

Call for Proposal (CfP) II

Fostering citizens' engagement in hromada development and decision-making process

1. Background

Ukraine has put decentralisation and regional development as a top priority on its political agenda. It is aimed at promoting a viable local self-government and thus bringing positive change to the people's life. The Ministry of Regional Development, Construction, Housing and Communal Services (MinRegion) holds responsible for this milestone reform process.

U-LEAD with Europe: Ukraine – Local Empowerment, Accountability and Development Programme (U-LEAD) is a multi-donor action of the European Union and its member states Denmark, Estonia, Germany, Poland and Sweden which supports these efforts. The programme contributes to the establishment of multi-level governance which is transparent, accountable and responsive to the needs of the population. It supports the Government of Ukraine and in particular MinRegion in implementing the reforms.

This includes enhancing the capacities of key actors at national, regional and local levels to implement the decentralisation reform as well as improving the delivery of local administrative services for the benefit of the citizens of Ukraine.

These focus areas are reflected in two programme components: Component 1, implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, focuses on coordination and capacity building at both vertical and horizontal levels throughout Ukraine – from the hromadas, to the rayon, oblast and central government level. Component 2, implemented by Swedish International Development Cooperation Agency (Sida), concentrates on setting up efficient Centres for Administrative Service Provision with a priority on newly amalgamated hromadas.

U-LEAD puts a strong focus on communications, dialogue and networking with the aim to raise the awareness on the essence of the decentralisation among all stakeholder, in particular the citizens of Ukraine. It provides support with regard to disseminating information about the decentralisation reform and the changes it will bring in terms of strengthening local self-governance as well as to promoting a constructive dialogue between state and non-state actors at local, regional and national level. By doing so, U-LEAD assists the Ukrainian reform drivers to increase the trust in the reform among the Ukrainian public and to strengthen the ownership and engagement of the stakeholders involved.

2. Purpose of this Call for Proposal

GIZ/U-LEAD seeks close cooperation with civil society organisations (CSO) which are engaged at regional and local level to foster the decentralisation reform aimed at strengthening local self-governance and promoting community development.

GIZ/U-LEAD is ready to support innovative projects of CSOs which are aimed at promoting citizen participation in the development especially of amalgamated hromadas and raising the community's attractiveness through the implementation of such projects.

CSOs are invited to submit their proposals to this CfP to receive funding for implementation of their projects. Up to 10 projects will be supported among the submitted.

The projects should focus on either of the following topics:

- Promoting youth participation in community development
- Creating a dialogue between youth and authorities
- Promoting women's equal participation and representation in local decision-making processes and fostering gender balance in relevant local institutions
- Promoting the inclusion of people with disabilities in community development projects and decision making.

The primary target audience of the projects shall be young people who are still going to school, people with disabilities whose needs shall be integrated into the planning of the development of hromadas as well as women who shall be encouraged to actively express their interests and take part in the development of their respective communities.

GIZ/U-LEAD will advise selected organisations on project management, monitoring and evaluation, gender mainstreaming and knowledge management, and strengthen peer learning between the organisations.

3. Scope of works and expected results

In line with the described objectives of this CfP, applicants submitting their project proposals are expected to meet the following requirements:

- Present an innovative project with a high relevance linked to the described key topics;
- Focus on amalgamated hromadas or hromadas, which are about to amalgamate;
- Each project shall include at least 3 hromadas;
- Identify clear objectives for the project and ways to reach them;
- Provide clear and full information about all stages of the project. This includes workplan, timeline, budget, project documentation and additional project information
- Develop monitoring and evaluation indicators for the project's result and impact evaluation;
- Each applicant (CSO) can apply with one project only.

Applicants shall consider that projects may be implemented in different regions/oblasts.

4. Who can apply for the Call for Proposal

GIZ/U-LEAD invites CSOs from 24 regions of Ukraine to submit their project proposals.

CSOs which work in the following areas at regional and local level are eligible to apply:

- Enhancing public knowledge and understanding with regard to the decentralisation reform and the related sectoral reforms on health and education
- Facilitating a constructive dialogue between citizens, state actors and non-state actors
- Promoting accountability of state institutions through participatory processes
- Strengthening the access of citizens, in particular of young people and people with disabilities, to participatory planning and decision-making processes
- Strengthening community development and strategic planning in hromadas
- Supporting economic, educational, social and cultural development of hromadas
- Improving the delivery of basic municipal services.

Special focus will be on projects from the following regions: Donetsk, Kharkiv, Kirovohrad, Kyiv, Lkhansk, Mykolaiv, Odesa, Rivne, Vinnytsia, Zakarpattia.

5. Eligibility Criteria

Interested CSOs should meet the following criteria to be considered eligible and qualified:

- Be legally registered and demonstrate adequate administrative and financial systems;
- Proven experience and activism in working on decentralisation, citizens' participation in Ukraine especially with regard to youth, women and/or people with disabilities;
- Provide a management structure with clearly defined and divided roles and responsibilities;
- Have sufficient technical and institutional capacity necessary for the efficient and effective implementation of projects;
- Be able to demonstrate that they have an appropriate monitoring and evaluation system in place, in which supported activities are able to show measurable results and outcomes.

6. Grant Amount and Duration

The grant allocations will vary up to a maximum of EUR 10,000 equivalent in UAH. Projects are expected to begin in March 2019 and have to be completed latest by 31 October 2019. There will be no opportunity for prolongation.

7. Submission

Applicants who are interested in submitting their project proposal must complete the specific CfP template for this call. The template will be provided as an Annex to this CfP.

This call will close on **December 20, 2018**. All applications must be submitted in electronic format (e.g. word, pdf. files) via email to iryna.voitsekhivska@giz.de before the deadline.

All applications must be submitted in Ukrainian **and** English. Please, make sure that English translation corresponds in total to the Ukrainian.

The length of the project proposal **shall not exceed** 12 pages.

Proposals received after the indicated deadline will not be considered. Due to the volume of proposals expected, GIZ/U-LEAD will not be able to provide individual feedback on the ongoing selection process and reasons for not being selected. Please refrain from individual enquiries before the notification of winners.

Potential applicants may get written explanations CfP requirements addressing a request to iryna.voitsekhivska@giz.de Answers will be provided till December 12, 2018.

Successful applicants will be informed of the selection results approximately till 25 January, 2019 via e-mail.

Applicants shall provide the full package of documentation to submit their project proposals:

1. Complete application form (form will be provided in the Annex)
2. Complete budget form (template will be provided in the Annex)
3. Calendar of planned project activities
4. Scanned copies of the organisation's registration documentation (a detailed list of documents will be in the annex)
5. Description of financial management system (form will be provided in the Annex).

8. Process

The application process will consist of two stages:

1. Submitting full project proposal
2. Project evaluation.

Once the deadline for submission of proposals has passed, GIZ/U-LEAD will evaluate all submitted projects, and only organisations whose projects are selected for funding will be notified by email of the outcome of the evaluation.

Applicants will be evaluated according to previous experience of work in the context of the decentralisation reform, community development, citizens' engagement and innovativeness of the proposed projects. Applicants shall consider that preference will be given to projects that have a high relevance with regard to the above described topics and target audience, apply innovative, creative and gender-sensitive tools and approaches in the most cost-effective and beneficial way possible that could ideally be applied also in other regions and communities. This also means that as many as possible citizens shall benefit from the project.

GIZ/U-LEAD will select up to 10 proposals which will receive funding of up to 10,000 EUR equivalent in UAH per project. One CSO can be funded only for one project. CSOs will also receive further information on the preparation of project implementation.

9. Additional Information

Please note that this CfP is an invitation to apply with a full and complete project proposal only, and therefore:

- Expressing your interest does not guarantee that you will be eligible for forthcoming funding of proposals;
- GIZ/U-LEAD will not fund the purchase of any equipment necessary for implementing the project.
- GIZ/U-LEAD reserves the right to change or cancel the above requirements at any time; without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action.
- All costs incurred in connection with the submission of project proposals for this CfP are non-refundable by GIZ/U-LEAD.

Furthermore, the CSOs that will be finally selected will be requested to:

- Provide reliable data in financial and narrative reports
- Have regular internal controls which provide reasonable assurance that the use of resources is consistent with all relevant laws and regulations,
- Install safeguard measure against waste, loss, and misuse of funds.