian communities and civil society organisations to implement local development initiatives that will contribute to poverty reduction and improved quality of life.

2.1 CDF Objectives

- To contribute to the development of Cambodian civil society through support for Cambodian non-governmental organisations and community based organisations.
- Contribute to the broader achievement of the objectives in the sectoral priorities of the Australian Development Cooperation Program in Cambodia, including funding innovative and pilot initiatives that complement bilateral and national level programs.
- To be a responsive and flexible funding mechanism responding to and supporting local initiatives.

3. Eligibility criteria

3.1 Eligible organisations: Who may apply?

Organizations eligible to apply for funding are:

- local non-government organisations (LNGOs) registered with the Ministry of Interior; and
- International non-government organizations (INGOs) registered with the Ministry of Foreign Affairs and International Cooperation (MoFAIC).

AusAID is committed to supporting the development of a strong and effective civil society in Cambodia and will therefore prioritise support from Cambodian organisations that can demonstrate organisational management capacity, good governance and that genuinely represent Cambodian communities.

4. Eligible project activities: what types of projects may be funded?

4.1 Projects eligible for funding must:

➤ **Be aligned with AusAID 's priority Areas of Focus**

The Community Development Fund (CDF) supports priority areas identified in Australia's development cooperation strategy. The CDF focuses on local community-based development projects particularly in rural areas which complement AusAID's sectoral programs and meet the local priorities that have been raised in the Village Development Plan, Commune Investment Plan, and which reflect the Decentralization & Deconcentration (D&D)'s 10 years program of the National Secretariat Decentralization & Deconcentration (NSDD). Proposals must respond to or address the following areas:

Rural Development and Agriculture

Particularly –

- Increased value of agricultural production and small holder income in target provinces:
 - Increased value of rice and fruit and vegetables produced leading to increase incomes;
 - Increased role of women in decision making about agricultural activities
- Increased food and livelihood security for the rural poor through social protection and landmine clearance:
 - Strengthen social protection system through improve targeting and social protection support for the poor;
 - Increased food security of vulnerable households through targeted food assistance and livelihood interventions;
 - Substantial progress on clearance of land mines/unexploded ordnance in priority areas, releasing land to poor communities for livelihoods purposes and facilitating development activities in the post-clearance areas.

Health

Particularly –

- Increased access to quality health services for the poor, women and children through improved health management:
 - Increased in births attended by trained health staff and coverage of midwives and services, which improve maternal and health outcomes in rural areas;
 - Improve the nutrition status of children and women for the poor households in rural areas;
 - Strengthen services for non-communicable diseases and road accident victims

Law & Justice

Particularly –

- Improve management of courts, prisons, police, and crime prevention activities (particularly for vulnerable groups):
 - Improved management in justice ministry, courts, police and prisons;
 - Improved the protection and promotion of individual rights and responsibilities in the justice system for juveniles and vulnerable groups;
 - Increased use of the corrections management system for secure and humane treatment of prisoners;
 - Increased confidence in the justice system and community involvement in reducing crime;
 - Increased prosecutions in instances of violence against women

Governance, Human Rights and Gender

Particularly –

- Promotion of public sector accountability and transparency of government decision making and access to information, particularly at provincial, district, and commune levels.
- Improving awareness of, and adherence to, democratic values and processes at all levels
- Strengthening the leadership role of peak NGO support organisations

- Strengthening mechanisms to protect and enforce human rights
- Eliminating discrimination against women, including violence against women

Infrastructure

- Assisting communities who have been resettled due to infrastructure or land development projects to restore incomes.

** Please note that proposals for activities **exclusively** for persons with disabilities should be directed to the Disability Inclusion Assistance Fund, formerly the Landmine Survivor Assistance Fund (LSAF) managed by Australian Red Cross.*

4.2. Partner Organizations

To be eligible to act as a partner organisation for LNGOs, INGOs must have a Memorandum of Understanding (MoU) with the Ministry of Foreign Affairs and International Cooperation. Partner organisations should be well established and experienced in the sector and preferably in the geographic area of the activity.

Responsibilities of the partner organisation are to:

- verify that the organisation making the proposal is well organised, transparent and representative
- provide advice as required and generally assist with preparation of the proposal
- provide guidance with implementation as required
- monitor project activities and expenditure as per agreed proposal and help keep the project on track
- provide written verification of reports and acquittals

Partner organisation administrative costs of up to 10% may be considered if these responsibilities are adopted and undertaken. If a partner organisation takes on the responsibility for monitoring the progress of project activities and expenditure, the monitoring strategy related to project activities and expenditure must be outlined in the proposal.

4.3. NGO Certification-The Voluntary Certification System for NGOs in Cambodia

The Cooperation Committee for Cambodia (CCC) hosts a voluntary certification system for NGOs in Cambodia. The system is based on compliance with the Code of Ethical Principles and Minimum Standards for NGOs in Cambodia. While not mandatory for funding, NGOs which have applied for and /or been granted Certification by CCC will be given additional scoring on the selection criteria. Organisations should provide validity dates if certified, and evidence of commencement of the certification process such as a letter of verification from CCC.

For more information on the Code, please contact the NGO GPP staff team at ngogpp@ccc-cambodia.org or 012 875 160 or 214 152 / 216 009. Additional information is also available on the CCC website at www.ccc-cambodia.org

5. Project activities not eligible for funding

Funding will *not* be provided for:

- proposal not in CDF format or key questions left unanswered or inadequately answered e.g. gender equity will be addressed is an inadequate answer without examples of strategies for **how** gender equity will be addressed
- commercial activities and research
- significant recurrent expenses such as 100% of core salaries (e.g. of Director) and office rentals
- activities with a high proportion of administrative support costs vs. activity costs
- activities related to involuntary or un-informed family planning

- partisan political activities and religious recruitment
- Emergency relief and welfare
- conferences, study tours or other overseas travel
- Environmentally insensitive activities which would negatively impact upon natural resources such as water, fisheries and forests
- Construction that is not part of a wider development activity and which has no maintenance and funding plan for ongoing costs
- Funding for freight
- purchase of vehicle/s (motorbikes are excepted if the need is demonstrated but only up to \$1000 per moto)
- Lack of competitive costing/quotes for assets over \$500
- Proposals that replicate existing similar project/s in target community
- proposals from individuals or commercial organisations
- credit focused activity schemes i.e. loans, (excludes seed funding for savings groups)
- major focus on staff training

6. Proposal Requirements

There are a number of mandatory requirements that must be addressed in order for a proposal to be eligible for consideration. ***Please check your proposal carefully against the following to ensure that it is eligible for funding.***

6.1 Mandatory requirements

CDF proposals **must**:

- clearly state linkage to one of the priority focus areas above;
- be consistent with or show a link to the development plans of the RGC at the local and national level such as the Village Development Plan and Commune Investment Plan which reflect the Decentralization & Deconcentration's 10 years program of National Secretariat Decentralization and Decentration (NSDD), and the National Strategic Development Plan (NSDP) 2010-2013, [www.MOP.gov.kh];
- clearly state and have well-defined objectives and work plans with indicators that enable evaluation of outcomes not just achievement of activities or outputs;
- be financially sound, competitively costed and represent good value-for-money in terms of the number of people benefiting from and/or participating in the project;
- be implemented in a way that respects basic human rights, facilitates capacity building, promotes good governance, identifies how participation for the most vulnerable in the target group will be enabled – for example, women, persons with disabilities, children (if appropriate), widows, and others traditionally excluded from activities and decision making;
- clearly demonstrate how gender equity and disability inclusion will be implemented and evaluated
- identify cooperation and partnerships with relevant government authorities organisations working within the same or similar sector in the target region, and how the proposed project complements rather than duplicates such activities;
- where applicable, ensure good environmental practices and humane animal husbandry;
- All organisations applying for AusAID funding must have a child protection policy and be able to demonstrate that the policy is understood and implemented by staff. This policy should be provided to

AusAID as an attachment with the project proposal. The AusAID *Child Protection Policy* is provided on request.

Organisations involved in family planning, water and sanitation must also be consistent with the following principles:

Family planning

Australian support for population and family planning activities is built on the following guiding principles:

- Individuals should freely decide the number and spacing of children and have the information and means to exercise this choice.
- Women should have access to a wide range of reproductive health services and should participate fully in defining the services they need.
- Family planning programs should include men and women and cater for all people who are sexually active.
- Assistance should actively work towards improving the quality of care in family planning programs.

Organisations that are intending to implement family planning activities should contact the CDF Program Manager to discuss and obtain, *Family Planning and the Aid Program: A Comprehensive Guide*.

Water supply

Organisations intending to implement agricultural water activities should refer to the Ministry of WRAM for guidelines and resources particularly approaches to enhance community engagement and ownership. Organisations that are intending to implement water supply activities - and especially those involving well construction or well rehabilitation - should contact the CDF Program Manager to obtain the *Safe water guide for the Australian Aid program 2005*.

Sanitation

Organisations intending to implement health and sanitation activities involving latrine installation should contact the Ministry of Rural Development to access the 'Informed Choice Manual on Rural Household Latrine Selection'.

Where a proposed project involves activities related to sanitation and hygiene (i.e. the construction of latrines), proposals addressing the following points need to be addressed:

- Demonstrated awareness of recent assessment of water and sanitation activities in Cambodia (available through the Department of Rural Development), including the significant issues related to subsidized latrine installation.
- A clear link to Ministry of Rural Development activities at the district and/or provincial level.
- Reference to and use of community-based education and behaviour change approaches such as the Community Led Total Sanitation (CLTS) approach or the ODF (Open Defecation Free) certification process implemented by DRD.
- Demonstrated use of the 'Informed Choice Manual on Rural Household Latrine Selection'.

7. INSTRUCTIONS FOR COMPLETING THE PROPOSAL APPLICATION TEMPLATE

1. Be specific – do not make general statements e.g. Do not state “we will make sure women participate” but describe what strategies the project will use to encourage women’s participation.
2. Give sufficient detail so that the activities are clear e.g. Do not state that one of the activities is conducting training but describe the training – where, who will be trained, who will do the training, how often, when etc.

3. Give sufficient detail so that the budget costs are clear e.g. do not have a budget line for salaries as a whole. Each staff person should have a separate salary line with % of time and salary for the project x number of months e.g. Exec Director 30% of salary for 12 months = xUSD
4. If contributions are expected from beneficiaries in terms of money, time or labour, provide an explanation of how the most vulnerable will be considered.

Remember that reporting will be against the activities; outcomes and budget that you have put into the proposal so ensure that your organisation has sufficient capacity to implement monitoring strategies and meet those reporting requirements.

Funding Levels and Funding Availability

8. Funding Levels and Funding Availability

The CDF is a multi-year funding scheme with limited funding for up to 3 years. The funding ranges from USD30,000 to a maximum of USD60,000 per year for projects of two or three years duration. The fund is competitive. That is, there are usually more proposals submitted that meet the requirements below than there are funds available. There is one funding round per year.

9. Project Duration

Funding will be made available for multi-year proposals with duration of between 2 and 3 years. Funding will initially be made available for the first 12 month period and funding for subsequent years will be dependent on the submission and acceptance by AusAID of project reports demonstrating satisfactory performance and satisfactory financial acquittals.

10. Application Process

Step One (for all interested applicant organisations)

10.1. Applicant organisations must submit a completed Expressions of Interest Form (Attachment A) to AusAID, Australian Embassy Phnom Penh. The closing date will be on 26 September 2011. Late Expressions of Interest will not be accepted. Expressions of Interest must be submitted in soft and hardcopy by email or mail to:

CDF Program Manager
AusAID, Australian Embassy Phnom Penh
No.16B, National Assembly St.
Phnom Penh
Email: sokunthea.nguon@ausaid.gov.au

10.2. Expressions of Interest forms must be typed and in English and must not deviate from the template format (Attachment A) or exceed the word limits specified.

10.3. AusAID will assess all Expressions of Interest and then invite selected applicant organisations via telephone or email to submit full applications for consideration for funding.

10.4. Please note that applicant organisations which have not been successful at the Expressions of Interest stage will not be contacted and should consider their application unsuccessful.

Step Two (for those organisations invited to submit a full application)

10.5. AusAID will provide an Application Form and guidelines for submitting a full application to selected organisations.

10.6. Proposals must be submitted in English and one electronic copy of the proposal should be sent to sokunthea.nguon@ausaid.gov.au and five hard copies must be submitted to AusAID, Australian Embassy (as address provided in 10.1).

10.7. Proposals should include the overall objective, key activities and budget for the entire duration with a detailed workplan of activities, resources required, expected results and performance indicators, and budget for the first year of the proposal.

10.8. Additional information can be included as an attachment. This information, however, should be kept to a minimum. For example, if you are a LNGO demonstrating your own organisational development, do NOT include copies of all your policies (with the exception of the organisation's child protection policy), procedures and systems but include a brief description of these if you do not have space in the body of the proposal. A copy of last year's independent audit if available should be provided as an annex. AusAID will request specific information if required.

10.9. Quotations for single asset items over \$500 (e.g. motor bikes) must be attached.

10.10. The closing date for submission of proposals is at 4pm on Friday 14 October September 2011. The late applications will not be accepted.

For further information please contact the CDF Program Manager:
Tel: (855) 23 213 470 ext 589 or sokunthea.nguon@ausaid.gov.au

ANNEX A

Expression of Interest (EOI) Form

Instructions

To be completed by the applicant organisation. Please read the EOI Guidelines carefully before filling out this form to ensure your project and organisation are eligible to apply for funding. The form must be typed and in English. All EOI forms must be received by AusAID by 4 pm on 15 September 2011. EOI forms can be e-mailed and submitted to the Australian Embassy Phnom Penh. Late EOI forms will not be accepted.

| PART 1: ORGANISATION DETAILS | |
|--|--|
| Organisation Name | |
| Type of Organisation (eg. Non-government, national institution, multilateral) | |
| Name of main contact (including title i.e Mr/Mrs/Dr etc | |
| Physical address (including city, postcode, country) | |
| Work phone number | |
| Mobile phone number | |
| Fax number | |
| Email address | |
| Website | |
| Name of alternate contact | |
| Phone Number | |
| Email Address | |

(a) What is your organisation’s mission, goal or objective? Briefly describe its main areas of work (maximum 150 word)

(b) Has your organisation registered in Cambodia Yes No

(LNGOs must be registered with Ministry of Interior (MoI), and INGOs must have a MoU with MoFAIC)

Registration with MoI Yes No Date of Registration / /

(c) Has your organisation commenced certification process or received certification through CCC NGO Good Practice Project Yes No Valid Until _____
(if yes provide proof of application)

(d) Does your organisation have partner? Yes No (if yes please provide summary about the partner)

| PART 2: PROJECT SUMMARY | |
|---|--|
| Project Title | |
| Project Location (city, region, country) | |
| Other project partners (if known or relevant) | |
| Grant amounts requested | |
| Total project Cost | |

PART 3: PROJECT DETAILS

(a) Tick the following AusAID's priority focus areas in which your project is aligned with:

Rural Development and Agriculture

Particularly –

- Increased value of agricultural production and small holder income in target provinces:
 - Increased value of rice and fruit and vegetables produced leading to increase incomes;
 - Increased role of women in decision making about agricultural activities

- Increased food and livelihood security for the rural poor through social protection and landmine clearance:
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Law & Justice

Particularly –

- Improve management of courts, prisons, police, and crime prevention activities (particularly for vulnerable groups):
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- Strengthening the leadership role of peak NGO support organisations
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- Eliminating discrimination against women, including violence against women

Infrastructure

- Assisting communities who have been resettled due to infrastructure or land development projects to restore incomes.

(b) What is your project’s goal and objectives? (ensure that this objective is SMART – Specific, Measurable, Achievable, Relevant and Timely); (please also list up to a MAXIMUM of three specific objectives)

(c) Briefly describe how the project’s activities will meet the project’s goal and objective (s) (maximum 300 word)

(d). How is the project implementation arrangement?

(e) Performance indicators for overall objectives (how you will know if you have achieved the overall objective)

(f) What are the expected outcomes that the project will achieve? (maximum 150 words)

(g) Please provide any further details you think may be relevant to your organisation's application. (Maximum 150 words)

ANNEX B

LOGFRAME Matrix

Major activities, results/outcomes expected and performance indicators (for the whole duration of the multi-year project)

| Project Element | Expected outcomes (qualitative & quantitative) | Beneficiaries (direct & indirect) | Performance Indicators | Means of verification |
|--------------------------------|---|--------------------------------------|------------------------|-----------------------|
| Goal | | | | |
| Purpose | | | | |
| Output 1 ____ 2 ____ 3 | | | | |
| Activity 1 ____ 2 ____ 3 | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Risk Management Matrix

| Source | Risks events | Potential impact | Risk Management | Responsible |
|--------|--------------|------------------|-----------------|-------------|
|--------|--------------|------------------|-----------------|-------------|