



## REQUEST FOR APPLICATIONS (RfA) # CEP-RRG-06

### Rapid Response Grants (RRG)

*Issued on July 17, 2018*

#### I. SUMMARY

USAID's Civic Engagement Project in Macedonia (hereinafter referred to as CEP) invites civil society organizations (CSO) in Macedonia to apply for Rapid Response Grants (RRGs).

CEP is a five-year USAID-funded program that contributes to achieve two objectives: (1) strengthening constructive engagement by CSOs on policies and issues of public concern; and (2) increasing and sustaining youth engagement in public life in Macedonia. CEP is implemented by East West Management Institute, Inc. (EWMI), in partnership with four local CSOs: Metamorphosis, Foundation for Internet and Society (Metamorphosis), the Association for Democratic Initiatives (ADI), the Foundation for Open Society - Macedonia (FOSM), and the National Youth Council of Macedonia (NYCM). RRG grants are managed by ADI.

The aim of this round of RRGs is to support the initiatives that focus on the **upcoming referendum**. More specifically, through this RRGs, CEP seeks to support initiatives by CSOs that address the following **priority areas**:

- (i) Encouraging and facilitating citizen engagement in scrutinizing, assessing, and advancing the whole referendum process and the institutions responsible for its implementation;
- (ii) Enhancing people's understanding and importance of their participation in the referendum process based on informed choices with particular attention paid to youth, women, minorities, the disabled, and those outside the capital;
- (iii) Voter education: encouraging first-time voters to vote, taking proactive steps to ensure people with disabilities can vote, restoring trust in the voting process of marginalized groups with particular attention to the groups listed above.

Submitted applications by CSOs should:

- have a proven track record of engaging in effective and successful interventions related to the above listed priority areas **at least for one year**;
- effectively reach out to a **wide and diverse audience**, including women, girls, youth, minorities, the LGBT community, or other vulnerable/marginalized groups;

- propose activities that **benefit communities and stakeholders outside the capital**;
- propose **innovative solutions** to address the identified problems and to engage the citizens;
- include activities that increase **commitment and ownership by the citizens**;
- demonstrate understanding and commitment to cooperate with a wide range of stakeholders, including **the media, private sector, think tanks and academia, and public institutions**.

CEP **will not accept or review** applications that include the following activities:

- Support for or lobbying on behalf of a particular political party;
- Religious activities;
- Humanitarian/charitable activities;
- Theoretical research;
- Sub-awards.

For more details on the unallowable costs under CEP, please consult Annex D – Budget Guidelines.

## II. GRANT AWARDS

CEP plans to award **up to 4 (four) grants** resulting from this RfA. The maximum grant amount is **7,500 USD** for a project that may last **not less than 3 (three) and up to 6 (six) months**. Grant funds may be used only for activities directly related to the implementation of the project. CEP reserves the right to fund any or none of the applications submitted.

## III. ELIGIBILITY CRITERIA

CSOs legally registered in Macedonia are eligible to submit applications for the RRG grants.

Applicant CSOs should meet the following eligibility criteria:

- 1) Be a **Macedonian CSO**, meaning that it is managed by a governing body the majority of who are citizens or lawful permanent residents of Macedonia;
- 2) Have at least **one year of substantial experience in the priority areas** of this RfA. CEP will not provide “start-up” funding;
- 3) Have a **transparent system of bookkeeping** that complies with the Macedonian legislation and International Accounting Standards (IAS). If such a system is not in place, upon grant award, the grantee must work closely with the CEP office to ensure that accurate financial management and transparent bookkeeping systems are developed;
- 4) Must **not be a debtor of the Government of Macedonia** and must have cancelled any debt to the state or arranged for debt collection by the state prior to receiving the first disbursement of grant funds by CEP;
- 5) Must **operate as an independent non-politically affiliated organization**;
- 6) Must **not be debarred, suspended, excluded** or otherwise ineligible to receive US Federal funding.

Civil servants, political appointees, members of the current Parliament, staff of public broadcasting companies, and/or leaders of political parties cannot participate in a grant project as a director or as grant-remunerated participant.

#### **IV. APPLICATION SUBMISSION PROCEDURES**

CEP will accept applications only in English. Applications can be e-mailed or hand-delivered to ADI office. **Faxed applications will not be accepted.**

Applicants must submit the following:

- 1) The Application Form and the Project Budget;
- 2) Budget notes added to the Project Budget;
- 3) Organization's registration document not older than six months, issued by the Central Register of the Republic of Macedonia;
- 4) Confirmation letter issued by the Public Revenue Office confirming that the organization is not a debtor of the Government of the Republic of Macedonia.

Applicants selected for awards will be subject to a pre-award risk assessment conducted by CEP to ascertain whether the applicant has the minimum management capabilities required to handle US government funds. Therefore, before making the final decision, CEP may request additional documentation, such as, but not limited to:

- Auditor's report;
- Financial statements (Balance Sheet, Profit and Loss, Cash Flow); and
- Organization's policies.

Submitted applications must be the original and sole work of the applicant organization. Plagiarism will result in disqualification from this RFA.

CEP will retain all materials and documents submitted by applicants. It will not use this information for purposes other than proposal review and will not share it with other persons or institutions, except when required by Macedonian law or requested by USAID.

Please note that in line with our donor coordination efforts, we may share the names of the applicants and a short description of their respective applications with other Macedonian or international programs that support CSOs in Macedonia.

#### **V. EVALUATION PROCESS AND CRITERIA**

The process will be administered by a Grants Review Committee (GRC) established by CEP for the purpose of this RfA. If an application is short-listed for potential funding, the respective applicant may be requested to provide additional information.

CEP will assess applications based on the following criteria:

## **I. Technical Approach – 75% of the total score**

### *a. Project Design and Feasibility – 25%*

- The degree to which the application is responsive to this RfA;
- The potential of the proposed actions to successfully and efficiently achieve the RFA's objectives;
- The extent to which the proposed actions introduce innovative and potentially replicable approaches.

### *b. Sustainability and Impact – 25%*

- The extent to which the proposed actions introduce innovative, clearly replicable, and self-sustaining approaches;
- The extent to which applicants can demonstrate existing or likely co-funding from external sources;
- The level of coordination with local, national or international stakeholders and institutions that enhance the impact and sustainability of CEP-funded activities;
- Clear articulation of tangible results and/or impact of the proposed actions – in other words, does the activity have a tangible positive impact on the wellbeing of the participating individuals or communities;
- Reliable quantitative and qualitative indicators for measuring and evaluating the proposed actions' impact.

### *c. Geography – 10%*

- The extent of the proposed Program Description's focus on engaging citizens in CSO-led activities across the country;
- Extent to which the proposed Program Description plans to engage remote or underserved communities.

### *d. Beneficiaries – 10%*

- The level and nature of proposed actions to ensure large-scale engagement of citizens: generate awareness, support for advocacy, and/or other activities involving citizens;
- The level and nature of proposed actions to encourage volunteerism, as well as youth engagement;
- The level and nature of proposed actions to include girls, women, minorities, people with disabilities, the LGBT community, and other marginalized groups in the proposed activities.

### *e. Collaborative Posture – 5%*

- The level and nature of proposed actions to ensure cooperation among CSOs, public institutions, media, and citizens to better achieve the proposed Program Description's goal;
- The level and nature of proposed actions to ensure collaboration among CSOs in sharing expertise and resources to implement innovative advocacy, civic engagement, and technology approaches in fulfilling proposed Program Description goals.

## **II. Organizational, Technical and Management Capability and Past Performance – 25% of the total score**

*a. Technical and Management Capacity – 10%*

The technical and managerial capacity of the applicant to successfully carry out Program Description implementation on a timely basis, and to produce the targeted results. This includes an evaluation of:

- The track record and demonstrated commitment of the applicant to implement proposed activities;
- The ability to deliver results in a short time frame;
- The experience and expertise of the management team and proposed personnel; and
- The provision for appropriate monitoring, evaluation and reporting mechanisms and staff.

*b. Organizational Capability – 5%*

- The general financial strength of the applicant;
- The organizational structure and good governance practices of the applicant.

*c. Past Performance – 10%*

- Past performance in achieving positive results when implementing activities similar to those proposed;
- Experience working with USAID/other donor funds and ability to meet reporting and accountability requirements;
- Demonstrated ability to gather and analyze data on program outcomes.

**III. Cost Effectiveness – (will be reviewed for consistency and allowability but will not be an evaluation factor)**

- The budget must be (i) complete and fully documented, including budget notes (ii) reasonable, and (iii) allocated to appropriate budget categories;
- The budget should maximize the impact of the available resources and the proposed activities;
- The budget must demonstrate a clear and direct relationship between proposed activities and the proposed use of funds.

**VI. TIMELINE**

Invitation to applicants to submit applications	July 17, 2018
Deadline for submitting clarification requests to CEP	July 20, 2018
Date when CEP will issue clarifications	July 23, 2018
<b>DEADLINE FOR SUBMITTING APPLICATIONS</b>	<b>13:00, July 31, 2018</b>
Evaluation of applications	August 06, 2018
Grant award notification to successful applicants	August 08, 2018
Grant agreement signing	<b>August 24, 2018</b>

Please note that the award date is subject to change

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## VII. CONTACT INFORMATION

**Application Form:** Please contact ADI Grants Manager, Mr. Nino Sotirovski, at [nino@adi.org.mk](mailto:nino@adi.org.mk) for an Application Form.

**Clarifications:** Applicants should submit clarification requests by the deadline listed above via email to ADI Grants Manager, Mr. Nino Sotirovski, at [nino@adi.org.mk](mailto:nino@adi.org.mk). CEP will issue clarifications to all interested organizations via e-mail.

**Proposals:** Applicants should submit their proposal and required documents via e-mail to ADI's Grants Manager, Mr. Nino Sotirovski, at [nino@adi.org.mk](mailto:nino@adi.org.mk). E-mails must have "RFA # CEP-RRG-06: Rapid Response Grants" in the subject line.

Alternatively, applicants may submit a printed application and the required documents in a sealed envelope to the following address:

**Association for Democratic Initiatives (ADI)**

**Bul. B. Ginoski 61/3**

**1230 Gostivar, Macedonia**

**attn: Mr. Nino Sotirovski.**

Should you choose to mail the hard copy of the proposal, please note that the time when the sealed envelope **is delivered** to ADI will be taken into consideration and not the time the when the envelope is mailed. The mail should be delivered to ADI's office by **13:00, July 31, 2018.**

This grant is made possible by the support of the American People through the United States Agency for International Development (USAID.) The contents of this RfA are the sole responsibility of East-West Management Institute, Inc. (EWMI), and ADI and do not necessarily reflect the views of USAID or the United States Government.