

**PSYHCO-SOCIAL SUPPORT PROGRAMME FOR POPULATIONS AFFECTED BY HUMANITARIAN EMERGENCIES IN NORTH-EASTERN NIGERIA**

**CALL FOR PROPOSALS 2019**

**FROM** **February 20, 2019**

**TO March 14, 2019**

**I. INTRODUCTION**

The ECOWAS Commission is providing small grants to Non-Governmental Organizations in North-East Nigeria to support the psycho-social recovery of victims of humanitarian crisis in that part of the country. The grants are aimed at facilitating strategic action to promote social stability by providing catalytic resources to NGOs or networks working at the community and grassroots levels.

The conflict in Nigeria’s north-east provoked by Boko Haram, has resulted in  widespread displacement, violations of international humanitarian and human rights law, protection risks and a growing humanitarian crisis.

Now in its ninth year, the humanitarian crisis in north-east Nigeria remains one of the most severe in the world: 1.6 million persons are internally displaced, human rights violations continue to be reported daily, and the food security and nutrition situation remains extremely concerning as conflict continues to limit the amount of land under cultivation and as the lean season (May through September) is about to kick off. The new Cadre Harmonisé analysis – which provides an updated understanding of the food security and nutrition situation – was issued, revealing that the number of people estimated to be facing critical and crisis food and nutrition insecurity levels in Borno, Adamawa, and Yobe stands at 2.3 million for March-May and up to 3 million projected for June-August.

Through this initiative, ECOWAS aims to support community-based strategies and interventions in North-East Nigeria to reduce or mitigate the impact of the crisis on individuals and the community by providing catalytic grants totaling $120,000 to grassroots and community-based organizations or networks.

1. **PURPOSE OF GUIDELINES**

These guidelines are intended to assist applicants through the Call for Proposals. They contain in detail the scope of potential projects, eligibility criteria, application procedure, the review and selection process as well as the monitoring, reporting, evaluation and communication requirements for the implementation of the selected projects.

1. **CALL FOR PROPOSALS**

The current call for proposals will open on **February 20, 2019 and close on March 14, 2019**. In 2018, a total amount of US$ 120,000 will be awarded to successful community based and grassroots NGOs and/or networks. Applicants may request funding **up to** US$20,000 for a six month project. Attention should be given to justifying the scale and duration of the proposed work relative to the grant objectives and the requirements of the proposed program of work.

Projects that demonstrate innovative and promising approaches will be selected.

1. **SCOPE OF POTENTIAL PROJECTS AND EXPECTED RESULTS**

Project proposals should address **at least** **one of the three outcome areas** but do not necessarily have to address all three as outlined:

* 1. Strengthening socio-economic recovery of affected populations in North East Nigeria

* 1. Psycho-social trauma recovery for children and persons with disability strengthened

* 1. Improved capacity of social workers to deliver psycho-social support to affected populations

## Priority areas of work include:

* Increasing capacity to enhance the potential of beneficiaries to succeed in their business endeavors
* Increasing access of children and persons with disability to psycho-social support
* Strengthening the capacity of coalitions and networks of social workers to amplify their collective voices in national, sub-regional and regional fora.

## Expected results/outcomes:

* Improved socio-economic recovery of affected populations
* Increased access of vulnerable groups (especially widows, children and persons with disability) to psycho-social support
* Strengthened capacity of social workers strengthened to support affected populations in North East Nigeria

**VI. ELIGIBILITY**

# Eligible organizations

Organizations eligible to receive funding must meet the following criteria:

* The organization must be a non-governmental, not-for-profit organization
* The organization must be duly registered by a recognized authority at the government level.
* The organization must provide evidence of its capability to engaged in promoting, advocating, or implementing initiatives on psycho-social support for affected populations in North East Nigeria

Proposals from more than one organization or entity as co-applicants will be considered so long as both organizations meet the organizational criteria above. Proposals must also clearly indicate which organization will take lead responsibility for project management and contractual obligations.

# Eligible Projects

Eligible projects under the current Call for Proposals will have a duration of six months. Projects will focus on different levels of action, including but not limited to service delivery, outreach and awareness-raising, capacity development, partnership building, advocacy, and accountability/monitoring mechanisms.

# Eligible Costs

The proposed costs of the project must be reasonable and in line with budgetary guidance provided in Annex 2. Applicants may request up to a maximum of $20,000 for a six-month project.

Applicants should identify appropriate resources to achieve expected results within the project’s limited timeframe.

## Eligible costs include:

* The cost of staff assigned to the project, corresponding to actual staff salaries and other remuneration-related costs.
* Travel costs for staff taking part in the project
* Costs for carrying out project activities and incurred by the applicant within implementation period.
* The cost of consumables and supplies.
* The aggregate cost of personnel and administrative salary costs should not exceed 10% of the total budget.

An estimate of all activity costs need to be provided using the budget template in **Annex 2**.

## Ineligible costs include:

* Indirect costs (overheads) as a lump sum
* Debts and provisions for losses
* Interest owed
* Items already financed in another framework, project or by another donor
* Currency exchange losses
* Preparation costs in relation to the project proposal
* Contingency reserve

**VII. APPLICATION PROCEDURE**

# Schedule

|  |  |
| --- | --- |
| 20 February 2019 | Call for Proposals Launched |
| 14 March 2019 | Deadline for proposal submission |
| 17-25 March, 2019 | Proposals evaluated and short-listed |
| 1 April, 2019 | Successful applicants notified / Awards announced |

# Proposal Requirements

The project proposal must be developed using the proposal template provided in **Annex 1** as well as the project budget template in **Annex 2**. Application materials can also be found on ECOWAS’ website [www.ecowas.int](http://www.ecowas.int)

Applications must be submitted by email to [procurement@ecowas.int](mailto:procurement@ecowas.int);[sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) [bangoura53@yahoo.fr](mailto:bangoura53@yahoo.fr) Copy to [vtulay@ecowas.int](mailto:vtulay@ecowas.int); alvesdalmada@yahoo.fr with a signed cover letter..

Once the proposal has been submitted. Proposals received after the deadline will not be considered. Applicants must meet all requirements in order for project proposals to be reviewed.

1. **DEADLINE AND REVIEW PROCESS**

Proposals must be received by 14 March 2019.Proposals will be evaluated through the following stages:

**Administrative check:** Proposals will be initially screened for completeness of the information. Proposals will not be considered if:

* + - The application is incomplete;
    - The applicant, project or costs are not eligible;
    - Project request exceeds US$20,000;
    - Project duration exceeds 6 months;

1. **REPORTING, MONITORING AND EVALUATION.**

**Reporting, Monitoring and Evaluation:** Organizations selected will be responsible for monitoring and evaluation of progress Furthermore, organizations will need to submit a mid-term and end of project narrative and financial report, using reporting templates provided by ECOWAS Commission.

## Annexes:

## 1. Proposal Template

## 2. Budget Template

The following **seven** criteria will serve as the dimensions on which proposals will be scored. Technical Review Committee members will rate each dimension on a scale from 1 to 5 (with 1 being lowest and 5 being highest). Criteria are equally considered with no one criterion outweighing the other.

**Technical Criteria**

1. The applicant organization has a strong track record.
   1. Applicant has **at least three years of experience** working with affected populations in North-East Nigeria
2. The project provides a sound analysis of the problem/issue
   1. The project clearly identifies the scope of the problem
   2. Project utilizes baseline data or situational analysis to inform its approach and interventions.
   3. The project either complements existing activities or fills a gap in services in a given community or region of the country.
   4. In the absence of baseline information, the project indicates a plan to undertake one.
3. The project is technically sound.
   1. Project is logical and presents a sound rationale and clear plan for how it will deliver results – including activities, outputs, and results/outcomes.
4. The project has strong prospects for successful implementation.
   1. Project results are realistic and achievable within the overall scope, duration and budget.
   2. Applicant organization has demonstrated capacity and expertise to deliver planned results.
5. The project will have significant impact
   1. Potential of the project to strengthen and broaden access of affected populations to psycho-social support
6. The project has potential for sustainability beyond grant period.
   1. Project strengthens the participation of key stakeholders in implementation.
   2. Project offers favorable prospects for longer-term sustainability beyond the duration of the grant.
7. The project represents good value for money.
   1. Project costs are reasonable for the planned activities, scope, duration and expected results
   2. Project budget is reasonable as compared to applicant organization’s annual budget.

## Annex 2: Budget Summary Template

**Project Title:**

**Applicant Organization:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General Category of**  **Expenditures** | **Amount**  **Requested from**  **ECOWAS** | **Contributions and/or other sources of funds from applicant** | **Total Cost** |
| PERSONNEL |  |  |  |
| TRANSPORTATION |  |  |  |
| TRAININGS & WORKSHOPS |  |  |  |
| MEETINGS & SEMINARS |  |  |  |
| PROJECT EQUIPMENT |  |  |  |
| OUTREACH |  |  |  |
| MONITORING (including  baseline collection, other) |  |  |  |
| MISCELLANEOUS |  |  |  |
| OTHER (please specify) |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**Budget Notes/Explanations:**

1. **Personnel:** Please include all professional project personnel, administrative personnel and/or other staff costs. Personnel costs for managing the project should not exceed 20% of the total budget. This does not include costs related to technical assistance which can be budgeted under contractual services.

1. **Travel/Transportation:** Travel and per diem (meals and accommodation) for project management team.

1. **Contractual services**: this includes commercial services (translators, consultants, other service providers).
2. 4) **Trainings & Workshops**: this line item includes rental of premises, refreshments, banners, public address systems, interpretation, travel, hotels and meals (per diem), as well as resources (human resources)

1. **Meetings & Seminars**: this line item includes rental of premises, refreshments, banners, public address systems, interpretation, travel, hotels and meals (per diem), as well as resources (human resources)

1. **Project Equipment**: IT equipment, project support equipment

1. **Outreach**: publications, pamphlets, brochures, print material, websites, etc.

1. **Monitoring (including baseline):** Projects should ensure that 3-5% of the total budget is allocated to ongoing monitoring implementation and progress of project, as well as for baseline and end line studies.

1. **Miscellaneous:** Stationery, communications, postage, courier plus fuel, utilities, etc. Please limit this line item to 1-2% of the total budget.

1. **Other:** Applicant must specify what this budget category includes.

**Successful applicants will be expected to submit a detailed budget at the time of the signing of a grant agreement with ECOWAS Commission**.