



OXFAM AMAL INNOVATION FUND 2014 CALL FOR PROPOSALS

APPLICATION GUIDELINES

The following guidelines provide an overview of the application process and procedures for interested applicants to Oxfam's AMAL Innovation Fund (OAIF). Completed applications should be sent to Email Address: Amal@Oxfam.org.uk

1. BACKGROUND

The Innovation Fund in support of **initiatives that promote women's leadership**, is an Oxfam small granting funding mechanism operating in Morocco, Tunisia, the Occupied Palestinian Territories and Yemen that was set up within the framework of "AMAL" Programme.

AMAL: Supporting Women's transformative leadership in changing times¹ in the MENA Region is an Oxfam programme, which aims to promote the active participation and leadership of women in the MENA region, including the poorest and most marginalised, in local, national and regional governance structures and decision-making processes, thereby ensuring that they have a say in formulation and/or their needs and priorities are reflected in socio-economic policies and practice at all levels. AMAL programme is funded by the Swedish Government.

The overall goal of this programme is that **women in the MENA region, including poor and marginalised women, will have increased ability to participate and exercise leadership at all levels of decision-making, gaining power over their lives and ensuring their practical needs and rights are central for existing and emerging governance structures.**

2. INNOVATION FUND OBJECTIVES

Oxfam recognises the difficulties that new organizations and social movements¹ in the MENA region have in accessing the necessary funds and support for developing new work.

The **Innovation Fund** has therefore been established in AMAL's focus countries - Morocco, Tunisia, the Occupied Palestinian Territories and Yemen - to provide small grants to achieve the following objectives:

- i. Emerging and new organisations and social movements and informal groups can access funds and improve their skills and capacity to advocate for a women's rights agenda and influence decision-makers at local or national levels;

¹ Hereafter referred to as AMAL Programme.

- ii. Innovation through local initiatives is captured and generates knowledge to strengthen women's participation and leadership approaches in the region and globally;
- iii. New ideas and approaches to women's participation and transformative leadership, that have potential for replication and/or scale up, are tested and piloted within AMAL programme countries.

Applying organizations should carefully read the following guidelines which include the scope of work, eligibility criteria in addition to the application formats and selection criteria.

3. SCOPE AND CRITERIA OF REQUESTED PROPOSALS

3.a All proposals to the Oxfam AMAL Innovation Fund must:

1. Contribute to change in one or more of the following areas at local community, sub-national, national, or regional levels:
 - a) Initiatives that aim to change public perception about the value and legitimacy of women's leadership, participation and/or rights;
 - b) Initiatives that aim to enhance and build capacity of women to lead on actions that reduce inequality and/or discrimination against a particular group in their communities/society;
 - c) Initiatives that aim to increase the responsiveness and accountability of local and national services, policies and laws in relation to women's practical and strategic needs and priorities;
 - d) Initiatives that aim to change attitudes and positions of decision makers or laws and policies that discriminate against women.
2. Highlight aspects of collective work, leadership and mobilization for influence and change at local, sub-national or national levels;
3. Work with women in poor, remote or vulnerable geographic locations or marginalized women (such as socially stigmatized, disabled, prisoners, or other forms of marginalization);
4. Demonstrate 'innovation': defined as "out of the box", new ideas, flexible, bold, and responsive to emerging issues, experimental, risk taking, new technology, artistic or creative expression, new approach, new knowledge, and new mechanisms;
5. Despite being small and short term, include an element of potential growth (scaling up) and demonstrate sustainability of outcomes.

3. b What the Oxfam AMAL Innovation Fund will not fund:

- Proposals that have no relevance to women's needs/priorities/rights/leadership;
- Proposals focused on addressing the needs of individuals, even girls or women, without influencing structural inequality or injustice;
- Micro-credit proposals or conventional service delivery proposals;
- Individual study, educational scholarships or travel grants.

4. SIZE AND DURATION OF GRANTS

Oxfam's AMAL Innovation Fund will fund proposals ranging from a **minimum of US\$ 10,000 to a maximum of US\$ 35,000**. The duration for implementation of the proposals is a maximum of 12 months.

To support grantee's capacity development, a minimum of 10% percent of each grant must be earmarked for organisational development activities.

To foster learning, 10% of each grant will be earmarked for written, visual or audio-visual documentation of the initiatives activities and results. Oxfam will seek to support this process wherever possible.

5. ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS AND PROPOSALS

5.a The following types of organizations are eligible to apply in any one of the following countries - Morocco, Tunisia, the Occupied Palestinian Territories (including Gaza) or Yemen:

1. **New organisations:** Non-governmental, non-profit and community-based women or youth-led organizations that have been officially registered for no more than 4 years (i.e. not before 2010). Joint proposals from a consortia of more than 1 new organisation will also be welcomed;
2. **Established organisations in partnership with new organizations:** Established non-governmental, non-profit and community-based women or youth-led organizations that have been officially registered for more than 4 years in partnership with 1 or more new organisation (see above for definition);
3. **Established organisations in partnership with informal groups/movements:** Established non-governmental, non-profit and community-based women or youth-led organizations that have been officially registered for more than 4 years in partnership with 1 or more unregistered, informal group and/or movement with evidence of activism and operating in any one of the 4 AMAL focus countries.

PLEASE NOTE: Sub-granting to unregistered groups under this grant scheme is regrettably, not permitted. As a condition of the OAIF fund, lead applicant organisations in this final grantee category (no. 3) will therefore be responsible for the management AND EXPENDITURE OF ALL GRANT FUNDS in line with national legislation.

Support to unregistered and informal groups/movements by established, lead organisations is therefore expected to take the form of, for example: joint development of campaign and advocacy strategy; in-kind contribution of office space or other organisational resources; technical assistance and/or secondments in support of skills transfer; joint delivery of training and other activities.

5.b The following types of organizations are not eligible to apply:

- Governmental Organizations
- Political parties or the organizations they fund
- Academic institutions
- Businesses
- International organizations

6. CHECKLIST FOR PROPOSAL SUBMISSION

1. The proposals submitted must be aligned with the request for proposals scope and criteria outlined above;
2. Submitted proposals must be complete with all requirements and in line with the guidelines/format for submitting a proposal (Annex I) and the required list of attachments;
3. Project proposals must not exceed a maximum duration of 12 months.

Organizations and applications not meeting the requirements above will NOT be considered.

Applications should be sent to **Email Address:** Amal@Oxfam.org.uk no later than 15 April 2014 11:59 p.m. Lebanon local time (GMT+2).

All applications should quote the reference number: **OAIF-2014**

For further queries please contact AMAL team on: + 961 (1) 744923/4/5/6 or email address: Amal@Oxfam.org.uk

PROCESS AND CHECKLIST FOR SELECTION OF THE PROPOSALS

A long list of proposals that meet the above mandatory eligibility requirements will undergo a competitive evaluation process by the OAIF selection committees against the checklist and according to the timelines below.

7. Applications Evaluations Check List:

Contribution to Overall Fund Criteria
Alignment with the AMAL's programme's overall aims - Essential
Contributes to change in one or more of the change areas specified above – Essential
Promotes collaboration and collective action, to influence change - Desirable
Addresses needs/rights of women in poor, remote or vulnerable geographic locations or marginalized women – Desirable
Innovation in the strategies: defined as “out of the box”, new ideas, flexible, bold, responsive to emerging issues, experimental, risk taking, new technology, artistic or creative expression, new approach, new knowledge, and new mechanisms. - Essential
Overall Logic and Relevance of Proposal Design
Rationale: is the issue being addressed clear, defined and well justified?
Description of the desired change: Is it clear and defined?
Suitability of activities: will they achieve the desired change?
Time plan - is it realistic?
Programme and Financials management structure – is it reasonable and effective?
Sustainability – has the proposal sufficiently explained how it will contribute to lasting change?
Clear and reasonable budget
Suitability of the organization
Mission or mandate is in line with universal human rights standards
Demonstrable experience of effective activism, civic and public involvement and action
Evidence of sufficient capacity to manage and implement the proposal

Overall, the OAIF selection committee will aim to support a mix and balance of intervention types and models of partnership across AMAL's 4 focus countries. Overall, Oxfam anticipates funding a total of circa 6 proposals from new formally registered organizations and circa 6 consortia of new and informal groups led by established organisations.

Applications that receive the highest assessment by the evaluation committees will be contacted. **Only short listed organizations will be contacted** and may be requested to submit further information or clarifications. Once the selection is completed and agreements signed, Oxfam will transfer funds directly to successful applicants.

Applicants/lead consortia organisations will, as a condition of grant funding, be expected to set up appropriate financial systems to receive OAIF funds and to provide the necessary narrative and financial reporting information. Oxfam's OAIF Coordinator and Country Programme Teams will work with grantees where necessary to make sure that financial and reporting systems are in place and provide appropriate controls for the management and monitoring of grants.

Oxfam's OAIF Coordinator and Country Programme Teams will work with grantees to monitor the implementation of each grant in close collaboration with grantees/consortia leads. Throughout this process we aim to support the development of grantee financial and project management capacity, skills and experience.

8. TIMELINES FOR THE INNOVATION FUND

Launch of call for proposals	8 March 2014
Deadline for receipt of applications from applicants²	15 April 2014
Pre- Final Selection , notification of applicants	2 June 2014
Finalization of agreements and disbursement of funds	15 June 2014

9. ADMINISTRATIVE AND FINANCIAL GUIDELINES

1. Disbursement to the grantees will be directly from Oxfam Office in Beirut to the grantee based on a grant agreement. Selected grantees will need to have a bank account to receive the grants.
2. Applications submitted as a partnership (consortia) must clearly indicate which organizations will be the lead applicant and which will be the co-applicant/s. Only formally registered organizations can be lead applicants.
3. In the case of multi-partner/consortia proposals, Oxfam will sign the agreement with the lead applicant only.
4. In case where the lead applicant organisations is partnering with informal groups, sub-granting to unregistered groups is not permitted. As a condition of the OAIF fund, the lead applicant will therefore be responsible for the management AND EXPENDITURE OF ALL GRANT FUNDS in line with national legislation.
5. Expenses should be incurred only in the duration of the signed agreement. Expenses incurred prior to or after the termination of agreement are not acceptable and considered an ineligible cost.

² Applicants may be contacted for more clarifications during the period 15 April – 2 June

6. All allocated funds should be used as specified in the agreed on budget. The grantees will be required to keep original supporting documentation for any payments incurred under this grant and comply with acceptable procurement procedures.
7. To support grantee's capacity development, a minimum of 10% percent of each grant must be earmarked for organisational development activities.
8. To foster learning, 10% of the grant must be earmarked written, visual or audio-visual documentation of the initiatives activities and results.
9. Oxfam AMAL fund will not fund projects that are receiving funding from other sources. Failure to declare such sources will result in disqualification of the grant.
10. Quarterly financial and narrative reports will be required based on templates. Oxfam reserve the right to monitor project activities, audit financial records and evaluate project progress at any time in order to ensure full and effective delivery of fund objectives.
11. Selected applicants will receive a full package on Oxfam's Partner Management-Minimum Financial Standards.

10. ANNEXES

- I. Application Template and Budget

Completed applications should be sent to Email Address: Amal@Oxfam.org.uk