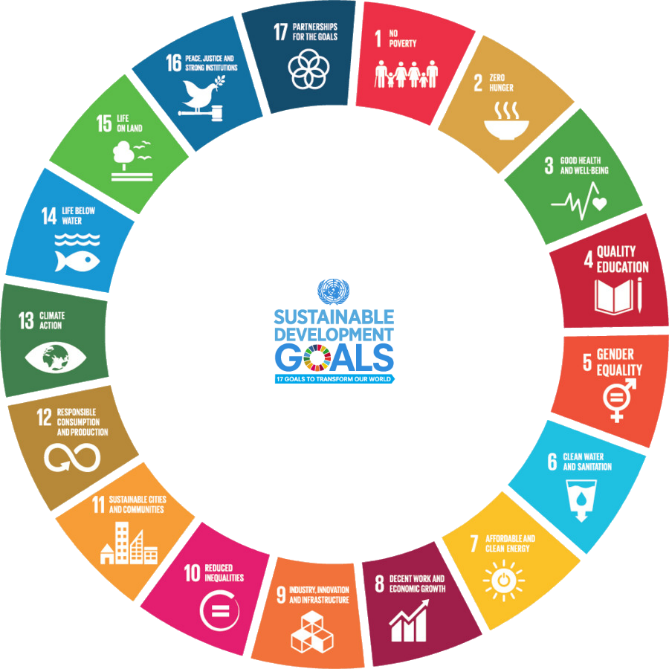
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**Programme on Strengthening Civil Society Organizations for Responsive and Accountable Governance in Rwanda**

**Call for Project & Research Proposals**

***Deadline for submission: 26 April 2019 at 11 am***

## Background

Civil society, as the ‘third’ sector of governance, constitutes an increasingly crucial element of accountability and citizen participation. The success of development and participatory governance depends on a robust state, a dynamic private sector and an active civil society with healthy levels of civic engagement.

The role of civil society during the period following the 1994 genocide against the Tutsi and development journey of Rwanda has been highly recognized and efforts are ongoing to continue building a strong operational framework for CSOs both at national as well as local levels. CSOs are strongly recognized by the Government of Rwanda as an important pillar of Good Governance. The role of CSOs is emphasized in the NST1 under the theme Transformational Governancein many areas including i) *accountability, ii) citizen empowerment and participation iii) monitoring and ensuring effective service delivery.* The importance of the involvement of CSOs in accountable governance and development processes is equally put forward in Rwanda’s Vision 2050.

The landscape of CSOs in Rwanda is diverse with CSOs represented in a wide range of sectors such as human rights, accountable governance, social protection, peace and reconciliation, community development and empowerment. The number of national CSOs has multiplied in recent years, reaching a current total of about 2000. Civil Society exists but in various forms and capacity levels. There is a plurality of formal, informal, national, local, weak, relatively strong organizations, which represent and advocate for different interests and interest groups. Rwandan CSOs demonstrate disparities in internal capacities, but generally, they face similar challenges regarding the organizational and management capacities. The key findings of the 2018 Civil Society Development Barometer provide a useful overview of the current state of play of the national civil society in Rwanda. Reforms are ongoing to further promote the role of CSOs in Rwanda through among others the ongoing review of the legal and policy framework regulating CSOs in Rwanda.

Within this broader framework, the Government of Rwanda and One United Nations/UNDP Rwanda launched a Programme in 2014 to strengthen civil society organizations for responsive and accountable governance in Rwanda. When this programme ended in 2018, the programme was extended for an additional five years (2018-2023). The objective of the CSO strengthening programme is to enhance CSOs operating environment to play a prominent role in service delivery, policy design and reforms, to represent the voice of the people and to hold state and corporates responsive and accountable. This will be achieved if CSOs have the required capacities, tools and mandates to represent the interests of the people of Rwanda.

As one of the components of the CSO programme, the micro-grant component is part of a wider strategy of strengthening civil society organization and deepening more permanent and sustainable dialogue channels between CSOs and Government to advocate for the voices of civil society to be heard and taken into account in public policy making. Awarded grantees will commit to active participation in capacity-building activities as well as one-one-one technical support. Through the implementation of awarded projects, grantees will support community development and deepen their understanding of the needs of the people they represent, sensitize them on their rights (including those of marginalized groups) and promote participation in decision making and development processes.

This Call for Proposals outlines the steps to be followed to apply for the micro-grant programme for national/local CSOs, and research institutes, academia and think tanks specifically for the research grants. The proposals will be evaluated by an independent Grant Selection Committee ensuring equal treatment of all submissions.

## Grant areas and thematic priorities

Eligible project proposals can focus on one of the eleven thematic areas described hereunder:

1. Human rights, legal aid and gender equality
2. Family promotion, anti-SGBV and child protection
3. Empowerment of people with disabilities
4. Social protection
5. Citizen participation and accountability
6. Service delivery
7. Youth empowerment and culture promotion
8. Capacity building of organizations, including the media sector
9. Protection of the environment for green growth and climate resilience
10. Extension services for agriculture and livestock
11. Promoting research for development
12. **Human rights, legal aid and gender equality**

Rwanda ratified a great number of human rights treaties at global and regional levels, and the Constitution also provides a strong framework for the promotion and protection of human rights. Activities can focus on the implementation of the international obligations of the state of Rwanda, including the so-called shadow or parallel reporting to UN treaty bodies and the implementation of the recommendations of the 2015 Universal Periodic Review (UPR). Projects related to legal advice and assistance through legal mobile clinics and legal aid week among others, can also fall under this area. Activities can also focus on improving gender equality aiming to overcome the still prevalent inequalities between women and men in social, economic and political spheres.

*Whereas human rights and gender equality are cross-cutting issues, projects can also specifically focus on this area.*

1. **Empowerment of people with disabilities**

Since Rwanda ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) in 2008, good progress has been made in protecting the rights of persons with disabilities through legal and policy reforms as well as targeted programme interventions. Notwithstanding this, people with disabilities still face a number of challenges being mainly social and economic, and they are the ones most often left behind. Concerted efforts must be made to ensure that PWDs are included in the economic, social and governance cluster throughout key development and democratic processes. Projects focusing on promoting the rights of people with disabilities and empowering them will be considered under this area.

1. **Family promotion, anti-SGBV and child protection**

Projects under this area can include effective models of working with women, men, boys and girls at the community level to achieve behavioral change to reduce violence and build healthy families. Projects can include activities aimed at promoting secure environments for all family members, promoting positive masculinities, eradicating gender-based violence or reinforcing family unity and positive parenting.

Activities can also focus on human trafficking, fighting drug abuse among the youth, and mental health and psychosocial support. Interventions supporting existing mechanisms such as “Umugoroba w’Ababyeyi”, Community Health Workers (CHWs) and Social Workers of the Isange One Stop Center will also be considered.

1. **Social protection**

Project proposals in this area can take a comprehensive approach to social protection which entails multiple dimensions (e.g. poverty alleviation, decent work, education, public health, sanitation) or focus on a specific area of social protection for rapid graduation from poverty. Social protection can play a fundamental role in poverty eradication and increasing sustainable human development.

1. **Citizen participation and accountability**

Democracy requires active informed citizens and responsive and accountable states. Such a relationship between state and citizens is fostered through participation and accountability mechanisms, which in turn, render public services more effective and foster democratic ownership of public resources. Project proposals in this area can contribute to the alignment between the development interests of citizens and the political and economic priorities of the national or local government. Activities can focus on participation in policy formulation, implementation, monitoring, review of budgets, among others.

1. **Service delivery**

Project proposals in this area can be presented based on the idea that a mindset change is needed for both service providers and recipients if the challenges posed by poor service delivery are to be addressed. Since these will run as a behaviour change projects, sensitization and mobilization are important. More emphasis will be put on raising awareness of the service providers to provide effective and quality services to citizens while at the same encouraging the recipients to request for better services and decline poor services.

Specifically, this can be done by:

1. Educating the public on quality service delivery;
2. Mobilizing the general public to request quality services including through campaigns and other channels;
3. Making Rwandan citizens active stakeholders in promoting the culture of service delivery and holding service providers accountable;
4. Supporting and building capacities of different actors including local leaders and service providers among others to enhance quality service delivery.
5. **Youth empowerment and culture promotion**

Activities can include innovative initiatives led by CSOs supporting communities in strengthening youth’s social, economic, cultural and moral welfare. Activities in this field can also target vocational training interventions focusing on self-employment of the youth. Projects focused on promoting culture and cultural participation will also be considered under this area. Activities taking place in rural areas and secondary cities are encouraged.

1. **Capacity building of organisations, including the media sector**

Projects under this area can include a wide range of capacity building interventions which could include overall professional development or specific technical areas such as for example investigative journalism. Innovative and creative media approaches are encouraged. Capacity building initiatives targeting civil society organizations, NGOs and FBOs are also highly encouraged.

1. **Protection of the environment for green growth and climate resilience**

Rwanda’s economy is heavily dependent on the environment and natural resources. The livelihoods of rural (and increasingly urban) communities depend on access, use and management of such resources. Pursuing green economy is a priority area of economic transformation. Projects can focus on any of the following: green technologies and innovation to reduce vulnerability to climate change and Green House Gas emissions; waste management and hygiene in homes, schools, buildings and public places; water and energy efﬁciency; green urbanization and /or ‘green village’ (for rural settlements); protection of lake shores (50m), river banks (10 m) and wetlands; rehabilitation of mining sites; planting of trees especially indigenous species; and mainstreaming activities related to environmental protection and reduction of climate change in Sector Strategic plans and District Development plans and performance contracts.

1. **Extension services for agriculture and livestock**

Project proposals in this area can include interventions supporting a wide range of activities in agriculture covering multiple dimensions, for example food security, livelihood, and poverty eradication. Interventions related to accessing seeds and fertilizers; sensitization for increased productivity; community empowerment; and support to increasing sector delivery for citizens and farmers will be considered.

1. **Promoting research for development**

In this area, only research proposals will be considered. Umbrella organizations are encouraged to apply under this area, as well as research institutes, academia and think tanks. Research proposals will follow the template in ANNEX II, which is different from the project proposal template. They will also be evaluated using different criteria as outlined in section 7.

The research proposals will focus on the following selected topics:

* CSOs participation in policy processes;
* Poverty eradication in the selected seven districts;
* Gender equality within the media sector;
* Role of FBOs in family and social cohesion.

## Cross Cutting Areas

The proposals will consider the following three cross-cutting areas.

**Gender Equality:** The extent to which the proposal incorporates gender equality principles will be evaluated. It is good practice for any project to demonstrate that gender aspects have been taken into consideration even if the main focus area is not gender equality. This may be done through gender mainstreaming approaches or gender specific components within the project. Disaggregating data on target groups, beneficiaries, stakeholders and staff in relation to their gender roles is also recommended. CSOs that can demonstrate an active effort to have gender balance in staffing, particularly in key and senior positions, will also be favorably considered.

**Human Rights Based Approach:** Each proposal should contribute to thethe realisation of human rights as laid down in the Universal Declaration of Human Rights and the international human rights instruments which Rwanda has ratified, in line with the responsibilities of the duty bearers (*authorities*) and the rights-holders (*citizens*) respectively. Each proposal should respect the principles of participation, accountability, non-discrimination, transparency, human dignity, empowerment and the Rule of Law.

**Environment and Climate Change:** Each proposal should indicate how the project will adapt and reduce the impact of climate change on the environment.All proposed projects should benefit individuals from all categories (children, youth and adults) while carrying out activities aimed at ensuring environmental sustainability in homes, schools, communities and workplaces.

## Financial Allocations

Micro-grants will be awarded a **maximum budget of 25,000,000 RWF** under thematic areas 1-10, and **a maximum of 45,000,000 RWF** under thematic area 11(for umbrella CSOs, research institutes, academia and think tanks). Proposals submitted should therefore not exceed these budget ceilings.

CSOs are required to provide own contributions to the implementation of the proposed project, which should be clearly reflected in the budget. Own contributions can be in-kind such as the organization’s office space, equipment (IT equipment, office furniture and vehicles), volunteer staff, among others.

## Eligibility Criteria

**5.1. Eligible applicants**

Organizations eligible to respond to this Call for Proposals are national/ local civil society organizations (including umbrella organizations), which are legally registered by the Rwanda Governance Board in line with the existing legislation. All applicants should possess a registration certificate issued by RGB and an organization bank account.

For the purpose of this Call for Proposals, civil society organizations encompass national non-governmental organizations and faith-based organizations defined as follows:[[1]](#footnote-1)

* Registered National non-governmental organizations *(including media associations registered by RGB)*
* Registered Faith based organizations

Specifically for grant area (11) ‘Promoting research for development’, **Umbrella Civil Society Organizations, Research Institutes, Academia and Think Tanks** are invited to apply.

**5.2. Eligible projects**

## Duration

The proposed project can have a duration of a maximum of twelve (12) months. The project will start on the day of signature of the grant agreement.

1. **Location**

The project should take place in the territory of Rwanda. Projects targeting rural areas will be considered positively in the selection process.

1. **Types of projects**

It is mandatory that, the proposed project contributes to one of the eleven grant areas and thematic priorities as outlined in section 2.

A project contains several coherent and self-contained sets of activities that respond to the specific needs of a targeted group and that will achieve a specific objective within a specific and reasonable timeframe.

The following projects and activities are not eligible and will not be selected:

* Projects focusing only or mainly on sponsorships for participation in seminars and conferences, trainings and studies;
* Activities supporting individual political parties;
* Profit making activities;
* Activities focusing on proselytism;
* Activities supporting any type of discrimination or violation of the basic rights of people.

**5.3. Eligibility of costs**

All indicated costs must be based on supporting documents, and the proposed budget should be realistic and cost-effective. Debt charges, purchases of land and buildings as well as currency exchange losses are not eligible costs.

Before signing the contract, RGB/UNDP can request awarded grantees for clarifications regarding the budget.

## Application procedure

Applicants will duly complete the project proposal or research proposal template *(see list of Annexes).* All applicants should strictly adhere to the format of the proposal template. Failure to do so will lead to automatic rejection of the proposal. The proposal template will be the basis for assessment of the quality of the proposal.

All documents will be completed electronically. Hand-written applications will not be accepted.

Applicants should also complete and attach all the required supporting documents (*see list of Annexes).* Incomplete applications will not be considered.

Applicants may submit their application documents (physical documents) in English or in French.

**Application documents to be submitted are:**

1. Project or Research Proposal Template including the results framework and annual work plan (duly completed and signed) - Word format only *(see Annex 1 or 2)*
2. Project Budget Form (duly completed and signed) - Excel format only *(see Annex 3)*
3. Copy of registration certificate from RGB *(research institutes, think tanks and academia applying for the research grants also need to include their official registration certificate)*
4. Proof of existence of an organizational bank account via letter of the bank. Please note that if selected, the applicant will have to open a specific bank account for funds received under this proposal.

All application documents should be sealed in one envelope. It is required that the name of the applying organization, the title of the project proposal and the thematic area are clearly written on the outer envelope.

All applications should be submitted by hand delivery to the office of the Rwanda Governance Board on the address below:

**RWANDA GOVERNANCE BOARD (RGB)**

**Kigali, Rwanda - KG 178 ST**

**P.O BOX 6819, Kigali**

**Tel : +250 55112023**

**E-mail : info@rgb.rw**

**Website :** [**www.rgb.rw**](http://www.rgb.rw)

Applications will be received by a dedicated staff of RGB in the CSO Programme Unit located on the 5th Floor of the RGB building.Applicants will sign in an application registration book after completing the name of his/her organization, the date and exact time of submission*.* The recorded envelope will then be deposited in a sealed drop-in box and a notification of receipt will be provided to the applicant.

**The deadline for submission of the applications is 26/04/2019.**

## Selection Mechanism

**7.1 Grant Selection Committee**

The Grant Selection Committee is composed of representatives of key stakeholders including the academia, Ombudsman, National Human Rights Commission, UNDP, Rwanda Environment Management Authority, youth and women organizations.

The final decision will be taken by the Programme Steering Committee chaired by Rwanda Governance Board and co-chaired by UNDP- Rwanda.

**7.2 Selection phases**

1. **Administrative check**

During the initial phase of the selection process, the following criteria will be checked:

* Timely submission before the deadline;
* Adequate submission of all application documents;
* Submission of a sealed envelope as indicated under section 6;
* Valid registration certificate (temporary, legal personality or a certificate of compliance);
* Submission of the proposal in English or French.

Only applications complying with these initial selection criteria will be further evaluated.

#### Evaluation phase

Applications will be reviewed by the Grant Selection Committee. This committee will base its evaluation of submitted proposals on the Selection Criteria listed hereunder.

|  |  |  |
| --- | --- | --- |
| **PROJECT Proposal Evaluation Grid** | **Scores** | |
| 1. **Relevance and feasibility** | **Sub-score** | **35** |
| * 1. Relevance of the project in relation to the CSO’s mandate | 5 |  |
| * 1. Has the relevance of the project objective been well-analyzed and is it well-articulated in the problem analysis and needs assessment? | 10 |
| * 1. Have the target groups and final beneficiaries been clearly identified and are their needs well analyzed? Is the proposed target group inclusive (PwDs, gender balance, etc) | 5 |
| * 1. Relevance to the indicated thematic area | 10 |
| * 1. Relevance to the cross-cutting issues (gender equality, human rights-based approach, environment and climate change) | 5 |
| *Important! Only proposals reaching the threshold of 25/35 will pass to the next phase of evaluation* | | |
| 1. **Implementation Strategy** | **Sub-score** | **25** |
| 2.1 Is the results framework well-structured following an adequate hierarchy of the result chain? Does it include objectively verifiable indicators, and does it provide means of verification (surveys, reports etc)? | 10 |  |
| 2.2 Are the proposed activities and work plan consistent with the objectives of the project and presented in a clear and structured manner? | 10 |
| 2.5 Are the roles and responsibilities of all stakeholders clearly defined and relevant to the accomplishment of the proposal’s objectives? | 5 |
| 1. **Sustainability** | **Sub-score** | **15** |
| 3.1 Is the proposal likely to have a long-lasting impact on the target groups beyond the project’s duration? Is the proposal likely to have multiplier effects? Are there going to be any mechanisms, frameworks or institutional structures left behind with a clear plan on how they will keep functioning or being used? | 10 |  |
| 3.2 Are potential partnerships identified? Are modalities for engagement and roles and responsibilities defined? | 5 |
| 1. **Cost effectiveness** | **Sub-score** | **15** |
| 4.1 Is the proposed budget responding to the workplan and overall objective of the proposal? | 5 |  |
| 4.2 Are the activities costed appropriately? (appropriate estimates, salary-activity ratio, etc) | 5 |
| 4.3 Does the proposal contain CSO own contributions (in kind or in cash) that will directly contribute to the activities presented in the proposal? | 5 |
| 1. **Technical and financial capacity** | **Sub-score** | **10** |
| 5.1 Does the applicant have sufficient and demonstrated experience in project management? Does the applicant have sufficient management capacity (e.g. staff, equipment)? | 5 |  |
| 5.2 Does the applicant have sufficient and demonstrated experience in financial management? | 5 |
| **TOTAL SCORE** |  | **100** |

|  |  |  |
| --- | --- | --- |
| **RESEARCH Proposal Evaluation Grid** | **Scores** | |
| 1. **Clarity, relevance and value-added** | **Sub-score** | **35** |
| * 1. Are the general and specific objectives sound and well described? | 5 |  |
| * 1. Does the research justification demonstrate a thorough level of understanding and has the proposal been adequately linked to a well-analyzed context? | 10 |
| * 1. Have the significance and added value of the research been well-established? | 15 |
| * 1. Relevance to the cross-cutting issues (gender equality, human rights-based approach, environment and climate change) | 5 |
| *Important! Only proposals reaching the threshold of 25/35 will pass to the next phase of evaluation* | | |
| 1. **Research Methodology** | **Sub-score** | **20** |
| 2.1 Is the research methodology well-described and comprehensive? Is it adequate in relation to the identified objectives of the research proposal? | 10 |  |
| 2.2 Are the data collection and analysis methods feasible and relevant? Is the sample group too big or too small? | 5 |
| 2.3 Does the proposal analyze ethical considerations appropriately? | 5 |
| 1. **Potential to contribute to the sharing and uptake of new knowledge and practices** | **Sub-score** | **20** |
| 3.1 Does the proposal demonstrate a clear and sustainable plan for dissemination of research findings? Are the proposed advocacy strategies adequate? | 10 |  |
| 3.2 Are partnerships for dissemination and advocacy well-analyzed and identified? | 5 |
| 3.3 Are the plans for dissemination and advocacy included in the workplan and budget? *(institutions using own contributions for sustained advocacy efforts will be scored higher)* | 5 |
| 1. **Cost effectiveness** | **Sub-score** | **10** |
| 4.1 Is the proposed budget responding to the workplan and overall objective of the research proposal? | 5 |  |
| 4.2 Are the activities costed appropriately? (appropriate estimates, salary-research activity ratio, etc) | 5 |
| 1. **Technical and financial capacity** | **Sub-score** | **15** |
| 5.1 Does the applicant have sufficient and demonstrated experience in conducting research? Is the team’s experience relevant to the proposed research focus and design approach | 10 |  |
| 5.2 Does the applicant have sufficient and demonstrated experience in managing finances? | 5 |
| **TOTAL SCORE** |  | **100** |

The candidates will be informed in writing of the final decision taken. In case applicants require additional information after receiving the written notification, a written request for information will need to be presented within 7 days.

After communication of final decisions, selected CSOs will start the contracting phase, during which any outstanding issues, technical or financial, will be discussed in order to reach an agreement. The Rwanda Governance Board and UNDP Rwanda will provide technical assistance and capacity building support during the project implementation to strengthen the effectiveness and sustainability of the planned interventions. The overall aim of this technical support is to empower CSOs to robustly plan, implement, monitor and evaluate sustainable projects within their respective areas of expertise. This should lead to increased quality and impact of the projects implemented by the awarded CSOs.

This call for proposal can also be found on the following websites:

**www.rw.undp.org**

**www.rgb.rw** **Annex 1** **Project Proposal Template** (thematic areas 1-10)

## *Instructions:*

* ***Do not exceed 15 full pages of text (any text exceeding 15 pages will not be considered in the evaluation).***
* ***Delete the instructions in italic once you have completed the form.***
* ***Do not modify this template and respond, in the same sequence, to each of the sections listed below.***
* ***The evaluation will be carried out in accordance with the evaluation grid provided in the Evaluation Grid***

### Project Summary (max. 1 page)

|  |  |
| --- | --- |
| **Indicate under which Thematic Area you are applying** | ***Important! Each applicant should clearly indicate in the application under which thematic area the organization is submitting its proposal. Each organization can only apply under one of the thematic areas.*** |
| **Project Title** |  |
| **Name of Civil Society Organisation** |  |
| **Mandate of Civil Society Organization** |  |
| **Geographic coverage of the project:** | *Nationwide or in specific areas of Rwanda? Specify as detailed as possible.* |
| **Duration of the project** | *Indicate number of months (maximum 12 months).* |
| **Project Budget** | **REQUESTED AMOUNT:** *Mention the total requested amount in RWF*  **OWN RESOURCES:** *Mention the total of own resources in RWF* |
| **Beneficiaries** | *Provide numbers and disaggregate by gender where possible. Try to distinguish between direct and indirect beneficiaries.* |
| **Contact details of focal point of CSO** | *Must be a staff of the CSO. Indicate name, phone number and email address.* |
| **Address & Website** | *Indicate physical address of CSO, as well as link to website.* |

1. **Background situation analysis (max. 1 page)**
2. **Problem analysis and needs assessment. Identify the needs and constraints at national and/or local context. (max. 2 pages)**
3. **Outline the thematic area and the activities planned (max. 3 pages)**
4. **How will cross cutting issues be integrated? (max. 1 page)**
5. **Outline and describe the target groups and final beneficiaries (max. 1 page)**
6. **Describe the Expected results following the format in the below table (max. 2 pages)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Results** | **Description** | **Indicator** | **Baseline** | **Target** | **Means of verification** | **Risks and Assumptions** |
| **Outcome** |  |  |  |  |  |  |
| **Output 1** |  |  |  |  |  |  |
| Activity 1.1 |  |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |  |
| Activity 2.1 |  |  |  |  |  |  |
| Activity 2.2 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |

1. **Prepare an Annual Work Plan following a monthly calendar in the following format (max. 1 page)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month  Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Location of Activity |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Describe the project management structure and division of labor and responsibilities of all stakeholders involved (max. 1 page)**
2. **Sustainability of results (max. 1page)**

Describe any possible multiplier effect. How will a long-lasting impact on target groups be ensured?

Will any mechanisms, frameworks or institutional structures be created with a clear plan on how they will keep functioning or being used?

What kind of partnerships will help ensure the sustainability of your proposed interventions? Describe the partnership with local leaders, churches, or other local organizations or platforms which will help to ensure the sustainability of the project.

1. **Describe the operational and financial capacity of your organization (max. 1 page)**
   1. Outline experience in project management
   2. Describe overall management capacity (e.g. staff, equipment)
   3. Outline the financing of your organization and the evolution of financial resources during last five years.
   4. Outline experience in financial management

**Annex 2 Research Proposal Template** (thematic area 11)

## *Instructions:*

* ***Do not exceed 15 full pages of text (any text exceeding 15 pages will not be considered in the evaluation).***
* ***Delete the instructions in italic once you have completed the form.***
* ***Do not modify this template and respond, in the same sequence, to each of the sections listed below.***

### Summary (max. 1 page)

|  |  |
| --- | --- |
| **Indicate under which Thematic Area you are applying** | Promoting Research for Development |
| **Research Title** |  |
| **Name of Civil Society Organisation or Institution** |  |
| **Mandate of Civil Society Organization or Institution** |  |
| **Geographic coverage of the research:** | *Nationwide or in specific areas of Rwanda? Specify as detailed as possible.* |
| **Duration of the research project** | *Indicate number of months (maximum 12 months).* |
| **Project Budget** | **REQUESTED AMOUNT:** *Mention the total requested amount in RWF*  **OWN RESOURCES:** *Mention the total of own resources in RWF* |
| **Objective of the research** |  |
| **Contact details of focal point of Institution** | *Must be a staff of the CSO or institution. Indicate name, phone number and email address.* |
| **Address & Website** | *Indicate physical address of CSO or institution, as well as link to website.* |

### Describe the general and specific objectives of the research.

### Give a brief research context and justification of your proposed research project.

### Describe and explain the significance and added value of your proposed research.

### Outline your research methodology, explaining how you are going to conduct your research (include components of population and sampling; data collection; neutrality, consistency and applicability; and data analysis).

### Analyze potential ethical considerations (Ethical considerations refer to the protection of the participants' rights (right to self-determination, right to privacy, right to autonomy and confidentiality, right to fair treatment and right to protection from discomfort and harm), obtaining informed consent and the institutional review process (ethical approval).

1. **Describe your plans for disseminating the research findings.Do you plan to establish partnerships for this purpose?How do you intend to ensure that the research findings are integrated in policies, programmes, new knowledge and practices?***(Note that you should include dissemination and advocacy costs in your proposed budget****.*** *Institutions using own contributions for sustained advocacy efforts will be scored higher)*
2. **Prepare a timetable for your research project following a monthly calendar in the following format (max. 1 page)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month  Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Location of Activity |
| **Activity 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Describe the structure and experience of the research team and division of labor and responsibilities of all members involved (max. 1 page)**
2. **Describe the operational and financial capacity of your organization (max. 1 page)**
   1. Outline experience in conducting research
   2. Describe overall management capacity (e.g. staff, equipment)
   3. Outline the financing of your organization and the evolution of financial resources during last five years.
   4. Outline experience in financial management

**Annex 3 Budget (in RWF)**

*Applicants are required to use this format but are encouraged to be as detailed as possible.*

*The headings and sub-headings A.1, A.2, B.1 are mentioned only as illustration and can be changed.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | General Category of Expenditures (in RWF) | **Unit** | **Number of Units** | **Unit Value** | **Quarter 1** | Quarter 2 | Quarter 3 | Quarter 4 | **Total** |
| **A.** | **Personnel** |  |  |  |  |  |  |  |  |
| A.1 | Project Manager | Per month |  |  |  |  |  |  |  |
| A.2 | …. |  |  |  |  |  |  |  |  |
| **B.** | **Workshops/trainings/events** |  |  |  |  |  |  |  |  |
| B.1 | Conference room rental |  |  |  |  |  |  |  |  |
| B2. | ….. |  |  |  |  |  |  |  |  |
| **C.** | **Communications** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **D.** | **Travel/transport** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **E.** | **Office operations** |  |  |  |  |  |  |  |  |
| E.1. | Office rent | Per month |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **F.** | **Other [Specify]** |  |  |  |  |  |  |  |  |
| F.1. | Publications | Per copy |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Total Project budget |  |  |  |  |  |  |  |  |
|  | Total requested under application |  |  |  |  |  |  |  |  |
|  | Total OWN contributions |  |  |  |  |  |  |  |  |

1. Law nr. 4/2012 of 17/02/2012 governing the organization and functioning of national non-governmental organizations; Law Nr. 72/2018 of 31/08/2018 determining organization and functioning of faith-based organizations [↑](#footnote-ref-1)