



Local Capacity for Local Solutions

Call for Concept Papers for a Comprehensive Capacity Grant

Project Background and Purpose of the Comprehensive Capacity Grants

The USAID/Eastern and Southern Caribbean Local Capacity for Local Solutions project is focused on building the managerial, organizational, and administrative capacity of selected non-governmental organisations (NGOs), utilizing innovative methods and approaches to support them in expanding services and improving sustainability in the Eastern and Southern Caribbean (ESC) region. The Local Capacity for Local Solutions project supports the goal of USAID’s Regional Development Cooperation Strategy which is: “Safer, more prosperous Caribbean Communities.” Its development assistance “seeks to: (1) reduce youth involvement in crime and violence; (2) reduce risks and adapt to the impacts of the environment; and (3) achieve epidemic control of HIV/AIDS throughout the region.”

In support of USAID’s development objectives and the focus of the Local Capacity for Local Solutions project, RTI International (the prime recipient of the Local Capacity for Local Solutions award) will issue Comprehensive Capacity Grants with a approximate value from **\$8,000 to \$15,000 (over a 12-month period)** to NGOs operating in the following sectors: youth/citizen security; HIV/AIDS; lesbian, gay, bisexual, transexual, and intersex (LGBTI); and the environment. The purpose of the Comprehensive Capacity Grants is strengthen the operational and managerial capacity of NGOs so that they can be more efficient, effective, and sustainable in their operations and better contribute to development goals in their countries. The grant will pay for the time of the time of employees of the NGO to participate in capacity buliding activiteis and, in select cases, to apply their skills to develop policies, systems, or structures that will help these organizations improve their operations.

1. Who is Eligible:

- Any Non-U.S. NGOs that are:
 - Implementing activities in one of the key USAID sectors: youth/citizen security¹ (priority sector); HIV/AIDS; LGBTI; or the environment;
 - Registered and working in at least one of the following countries: Antigua and Barbuda, Barbados, Dominica, Grenada, Guyana, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.
 - Interested in improving their organiztaional and managerial capacity by fully participating in capacity building activities.
 - A priority will be placed on NGOs that work with USAID-funded projects, although this is not a requirement.

In order to be eligible for a grant, applicants **must**:

- be legally registered and operating in one of the six countries mentioned above;
- have physical space to conduct their activities;

¹ USAID defines the sector of youth/citizen security as one which would include but not necessarily limited to NGOs working in areas such as: primary or secondary crime and or violence prevention programs or interventions like: workforce development for at risk youth, skill training (vocational or academic) for at risk youth, cognitive behavioral interventions (anger management, counselling, conflict management, problem solving etc), juvenile justice programs (diversion or rehabilitation or reintegration support) etc.



- have a proven track record of successful implementation of projects in the proposed county;
- have been active for at least 3 years operating within their sector and respective country;
- have at least three (3) staff, which can be a mix of full-time, part-time, and volunteers;
- be directly responsible for the preparation and management of the project, not acting as an intermediary/ consultant;
- be willing to comply with all technical and financial requirements for participation in the program, including reporting and documentation of project activities;
- be willing to participate in assessments, trainings, workshops, or other activities considered important for achieving project goals and be eligible to receive funded awards from the United State government.

Organisations that do not meet the criteria above will not be considered.

2. The Application Process:

The application process for the Comprehensive Capacity Grants will take place in two steps:

- 1) **Step One – Concept Note:** Applicants will express their preliminary interest and ideas for a Comprehensive Capacity Grant by submitting a Concept Note, following the instructions contained in this document. After reviewing the Concept Notes, a technical committee will score applications and notify applicants of the evaluation and whether or not their score is high enough to make it to the next stage in the process, where applicants are invited to submit a full grant application.
- 2) **Step Two – Full Application:** Selected NGOs will submit a full application that we will evaluate and use to make a determination on award selection.

2.1 Submitting the Concept Paper:

- (1) Applicants are invited to submit a concept paper which **must not exceed 6 pages** using the form provided in Attachment A. (Concept Paper Template). Concept papers will be received from June 5 to **July 8, 2018** by 5:00pm (Barbados time). Only typed, electronic submissions will be accepted. All submissions must be sent to: capacitygrants@lcls.rti.org. **Applicants may only submit one Concept Note per organization.**
 - (2) Concept papers must specify: (1) the areas in which organizations would like to see their capacity improved; and (2) how they will apply their skills within their organization during the life of the grant to improve organizational performance. The areas for capacity building (a minimum of one must be selected and there is no maximum) are as follows:
 - Institutional strategies and plans;
 - Financial reporting and systems for financial accountability;
 - Leadership skills of staff, management, or Board members;
 - Institutional governance;
 - Fundraising;
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- Communications and marketing;
- Networking;
- Monitoring and evaluation to better track institutional results and outcomes;
- Project management; and
- Advocacy.

Proposals that do not meet these objectives will not be evaluated.

(3) Concept papers must specify capacity building activities that they would like to receive and clearly state how they will apply these skills under the life of the grant in order to improve their institutional performance. The applicant is responsible for identifying the appropriate set of activities necessary for the achievement of the action’s objectives within the Concept Note in Attachment A. Some illustrative activities may include but are not limited to the following:

- institutional planning geared toward improving operational functioning and sustainability including: development of strategic plans, resource mobilization and human resource management strategies, programme reports and plans to support organisational restructuring;
- development and completion of financial reports, financial audits, budgeting and forecasting assessments, development of accounting procedures and updating of accounts, and staff training for financial management;
- membership assessments to improve communication and responsiveness including surveys of member’s need, design of communication protocols to improve outreach to members and to inform outreach strategies, development of materials for enhanced organisational outreach, staff training to undertake member assessments; and
- training for staff and members in areas of: social media, lobbying and advocacy, proposal writing, project development and management, monitoring and evaluation, participatory methodologies, fundraising, knowledge management.

(4) **Only complete concept papers will be evaluated.** Please complete the Checklist in Attachment B to ensure you have submitted all required materials.

(5) All concept papers will be evaluated upon the following criteria. The evaluation criteria are divided into headings and subheading. Each subheading will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

1. Relevance of the action	Sub-score	30
1.1 How relevant is the Concept Note to the objectives and priorities of the Call for Concept Note? *	5 x 2**	10
1.2 How relevant is the Concept Note to the particular needs and constraints of the organization?	5x2**	10

1.3 How clearly defined are the proposed capacity building activities and how the applicant will apply these newfound skills to improve their organization's growth or performance over the life of the award?	5	5
1.4 Does the proposal contain specific added-value elements, including elements that ensure accountability to members and donors; ensure long term organisational sustainability; strengthening capacities of members and staff to achieve organisational goals?	5	5
2. Design of the Action	Sub-score	20
2.1 How coherent is the overall design of the concept note?	5 x2**	10
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	10
TOTAL SCORE		50

*Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of Objectives of the project.

**these scores are multiplied by 2 because of their importance.

Once all Concept Notes have been assessed, we will create a list of applicants ranked according to their total score.

Only organisations that submit a Concept Note with a score of at least 30 will be invited to the next stage of the process.



ATTACHMENT A CONCEPT NOTE TEMPLATE

This template provides a specific template for the Concept Note which all applicants must use. The template contains 3 pages and applicant's form, once completed, may vary in length but **no applications should exceed 6 pages, excluding the checklist**. All responses must be in provide in a 11-point size font or greater. Within the responses, the applicant must ensure that the text:

- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);
 - provides full information (as the evaluation grid will be applied solely on the information in the concept note);
 - is drafted as clearly as possible to enable it to be evaluated.
 - Responses should clearly and concisely explain the proposed grant activity's relevance, purpose, objectives, activities and expected results.
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CONCEPT NOTE TEMPLATE

Basic Organisational Information

Organisation's Name	
Address, including country	
Office Telephone Number(s)	
Fax Number	
E-mail Address	
Web Address and/or Social Media Address	
Contact Person, Title	
Contact Person, E-mail address	
Contact Person, Phone number	
Year organization was registered	
Legal status of the organization	
Registration Number	
TAX ID Number	

B. Organisational Background and Experience

- 1) Please briefly describe your organization's mission and goals, the sectors that you work in (youth/citizen security, HIV/AIDS, and the environment), including the target groups / beneficiaries that you work with.

 - 2) What USAID-funded project does your organization work with, in what capacity, and for how long? For example, is your organization receiving assistance from a USAID-funded project (technical or financial?) and what work, if any, are you performing under a USAID-funded project? For NGOs based in Trinidad and Tobago (where working with a USAID-funded project is not a requirement for this grant), please let us know what donors you are currently working with and in what capacity.
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Information for Proposed Grant

- 1) **General Objectives:** Please briefly describe what the objective are of your proposed capacity building activities under this grant? For example, what will capacity building activities help your organization do, specifically?

 - 2) **Key Project Activities:** What kind of capacity building assistance would your organization (i.e., strategic planning, financial management, advocacy, etc.) like to receive and why? Please describe the level of support that you envision for each area of support.

 - 3) **Outputs:** During the life of the grant, how would your organization apply this capacity building assistance to improve its organization and what are the anticipated results?

 - 4) How much time does your organization's staff have to participate in capacity building activities?

 - 5) Please describe how achieving the project activities will result in sustainable growth for the organization. How will this deepen your mission and affect your beneficiaries of your program?
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ATTACHMENT B: CHECKLI

<p>BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF</p>	<p align="center">Tick the items off below</p>	
<p>Title of the Proposal:</p>	<p align="center">Yes</p>	<p align="center">No</p>
<p>PART 1 (ADMINISTRATIVE)</p>		
<p>1. The Instructions for the Concept Note have been followed.</p>		
<p>2. The proposal is typed (not handwritten) and is in English.</p>		
<p>3. An electronic version of the concept note (e-mail) was sent.</p>		
<p>PART 2 (ELIGIBILITY)</p>		
<p>6. The action will be implemented in an eligible country(ies) [Barbados, Grenada, Guyana, St. Lucia, St. Kitts and Nevis, and Trinidad and Tobago] as well as in one of the required technical sectors [youth/citizen security, HIV/AIDS, and the environment].</p>		
<p>7. The duration of the action is between 6 months and 12 months (the minimum and maximum allowed).</p>		
<p>8. The requested contribution is between the minimum and maximum allowed.</p>		



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