



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre

To provide support to NGOs in the Eastern Caribbean (Dominica, Grenada & St. Vincent and the Grenadines) to enhance their ability to respond to the needs of vulnerable groups post-COVID -19

Guidelines for grant applications

Reference: 0901-1

Deadline for submission of Application Form: December 30th 2020

Geographic Scope: Dominica, Grenada and St. Vincent and the Grenadines

TERMS OF REFERENCE

Consultancy To Provide Financial Support to NGOs in the Eastern Caribbean (Dominica, Grenada & St. Vincent and the Grenadines) to Enhance their Ability to Respond to the Needs of Vulnerable Groups post-COVID -19

1.1 BACKGROUND

CPDC's Background

The Caribbean Policy Development Centre (CPDC) is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella non-governmental organisation (NGO), which supports organisations comprising small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across the Caribbean Community (CARICOM). CPDC also has strong networking partnerships with organisations representing persons with disabilities, artisans, micro entrepreneurs, and workers. Altogether it serves some thirty three (33) regional, sub-regional, national and community-based NGOs tackling economic, social, and cultural issues facing the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and the decision-making processes; to work to influence and bring change to the developmental process; and to support and lobby for policies that improve the lives of Caribbean people. In fulfilling its mandate, CPDC seeks to build the confidence and the capacity of the Caribbean peoples to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principle representative of Caribbean NGOs working with such organisations CARICOM/CARIFORUM, Commonwealth Foundation, IAF and UN System Agencies, among others.

CPDC with support from the Inter American Foundation (IAF) is implementing a project to strengthen the enabling environment for Caribbean NGOs to provide essential developmental services to vulnerable communities by improving access to resources and increasing institutional capacity building opportunities post-COVID 19.

Project Rationale

The COVID-19 pandemic is mostly perceived as a health crisis which has seen stringent measures from governments under the advice from health care professionals. This is due to COVID-19 being a highly contagious virus that manifests with severe complications for those with underlying

medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer. Globally over twelve million have been infected, and over 547,834 deaths attributed to COVID-19.¹ Caribbean Governments have sought to follow the regulations set forward by the World Health Organisation (WHO).² Our region's Governments have responded by allocating additional resources to their healthcare systems to address the COVID-19 pandemic. Throughout the region, CPDC has observed various manifestations of State of Emergencies demarcated by state-regulated curfews, restriction of movements by citizens and business, closure of state borders and restricted access to groceries and necessities. WHO congratulated the Chair of CARICOM for these governance measures as much needed precautionary measures.³

Across the Caribbean, CPDC has seen several governments reporting serious economic challenges. The closure of international airports has resulted in devastated regional tourism markets. With limited tax revenue and foreign exchange receipts and restricted imports and exports Caribbean countries are facing an economic crisis. This COVID-19 induced crisis increases the socioeconomic vulnerability of the poorest populations. Those living in extreme poverty are usually hardest hit. The multidimensional nature of the COVID 19 crisis and the implications for vulnerable populations across the Caribbean region cannot be underestimated. Targeted interventions are therefore critical to address the needs of the most vulnerable in our societies.

With their local knowledge and proximity to people in need, regional (NGOs) are at the heart of efforts to assist vulnerable populations where issues are further compounded by COVID-19. They are critical in this environment and across the sector and will have to institute changes to service delivery as they provide services to their beneficiaries.

A rapid assessment by CDPC on NGOs who deliver services to vulnerable groups revealed that the spread of COVID-19 has impacted them in many ways including:

- Limited access to vulnerable beneficiaries due to social distancing measures,
- Lack of coordinated approaches to the provision of services and representation under government-mandated restrictions
- Uncertainty in project implementation within the state of emergencies
- Lack of financial support from traditional partners who have relocated funding away from vulnerable groups, despite the impact of COVID-19 on vulnerable groups

Vulnerable Groups

¹ "Coronavirus Update (Live): 2,749,219 Cases And 192,162 Deaths From COVID-19 Virus Pandemic - Worldometer". 2020. *Worldometers.Info*. <https://www.worldometers.info/coronavirus/>.

² "Technical Guidance". 2020. *Who.Int*. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance>.

³ WHO Press Conference, April 17th 2020, Dr Tedros Adhanom Ghebreyesus, Director-General found on "Thank You On Behalf Of The People Of The Caribbean For Working With Us To Give Us A Level Playing Field". 2020. *Facebook Watch*. <https://www.facebook.com/SupportMiaMottley/videos/222085675735859>.

The needs of vulnerable groups were identified as a priority area for regional NGOs. A vulnerable group is a population that has some specific characteristics that make it at higher risk of falling into poverty than others living in the same area. These groups are often less able to participate effectively and, in some cases, have little negotiating power to articulate their positions. These particular groups have traditionally been victims of violations and accordingly require distinctive protection for the equal and effective enjoyment of their human rights. The project seeks to provide enhanced service provision to vulnerable populations impacted by COVID-19 and to increase the application of grassroots development to challenges encountered.

Under this project, groups identified as vulnerable are:

- a) Indigenous Populations (IPs);
- b) Persons with Disabilities (PWDs);
- c) Children and Youth at risk of social exclusion;
- d) Women;
- e) Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Groups;
- f) Low income rural populations;
- g) Persons that are excluded because of economic standing, migratory background, ethnicity and cultural beliefs.

Criteria for the provision of sub-grants for Vulnerable Groups

Proposed Actions should be designed to produce specific solutions in response to identified needs and constraints within the priority areas in the aforementioned.

1.2 OBJECTIVES OF THE PROJECT

Major Objective:

- To strengthen the enabling environment post COVID-19 for Caribbean NGOs who are working with the most vulnerable sectors by improving access to financial resources and technical training as well as enhancing the voice of marginalised persons.

Specific Objective

To provide social and/or economic support services to vulnerable groups impacted by COVID-19

A minimum of three subgrants will be provided to organisations in three Eastern Caribbean Countries of Dominica, Grenada and St. Vincent and the Grenadines who provide services to vulnerable populations. The funds will support activities/supplies focused on the development of sustainable livelihood practices, including:

- skills building (training in agriculture, entrepreneurship, etc.)
- agricultural inputs (seeds, fertilizers, etc.)
- educational support (online classes, webinars, community classes)
- psychosocial support (counselling services)

- Limited household nutritional support (10% of grant maximum)

Please note that this list is not exhaustive. To achieve results, all applicants are highly encouraged to include in their actions specific activities aimed at increasing livelihood opportunities post COVID-19

Outcomes:

- Enhanced service provision to vulnerable beneficiaries by NGOs to respond to challenges caused and/or exacerbated by COVID-19
- Increase in the application of ‘grassroots’ development approaches to the challenges faced by vulnerable groups impacted by COVID-19

Value Added Elements:

The following elements are considered as significant added value and should be taken into account as far as possible in designing the action:

- Ensuring beneficiaries involvement in developing priority issues and programmes;
- Promotion of innovation and implementation of best practices with the potential for further replication at a greater scale;
- Integration of cross-cutting principles of good governance, human rights, gender equality and non-discrimination, advocacy for multilateral norms and standards in these fields and engaging in relevant global networks and campaigns;

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is US\$30,000.00. The CPDC (herein after referred to as the Contracting Authority) reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

Size of Grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: US\$ 8,000.00
- Maximum amount: US\$ 10,000.00

Total Eligible Costs

The grant may not exceed the total maximum amount of the action (an in-kind contribution of a minimum of 10% is required). Any grant requested under this Call for Proposals must fall under this stated maximum amount.

In kind Contributions

All applications are required to identify in kind contributions in the submitted budget.

In kind contributions relate to the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As in kind contributions do not involve any expenditure for a Beneficiary(ies) or affiliated entity (ies), they are not eligible costs.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary (ies) and financed by another action or work programme receiving a grant;
- purchases of land or building, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary (ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2 RULES FOR THIS CALL FOR PROPOSALS

The following guidelines set out the rules for the submission, selection and implementation of the Actions financed under this Call.

2.1 Eligibility Criteria

Applicant

(1) In order to be eligible for a grant, the applicant must:

- Be non-profit-making **and**
- Be a legally registered organisation **and**
- Be established⁴ in Dominica, Grenada or St Vincent and the Grenadines,
- Be directly responsible for the preparation and management of the project **and**
- Proven track record of at least 2 years working with the respective vulnerable group.

⁴ To be determined on the basis of the organisation's statuses which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

2.2 Evaluation of the application

Firstly, the following will be assessed:

- The full application form must satisfy all the criteria specified in points 1-10 of the Checklist (**The grant application form page 17**). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant's operational and financial capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

Evaluation Grid

Section A	Maximum Score
1. Financial and operational capacity	25
1.1 Do the applicants have sufficient experience in project management?	5
1.2 Do the applicants have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
1.5 Does the applicant have audited statements?	5
2. Relevance of the action	30
Score transferred from the Concept Note evaluation	
3. Effectiveness and feasibility of the action	15
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing)	5
4.3 Are the expected results of the proposed action sustainable?: <ul style="list-style-type: none"> - Financially (how will the activities be financed after the funding ends?) - Institutionally (will structures allowing the activities to continue to be in place at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action e.g. will it lead to improved legislation, codes of conduct, methods, etc?) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?) 	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	100

Note on section A. Financial and Operational Capacity

If the total score for section A is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section A is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

3. VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification, based on the supporting documents requested by the Contracting Authority will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Grant Application Form) will be cross checked with the supporting documents provided by the applicant. **Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.**
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

3.1 Submission of Supporting Documents For Provisionally Selected Applications

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant:

Supporting documents which must be provided:

1. Proof of Legal Registration such as a Certificate of Incorporation.
2. The applicant must provide **one** or more of the following financial documentation:
 - a. A copy of an approved financial report submitted to a donor in the past three years for a project valued of at least US\$10 000. Contact information for the donor must also be provided.
 - b. A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). This must exceed the value of the grant being requested.
 - c. Audited financial statement within the last two years would be highly advantageous in the scoring process but not absolutely necessary.

3. The applicant must provide **one** or more of the following project/programme documentation:
 - a. An annual report from the organisation
 - b. An approved strategic plan completed in the past three years
 - c. A copy of an approved narrative project report submitted to a donor agency in the past three years for an action valued at over US\$10 000.

Supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

3.2 Notification of the Contracting Authority's Decision

Content of the decision

If requested, the applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected the reasons for the negative decision.

3.3 Conditions for implementation after the contracting authority's decision to award a grant

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract. By signing the Grants Proposal Application Form, the applicants agree, to accept the contractual conditions of the standard grant contract.

Please also note that all organisations receiving grants will be required to sign onto the CPDC Code of Conduct <https://cpdcngo.org/ngo-code-of-conduct/> and CPDC Directory <https://www.surveymonkey.com/r/SH6KL5N>

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) to award contracts, those contracts must be awarded in accordance with the rules and polices of the project funder.