



Human Rights and Good Governance (HR/GG)

Guidelines for Proposal Submission

March 2010

Abbreviations and Acronyms

FAM	Finance and Administration Manager
GIA	Grant Implementation Agreement
HR/GG	Human Rights/Good Governance
HRL	Human Rights Law
IHL	International Humanitarian Law
JFA	Joint Financing Agreement
M&E	Monitoring and Evaluation
NDC	NGO Development Center
NGO	Non-Governmental Organization
oPt	occupied Palestinian territories
PA	Palestinian Authority
PMIS	Programme Management Information System
PO	Program Officer
SAR	Summary Appraisal Report
SC	Steering Committee
TAC	Technical Assessment Committee
TOR	Terms of Reference
WBG	West Bank and Gaza

I. Introduction

The NGO Development Center is a non-profit nongovernmental organization established in response to the need of having a sustainable Palestinian mechanism for providing support to the NGOs sector. Through providing technical and financial support, NDC strives to develop the capacities of Palestinian NGOs, enhance their self-reliance, support their sustainability, and to enhance their role in providing quality services, especially to the poor and the impoverished. At the same time, NDC contributes towards the development of the NGOs sector as a whole by facilitating sharing and exchange of information and experience, by supporting research and policy development, and by strengthening NGOs relationships with development partners

The organization advocates greater NGO transparency and accountability through the adoption of professional financial and management practices, and promotes sector-wide coordination and sharing of best practice experiences.

In June 2008, NDC was selected to establish and manage a Secretariat to administer pooled grant funds for Palestinian and Israeli Human Rights and Good Governance organizations operating in the oPt.

Today, NDC is entrusted to continue managing the Human Rights and Good Governance (HR/GG) Secretariat on behalf of a group of donors who continue to pool their funds. The secretariat aims at supporting Palestinian and Israeli HR/GG NGOs operating in the oPt. The funding has been made available by the donors as a continuation of their support to the sector by harmonizing and channeling financial and technical assistance through the NDC.

II. Definitions and Objectives

The HR/GG Secretariat has the following main objectives for this phase of funding:

- 1- To channel pooled donor funding to Palestinian and Israeli NGOs that are working to promote and protect Human Rights/Good Governance (HR/GG) in oPt;
- 2- To provide and facilitate services in support to HR/GG NGOs like a) the facilitation, mentoring, coordination of partnerships among the local NGOs as well as with international HR NGOs (such as Amnesty International); and b) technical assistance and other capacity building measures, to improve their individual and collective effectiveness, thereby contributing to the further development of the HR/GG sector.
- 3- To facilitate and strengthen the policy dialogue between HR/GG sector in oPt and donors/diplomatic missions.

NDC will channel the pooled donor funding to Palestinian and Israeli NGOs working to promote and protect Human Rights/Good Governance in the oPt. Funds will take

the form of **Core Funding Grants** to support the programmatic costs of HR/GG NGOs, to help them continue with their services and activities. These grants will support both **large cornerstone HR/GG NGOs, as well as small HR/GG NGOs** and will help to finance and build the capacities of smaller HR/GG organizations operating in the oPt.

Calls for Core Funding proposals for HR/GG organizations operating in the oPt will be released again in 2011.

Moreover, a call for proposals for Small Grants will be released in the coming months.

III. Eligibility Criteria Funding:

NGOs will qualify for core funding provided that they meet the following general eligibility criteria:

- a. Registered Palestinian or Israeli HR /GG NGO or Network.
- b. HR/GG organizations with formal commitment, in their constitutional document, to International Human Rights and International Humanitarian Law, as a basis for their work.
- c. NGOs abiding to non violence and nondiscrimination in their work policies.
- d. HR/GG organizations that target in their program of work the performance of Israel and relevant Palestinian Authorities (West Bank and Gaza), or non-state actors who violate HRL and/or IHL.
- e. For GG applicant organizations, preference will be given to those who promote the observance of the principles of rule of law and human rights in governmental and non-governmental institutions.
- f. Preference is given to NGOs demonstrating the following:
 - Good governance, transparency and democratic principles
 - Clear strategic direction and orientation towards tangible results and impact
 - Strong and clear coordination and cooperation with other NGOs in the sector,
 - Efficiency, cost effectiveness.

Additional Criteria for Large HR/GG NGOs:

- Has an overall annual budget that exceeds US \$ 250,000.
- Has a track record of at least five years.
- Has a strategic plan.

Additional Criteria for Small HR/GG NGOs:

- Has an overall annual budget of less than US \$ 250,000
- Has a track record of at least two years.
- Has a strategic plan.

IV. Level of Funding

The funding will be made available to cover the period from **May 1, 2010** until **December 31, 2012**. Depending on the size of the NGO, the level of funding will be determined by the following:

- **For large NGOs** with an overall annual budget that exceeds US \$ 250,000, NGOs may apply to cover up to **40%** of their annual budget, provided that it does not exceed 50% of their unsecured funds.
- **For small NGOs** with an overall annual budget of less than US\$ 250,000, NGOs may apply to cover up to **50%** of their annual budget, provided that it does not exceed 50% of their unsecured funds.

V. Application and Award Process

The application and award process extends over the following stages:

Announcement

The Secretariat announces a “Call for Proposals” inviting HR/GG NGOs to submit their applications for core funding through the local press, NDC Website (www.ndc.ps), and HR/GG Secretariat Website (www.humanrights.ps). The call includes a full proposal package (“Guidelines for Submission” and an “Application for Funding”).

Proposal Submission

NGOs need to submit their proposals for funding not later than March 25, 2010. Submitted proposals are to define the objective and justification for funding, describe planned interventions, expected outputs and outcomes (including a log frame), and the amounts needed, etc. Proposals are to be submitted by completing in full the “Application for Funding” provided by NDC with all the required documents to the proper channels as instructed in the following section.

Appraisal

To expedite the appraisal process, a consolidated appraisal/evaluation form is used which consolidates initial screening, institutional assessment and full appraisal into one process. Appraisal is conducted by NDC Program Officers and/or by external consultants, to assess the relevance, effectiveness, efficiency of the HR/GG NGOs proposed actions, management capacities and procedures of the applicant NGOs, to determine the amount to be awarded, and to verify the details of the proposals. A brief summary appraisal report (SAR) is prepared for each proposal recommended for approval by the Program Officers. The Grants Program Manager oversees the preparation of the complete summary appraisal report (SAR) which includes the recommendation to be submitted to the Technical Assessment Committee (TAC) at NDC.

NDC level

The Technical Assessment Committee (TAC) members at NDC review the appraisal reports of the Program Officers. TAC recommendations are then incorporated into the Summary Appraisal Report and forwarded to the NDC Board.

The NDC Board will review TACs recommendations and makes a decision, with the majority of Board members on acceptance or rejection of TAC's recommendations. The NDC Board has the responsibility for reviewing the procedures for evaluating proposals, and ensuring that the correct procedures were followed by NDC staff and management.

HR/GG Steering Committee final decisions

The steering committee will meet to review NDC's recommendations and make a final decision (with approval of the majority of Committee members) on acceptance or rejection of the NDC' recommendation.

VI. Notifications and Award of Grants

All applicants are notified in written expressing the final decision with regards to the rejection or approval of their respective applications, with comments on any conditions or further requirements or an explanation as to why an application has not been approved.

Successful applicants will then sign a Grant Implementation Agreement (GIA) with NDC. This is a legally binding contract between NDC the NGO. This GIA is subject to the terms of the agreement between NDC and the group of Donors.

NDC Director signs the GIAs on behalf of NDC while the NGOs will nominate an authorized signatory to sign on their behalf. GIAs become effective upon signature by both parties. All payments to NGOs will be in line with the schedule of payments detailed in the GIA.

VII. Operational Program Requirements

Financial Management & Disbursement Arrangements

NDC is responsible for maintaining the accounting system and procedures, flow-of-funds mechanism facilitating timely disbursement of funds and timely payments, regular reporting on the use of funds, and appropriate arrangements for regular financial audits.

a. Disbursement Arrangements to NGOs

Disbursements will be in accordance with the GIA signed between NDC and NGOs. Generally, disbursements will be effected by NDC within 30 days of receipt of an original, complete request. The request should include, but not be limited to, the following:

- Statement of revenues and expenditures – Current and Cumulative.
- Budget vs. Actual-Current and Cumulative
- Revenues for the reporting period-Current and Cumulative
- Forecast for next six months (revenues and expenditures)
- Explanation of all variances between budget and actual

b. Procedures for HR/GG NGOs

HR/GG NGOs will be expected to follow the NDC's conditions for disbursing funds. If changes need to be made to these conditions as to take into account the special circumstances of small NGOs, the proposed changes will require the approval of the NDC.

c. Handling of Payment Requests

NDC will receive from NGOs' requests for disbursement of funds, verify that the conditions for disbursement have been fulfilled, disburse funds, and maintain disbursement accounts and cash-flow projections. The requests for disbursement will be stamped with the date of receipt and logged with both the project information system and the Finance and Administration Department. The Finance and Administration Manager will review payment requests and must be satisfied that appropriate internal administrative and accounting procedures were followed. These include assurance of the following:

- Requests are signed by authorized persons
- Expenditures are eligible and properly documented
- The request is in conformity with the information supplied by the bank statement;
- Payments are to be made to the NGOs bank account identified in the GIA.
- Original request is held on the accounts file
- A copy of the notification letter agreeing payment and signed by the Director or his designee is held on the accounts file;
- The date of issue bank transfer and amount was logged in the information system.

No payment will be made without the approval and signature of NDC's Director or his designee after the Secretariat's staff ascertaining that: (a) any justified request and report of expenditure under a previous payment is true and accurate; (b) payments correspond with the provisions of the Grant Implementation Agreement (GIA), and (c) that financial monthly checks on the Implementing NGO have met NDC standards, as well as those of the Steering Committee. Payments will be reviewed by the HR/GG Finance Officer and the Finance and Administration Manager.

d. Scrutiny of the Disbursement Process

Prior to any payment being made, the NDC Administration and Finance Department will ensure;

- That adequate justifications have been provided for any variance that affects the payment schedule;
- That payments were made according to the budget line – the eligible expenditures and categories as indicated in the agreement;
- That the HR/GG NGOs' monthly checks of the expense sheets include a review of invoices and receipts of expenditure from the previous installment

Where any problems or irregularities occur, the NDC Finance Department will issue a 'Rejection of Payment' to the Grants Department stating the reasons for rejection for follow-up and subsequent release of payment. The HR/GG NGOS will be required by the terms of the GIA to inform the NDC immediately and provide reports as appropriate.

VIII. How to Apply, When and Where

The NGO Development Center (NDC) has prepared a **proposal pack** to assist you in completing your proposal including the following:

- These Guidelines
- A Grant Application Form

The application form consists of three parts; **Part A:** Institutional Profile and Programmatic information (including a log frame); **Part B:** Financial Profile and **Part C:** Capacity Building Needs.

All sections of the application form should be filled out completely to allow NDC to fully appraise your proposal. If you feel that important information regarding your application needs to be added, please do so. Whenever needed, add extra sheets to the different sections of the proposal. Any missing information or sections will disqualify your proposal.

NGOs that meet the above mentioned criteria, and who wish to apply for a grant, may download the "Application for Funding" and the "Guidelines for Submission" from the NDC Website(www.ndc.ps) and HR/GG Secretariat Website (www.humanrights.ps) starting **Thursday, March 4, 2010**.

Submission Dates

The proposals should be submitted in hard and soft copies (**CD**) to NDC during regular office working hours: **8:00a.m. to 4:00 p.m.** Mondays through Thursdays and Saturdays.

The deadline for submission is on Thursday, March 25, 2010.

"Applications for Funding" should also be submitted electronically at the following email address: hrggproposal@ndc.ps

NDC offices are located at the following addresses:

NDC Central Office Al Ram , Mujahid Building P O Box 2173, Ramallah, Palestine	NDC Gaza Office Al Haitham Building, 3 Rashid Street, Al Rimal, Gaza
--	--

It is the responsibility of the NGO seeking funding to deliver its proposal to the designated office of the NDC, or ensure that the proposals are sent by mail to the addresses above. Please make sure that you have clearly labeled and sealed your envelope.

All applications delivered to the NDC offices should be submitted in sealed and labeled envelopes and must include a soft copy (CD). Proposals should also be sent by email prior to the time and date of closure specified above.

Proposals cannot be sent by fax.

Upon receipt of the proposals, the NDC will issue "Notification of Receipt" to all NGOs that submitted applications.

If deadlines are missed, your application will not be considered for this round of calls.

Information Sessions:

NDC will conduct different information sessions in various governorates during the period between 11-16 March 2010. Locations and schedules will be announced on the NDC website. NGOs interested in attending the information sessions should complete the following form indicating the most convenient location for your organization to attend this session.

**Attendance Registration Form:
Information Session on Human Rights/Good Governance Program (HR/GG)**

Name of Organization:	_____
<i>Address:</i>	_____
<i>Telephone No.:</i>	_____
<i>Fax No.:</i>	_____
Number of Participant(s): (<i>Maximum 2</i>)

First Participant:

Name of participant:
His/her position at the Organization:
His/her relation to the <u>preparation</u> of the proposed proposal:
His/her relation to the proposed project <u>implementation</u> :

Second Participant *if any:*

Name of participant:
His/her position at the Organization:
His/her relation to the <u>preparation</u> of the proposed proposal:
His/her relation to the proposed project <u>implementation</u> :

Please choose the location where you will attend the information session:

District	Location	Date	Time
<input type="checkbox"/> Bethlehem	TBD	Thursday March 11, 2010	11:00 - 1:00
<input type="checkbox"/> Nablus	TBD	Sunday March 14, 2010	11:00 – 1:00
<input type="checkbox"/> Ramallah and Gaza	TBD	Monday March 15, 2010	11:00 – 1:00
<input type="checkbox"/> Jerusalem	TBD	Tuesday March 16, 2010	11:00 – 1:00

Registration Forms should be filled out and sent no later than **Monday 8 March, 2010** to hrggproposal@ndc.ps or by fax to 02 234 7776.