

## CALL FOR CONCEPT NOTES

### 1. BACKGROUND

#### 1.1 Purpose and objectives

The purpose of this Call for Concept Notes is to invite local councils, women's development committees (WDCs) and civil society organisations (NGOs) to submit a proposal to undertake a project under the broad theme of strengthening local governance and local democracy in local communities. The projects are awarded by Transparency Maldives as part of the BAARU Project funded by the European Union. The main objective of BAARU Project is to strengthen local democracy and the decentralization system in the Maldives.

This financial grant support for local councils, civil society organizations, and Women's Development Committees is based on the premise that for an effective local governance system, councils, WDCs and NGOs need to be strengthened in their capacity to act as empowered partners in development at the local level and in strengthening the quality of local level democracy. Traditionally, many councils, NGOs and WDCs already work together as community development partners in islands despite their limited capacity and resources. This grant support aims to further strengthen collaboration, as well as build their capacity to act as agents of change in their communities.

The three main objectives of the subgranting scheme are to:

- build and strengthen partnerships with local councils, women's development committees and civil society organisations (NGOs) for community development;
- build the capacity of Maldivian NGOs to conceive, design, mobilise funds and implement projects; and
- empower local councils, women's development committees and NGOs to provide innovative local solutions to community problems.

#### 1.2 The organisation

Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. TM seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruptions detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International in the Maldives.

#### 1.3 Schedule of events

The following tentative schedule will apply to this Call for Concept Notes document, but may change in accordance with TM's needs or unforeseen circumstances. Any change will be published on Transparency Maldives' website and social media and will also be communicated by email to parties who express interest.

Event	Date
Release of RFP	31 January 2018
Submission of concept notes	30 March 2018
Proposal writing, concept development, financial management training for six shortlisted applicants	30 April 2018 to 2 May 2018
Shortlisted applicants to submit full proposal	30 June 2018
Contract awarded to successful applicants	30 July 2018
Project management, budgeting, reporting, and monitoring and evaluation training for successful applicants	Mid August 2018
Project period	August 2018 to end of April 2019 (ten months)
Reporting and evaluation	May 2019

## 2. ELIGIBLE PARTIES

Councils, NGOs and WDCs are eligible to submit concept notes and proposals for the grant. The eligible NGOs must not have an annual turnover of MVR 360,000. This is to ensure the grants are awarded to those NGOs that require the most support. The turnover limit of MVR 360,000 does not apply to councils and WDCs.

NGOs, WDCs and councils may apply for the grant together or separately.

## 3. FUNDING AMOUNT

The concept note value should be a minimum of MVR 122,000 and not exceed MVR 145,000.

## 4. PROJECT DURATION

The project implementation period is ten months, commencing in August 2018 through April 2019.

## 5. TYPES OF ACTIVITIES CONSIDERED UNDER THE PROJECT

### 5.1 Projects that address the following activities and objectives are considered under the project

- Activities towards ensuring the economic empowerment of island communities, women, and youth groups
- Activities towards capacity building of local councils, WDCs and NGOs
- Using art as a form of expression to advocate and raise awareness on addressing local governance issues
- Advocacy campaigns through traditional and social media

- Awareness raising through workshops, seminars, forums and public consultations
- Systematic monitoring and collection of data and research-based advocacy
- Technology solutions to community problems

## **5.2 The following activities and items will not be considered for financing under the project**

- Administrative costs (rent, utilities, HR costs including salaries) exceeding 15% of the total project budget
- Luxury goods and equipment
- Gifts
- International travel
- Revolving funds (funds used to advance loans such as in microfinance)
- Expenses incurred prior to awarding of the grant

## **6. CONCEPT NOTE AND PROPOSAL PREPARATION INSTRUCTIONS**

### **6.1 Concept note preparation and submission**

As per the schedule of events, a concept note must be submitted by interested parties prior to submission of detailed proposals. The format for submission of concept notes is attached as Annex I. **The deadline for submission of concept notes is 30 March 2018.**

The concept notes will then be evaluated and six concept notes that address the objectives will be shortlisted.

### **6.2 Communication focal person during concept note preparation phase and submission**

Interested parties are required to contact Shifza Omar, Senior Project Coordinator for the BAARU Project, for any queries during the concept note preparation phase.

The concept notes must be submitted in Microsoft Word format via email.

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Shifza Omar can be reached at:  
Email: [shifu@transparencymaldives.org](mailto:shifu@transparencymaldives.org)  
Phone: 3304017

Transparency Maldives  
G. Liverpool North  
Shabnam Magu

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To avoid any potential conflicts of interest, the communications focal person shall not participate in the concept note evaluation phase.

### **6.3 Documents required to be submitted with the concept note**

NGOs must submit the following documents along with the concept note.

1. Copies of annual reports for the past two years. These can be the reports that were submitted to the Ministry of Home Affairs. The reports must include details of activities conducted as well as costs incurred in the implementation of the activities. These reports are used in the evaluation of operational capacity of the island councils and WDCs.
2. A copy of the registration of the NGO

WDCs and councils must submit the following documents along with the concept note.

1. A brief report of activities conducted in the past two years. These reports are used in the evaluation of operational capacity of the councils and WDCs.

#### 6.4 Evaluation criteria for the concept notes

The concept notes will be evaluated based on the following criteria.

Adherence to the objectives and activities outlined in sections 1 and 5	50%
Merit and feasibility of the idea proposed	30%
Operational capacity of the applicant(s). The operational capacity of the applicant is demonstrated by the type and scale of past activities	10%
Innovation and sustainability of the project	10%

In the case of NGOs, the financial capacity of the organization. NGOs with an annual turnover of MVR 360,000 will not be eligible for the grant. This limitation does not apply to local councils and WDCs.

#### 6.5 Proposal preparation and submission

One of the main aims of the BAARU Project is to empower councils and NGOs to raise funds to carry out activities. To achieve this aim, the six shortlisted concept notes will be guided in the process of preparing proposals. The organisations that are shortlisted will be invited to a three-day workshop that covers the fundamentals of proposal writing, budgeting as well as monitoring and evaluation. Complete proposals must be submitted by 30 June 2018. Additional information regarding the preparation and submission of full proposals will be shared with shortlisted applicants. .

### 7. SUCCESSFUL PROPOSALS

#### 7.1 Awarding of projects

Following the evaluation process, three submissions from the six proposals will be awarded the grant. The full proposals will be assessed on the following criteria.

- Problem analysis and how the proposed activity will contribute to solving the identified problem
- Monitoring and evaluation plan
- Feasibility of the work plan

- Roles and responsibilities of the implementation and administrative team

## ANNEX 1

### Project Concept Note Format

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Please refer to the RFP document prior to attempting the concept note. The concept note **should not exceed three pages**.

- The documents that are to be submitted along with the concept note are listed in section 6.3 of the *Call for Concept Note* document.
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#### **1. Name of the project:**

#### **2. Description of the project**

The section must include a brief introduction to the project, a description of the problem that the project wishes to address, and how the project will address the problem.

#### **3. Objectives of the project**

List the main objectives of the project in this section.

#### **4. Background of the implementing organization(s)**

Describe the background of the organisation in this section. Background information must include registration status, objectives of the organisation, and organization structure. Past activities including donor agency and project value must also be listed in this section.

#### **5. Project outcomes**

Outcomes for the proposed project must be listed in this section. Outcomes include the projected indirect impact on the community and local governance system in short to medium term as a result of the implementation of the project outputs.

#### **6. Project outputs**

Outputs for the proposed project must be listed in this section. Outputs include immediate activities that will be conducted as part of the project.

## 7. Project costs

The project cost should not exceed MVR 145,000. Please provide a brief breakdown of the costs in this section. Be advised that activities listed in section 5.2 of the RFP document will not be financed under the grant.

Activity	Cost
Training program for 30 councilors	MVR 25,000
Total	

## 8. Project duration and timeline

The duration of the project and the timeline of proposed key activities must be provided. Below format may be utilized in providing the project duration and timeline. The first line is an example.

Duration of project in months:

Month	Event details
August 2018	Training program for 30 councilors of Shaviyani atoll

## 9. Innovation and Sustainability of the Project

This section should briefly explain the innovative and novel aspects of the project and how the project will sustain the expected results.

## 10. Contact person

Please provide a the details of a contact person from the submitting organisation. Transparency Maldives will communicate with the contact person for clarifications and additional information if required. The contact person must be able to clarify queries regarding the concept note.

Name of contact person:

Designation within the organisation:

Name and Address of the organisation:

Phone number:

Email: