FINNISH FUND FOR LOCAL COOPERATION

Call for Proposals

28.08. – 12.09.2019

Guidelines for Applying
BACKGROUND

Fund for Local cooperation is part of Finland's Country Strategy in Tanzania. It complements the Finnish-Tanzanian bilateral cooperation especially under the outcome area "More accountable and inclusive public policy making".

The 2019 call is looking for project proposals, which aim at supporting:
- Defending the rights of human rights defenders
- Fights against sexual and gender based violence
- The rights of people with disabilities

The Embassy of Finland's Fund for Local Cooperation (FLC) builds on the view that sustainable development cannot be achieved without an active civil society. In Tanzania, civil society organisations are needed both for their advocacy work as well as service delivery. The FLC aims to build partnerships between the civil society organisations and the Embassy of Finland, and to support the organisations so that they can operate more effectively.

With FLC, the organisations can, for example, influence policy processes, monitor government actions or enhance service delivery to vulnerable groups with the ultimate aim of poverty reduction and realization of human rights.

The Embassy will provide core and project based support. The maximum funding for core support per organization is 100 000 euros for the period of two years, and for the project based support is 60 000 for the period of two years. The applicants have to specify which category they are applying and they can only apply for one category. The Embassy is able to provide core support to 1-3 organizations and project based support to 1-3 organizations.

Follow the links to see,

[Finland's Country Strategy for Development Cooperation in Tanzania 2016-2019](#)
[Result Based Management (RBM) in Finland's Development Cooperation](#)
[Human Rights Based Approach (HRBA) in Finland's Development Cooperation](#)
ELIGIBILITY

Any organisation/project selected for funding has to meet the following criteria and present the information in the proposal document:

- be ODA eligible
- be a Tanzanian non-governmental organization
- be registered and legally competent
- have been operational for a minimum of three years
- have at least 10% of funding from at least one other source (in kind contribution are not accounted)
- have a functional board of directors
- be a non-partisan organization
- demonstrate past success in work in defending the rights of human rights defenders, fight against sexual and gender based violence, or the rights of people with disabilities
- have a solid financial management system including regular financial audits, and a reliable monitoring, evaluation and reporting system, including capability to report in English
- have a sufficient infrastructure and human resources in Tanzania
- demonstrate experience of working with an international donor

FLC Partners are requested to apply key elements of Finnish development policy and quality standards, namely the Results Based Management (RBM), Human Rights Based Approach to Development (HRBA) and Cross-Cutting Objectives (CCOs) in their project plans. They are an important part of the selection criteria for FLC applications, and projects/organizations which are assessed as Human Rights blind cannot be funded.

The Fund for Local Cooperation cannot support
- Governmental institutions and/or organizations
- A political party
- Projects in which the beneficiary is a single person, single family, scholarships
- Constructions
- Charity activities
- Purchasing land
- Finnish beneficiaries
- Basic research
- Humanitarian aid
- Microcredit systems
GUIDELINES FOR APPLYING THE PROJECT BASED SUPPORT

Link for submitting concept notes and other related materials is accessible online at the Embassy’s webpage. The deadline for submission is Thursday 12.09.2019, at 15:00 (GMT +3).

Concept note phase: points of particular note

- Concept notes are to be submitted only by online system. Concept notes which are sent via email or post are not accepted;
- Embassy of Finland takes no responsibility for, and will not be liable for, the online system being temporarily unavailable due to technical issues beyond our control. Applicant must accept this condition;
- No documents or annexes other than the requested are permitted for submission;
- Any significant discrepancy between a) concept note and b) full proposal stage documentation constitutes ground for possible rejection;
- The Embassy reserves the right to request additional information at any stage of the process;
- The Embassy reserves the right to accept or reject the concept notes and project proposals;
- After the time of submission deadline, it is not possible to submit any concept note;
- Inclusion on the shortlist and the discussion with the Embassy is not a guarantee or commitment for funding.
- Any questions regarding FLC Call for Proposals are to be made to asna.mshana@formin.fi. Enquiries regarding the status of individual concept notes cannot be responded to.

Online system is categorized into the following parts:

1. Basic information
2. Project/core support overview
3. Annexes

Required annexes 1) Concept Note, 2) Registration Certificate. You are advised to save required documents in your computer before starting to fill the online form. Please notice that the concept note should be max 5 pages, and attached in pdf-format, not as word-document.
OUTLINE FOR A CONCEPT NOTE

| Summary page | • Proposed project title  
|             | • Summarised key information: sector, key partners, region, strategic approach and proposed results, tentative funding |
| 1. Stakeholders and beneficiaries | • Stakeholder description |
| 2. Project description | • Rationale for launching the project and the proposed modality  
|                     | • Description of the internal project logic, Results Chain/Theory of Change  
|                     | • Scope of the proposed project (e.g. duration, geographic coverage)  
|                     | • Tentative results (impact, outcome and outputs) based on the Results Chain, including crosscutting objectives relevant to the project.  
|                     | • Tentative key milestones |
| 3. Strategic approaches | • Implementation strategy and related actions Critical issues related to crosscutting objectives |
| 4. Implementation arrangements | • Institutional framework (implementing agency, key partners and their roles)  
|                       | • Justifications for proposed modality and related programme management structure, including channelling of funds  
|                       | • Coordination and cooperation with other stakeholders |
| 5. Resources and budget | • Budget estimate  
|                       | • Initial funding plan indicating foreseen contributions of each partner |
| 6. Risks and mitigation measures | • Describe the risks related the programme |

CONCEPT NOTE SCREENING AND FULL PROPOSAL APPLICANT SELECTION PROCESS

The FLC committee of the Embassy in Dar es Salaam will review the submitted concept notes. Concept notes are first assessed for eligibility criteria (pass/fail). Those concept notes meeting the criteria will be assessed by relevance, sustainability, local needs and priorities, and coherence with the Finnish development policy and its priorities and principles distributed as follows:

<table>
<thead>
<tr>
<th>Assessment criteria</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Relevance</td>
<td>25</td>
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<tr>
<td>Sustainability</td>
<td>25</td>
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<tr>
<td>Local needs and priorities</td>
<td>25</td>
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<tr>
<td>Coherence with the Finnish development policy and its priorities and principles</td>
<td>25</td>
</tr>
</tbody>
</table>
Based on the scoring results, the Embassy shortlists the most qualified concept notes. Organisations with successful concept notes are asked to provide a full application with annexes (stage II).

In Stage II shortlisted applicants will be requested the following information:

- Detailed proposal
- Risks assessment
- Results framework
- Detailed budget
- Latest annual reports
- Recent audited financial statements
- Detailed CVs
- External organizational capacity assessment report done in the past two years

More detailed information about the Stage II will be offered directly for qualified organisations.

The timeline for the concept note screening and selection process as a whole is currently envisaged as follows:

1. Announcement of Call for Concept Notes: 28.08.2019;
2. Deadline for submitting concept notes: 12.09.2019;
3. Selection and invitations of concept notes for full proposal stage: Mid October 2019;
4. Deadline for receiving full proposals: End of October 2019 (specific date will be announced later);

FURTHER INFORMATION

Questions regarding FLC Call for Proposals can be addressed to FLC coordinator:
Mrs. Asna Mshana
Tel: +255 22 2212400, +255 767 919915
E-Mail: asna.mshana@formin.fi

Please notice that enquiries regarding the status of individual concept notes cannot be responded to.
ADDITIONAL TERMS AND INFORMATION ABOUT FLC

The Funds for Local Cooperation (FLCs) granted by the Embassy of Finland are governed by Finnish legislation, particularly the Act on Discretionary Government Transfers (688/2001), and the Internal Instructions (6/2014) of the Ministry for Foreign Affairs (MFA) of Finland. The Internal Instructions set out the main principles concerning eligibility criteria for partners and use of the FLC funds.

The local partners implementing FLC projects must abide by the relevant local legislation. As a rule all projects must be implemented by the local partners themselves, and only small procurements from external agents may be allowed.

An annual audit should be conducted on all projects, which receive annual payments exceeding 20,000 €. Annual auditing is recommended also for smaller projects. The partner organisation may commission a project audit separately or as a part of the organisation's own full audit. If this does not take place, or if the Embassy perceives the auditing as unsatisfactory, the Embassy may commission an audit on its own. In the Agreement, the Embassy reserves the right to conduct an audit on any project it deems necessary.

The Embassy monitors the project through reports, visits and audits. If there are signs of a misuse of funds or possible corruption, the Embassy may suspend or terminate financing and launch a legal procedure for clarifying the issue. The Embassy reserves the right to evaluate and audit the project at any time. Finland's policy against corruption is very strict. The organisation responsible for the project is obligated at request to make all required documentation available for the evaluation/audit. A Code of Ethics is a part of all Funding Decisions.

Accountability on activities supported is to be ensured. No further funding can be provided to any organisation as long as the approved accounting for any previous funding is pending.

An FLC organisation can use max 10 % for administration. Administration should have its own budget line so that it is clear what costs can be included in it. The project budget may include expenditure on financial management and reporting which are marked as tasks of specific persons.

Sub-granting is not allowed. The Embassy of Finland cannot grant FLC funding to Funds, which then allocate financing onwards to other organisations.