

Call for Proposals

for the next round of PEACE FUND to support youth promotion,
social cohesion and peaceful development in Timor-Leste

- Max. USD 20,000
- for 12-24 months
- for registered NGOs

Deadline for submission: **15 December 2015**

APPLY NOW !

Call for Proposals for activities **within the youth sector** in one of the four thematic areas:

1. **Non-violent conflict management**
2. **Gender equality**
3. **Human/child rights**
4. **Civic education**

The Peace Fund particularly welcomes proposals that pay attention to:

- **Creativity and innovation**
- **Sustainability**
- **Marginalised youths**
- **Rural areas**

Criteria for project funding (up to US \$ 20,000 for 12-24 months)

Who can submit proposals?

Registered Timorese non-profit organisations (NGOs) and initiatives offering programmes, services, and measures for youth promotion, social cohesion and peaceful development in one of the four categories (1) non-violent conflict management, (2) gender equality, (3) human/child rights or (4) civic education are encouraged to submit proposals to the Peace Fund. This includes Timorese NGOs, educational institutions, social enterprises, sports clubs, church related organisations, etc., at national as well as district levels.

Ideally, the organisations and initiatives should have previous work experience with (other) development cooperation projects. Furthermore they need to be able to provide their own financial contributions to the proposed project, at least 10% of the requested amount. In exceptional cases international institutions can submit proposals for activities and projects which are implemented in cooperation with local partners.

Organisations and initiatives which do not have the requested work experience or capacities but innovative activities supporting youth promotion, social cohesion and peaceful development are encouraged to apply for our upcoming small grant programme. (Further information will follow soon)

Which criteria apply to the organisations and initiatives?

- Good experience in working for and with youth/young people and the involvement of girls or young women as beneficiaries
- Sufficient organisational and personnel capacities, overall professional experience of the applying organisation, references and recommendations from other already established NGOs
- Readiness/willingness to communicate and cooperate with other beneficiary organisations of the Peace Fund project
- Clear legal and financial responsibility (as stated in proposal)

Selection criteria for project activities:

- Overall elaboration of project proposal, budget plan, timeline as well as monitoring and evaluation of the intended results
- Expected Impact
- Sustainability
- Clear analysis of problem and how it will be addressed through the proposed activities
- Beneficiaries, target group (a gender-balanced participation is desired, awareness about gender-inclusiveness should be reflected in the proposal)
- Regional focus (activities in rural areas will be favoured)
- Creativity and innovation
- Awareness of risks and needs for technical support
- Background of organisation incl. mission statement and institutional structure
- Previous or co-funding of projects by other donors will be considered

We don't expect you to be professional proposal writers. That is why we encourage those organisations interested in the Peace Fund to contact us if you have any questions regarding the proposals.

Who can be the target groups?

Target groups of the proposed activities include youth groups and youth related organisations, as well as duty bearers (such as teachers, parents, etc.) and decision makers.

Selection Procedure:

Proposals are evaluated and presented to the **Steering Committee** for final approval. Proposals will be evaluated in terms of their concordance with the overall objectives of the Peace Fund and according to how they support the implementation of the National Youth Policy in Timor-Leste. The committee then decides upon awarded contracts.

Once a proposal is approved by the Steering Committee, a **local subsidy contract** is concluded between the implementing organisation and the GIZ on behalf of the Peace Fund project, in which both parties agree on the terms of the project's implementation, as well as the overall subsidy provided.

Formal Requirements to apply for Peace Fund

In order to be eligible for the Peace Fund it is necessary to submit the following documents:

I. Cover sheet with

1. Name, address, and contact person of the organisation;
2. Title of the proposed project indicating one of the four thematic areas:
(1) non-violent conflict management, (b) gender equality, (c) human/child rights or
(d) civic education;
3. Target region for implementation (project location);
4. Duration of proposed activities (from month/year to month/year);
5. Project costs in USD
(requested amount from Peace Fund and contribution of applying organisation)
 - a. Contribution by the applicant, and/or other donors: US \$
 - b. Requested support from the Peace Fund: US \$
 - c. Total project amount: US \$
6. Name of other donors involved in the project (if any);
7. Date and Signature of contact person of the applying organisation

II. Activity Proposal (see detailed activity proposal criteria for further description)

1. Objective
2. Strategy
3. Target group/beneficiaries and geographic area (incl. age, gender and characteristics)
4. Activities description detailing phases of preparation, implementation, duration, monitoring and evaluation, follow-up (see detailed description of activity proposal).
Note: Wherever trainings are part of the activities, complete set of training modules/manuals intended for use must be attached.
5. Time and activity plan including indication of duration, location, timeline, responsible persons
6. Budget plan (use *metaplan card structure*, see specifying activities/means of use, quantities, unit costs, sub-totals and overall total costs, (*Note: no administrative/organisational costs can be covered!*), including own and external financial contribution

III. Annexes to be submitted by applying organisation:

1. Mission statement/ code of conduct of organisation
2. Organogram of organisation/ profile/ structure, incl. responsible staff names and positions
3. List of previous funding and experience
4. Organisation's budget of the last two years, including contribution by former partners/donors
5. Registration with FONGTIL or Ministry of Justice
6. Signed agreement to the code of conduct

Please submit the complete proposal for funding alongside with all documents listed above to the following address:

PEACE FUND Timor-Leste

GIZ/Kooperasaun husi Alemana Project Office at Secretariat for Youth & Sports (SEJD)

Av. dos Direitos Humanos, Lecidere, Dili

For any further questions please call or visit us during the following office hours:

Tuesday and Wednesday: 14:00-16.00 (or on request)

Email: contact@peacefund-timorleste.org

Phone: Luis Cardoso, +670 78384095

For questions regarding finance and budgeting, please contact: Sancha Ornej, +670 78384094

Annex 1: Detailed description of activity proposal Peace Fund 2015

The purpose of the detailed description is to support the delivery of a thought-out proposal. This information helps us to make our decision whether to fund or not your activities. Also you will be held accountable for the implementation. The questions below each header shall orient you on what we would like to be reflected and explained in each chapter.

1. Objective

- a. What do you want to do and to achieve?
- b. Why do you think it is important?
- c. How is it connected to youth promotion, social cohesion and peaceful development? How is this project improving the situation of the Timorese youth?

Note: The Peace Fund supports activities within the youth sector directed at :
(a) non-violent conflict management , (b) gender equality, (c) human/child rights or (d) civic education.

2. Strategy

- a. What is your strategy? Why do you decide for this strategy but not for another?
- b. How do you know your strategy leads you to the objective?
- c. Does your strategy have implications, e.g. lead to unintended results?
Are risks probable? Could it do harm to any relations or individuals, groups, neighbourhoods?
(keyword: *Do No Harm*)
- d. What obstacles could be on the way? How can you prepare for them?
- e. What could impede the project and what could be alternatives if that happens?

Note: The Peace Fund particularly welcomes proposals that pay attention to a) creativity and innovation, b) sustainability, c) empowerment of (marginalised) youths and d) rural areas and whose organisation has reflected on possible risks and unintended results.

3. Target group

including age, gender and characteristics

- a. Which is your target group? Why did you decide that this group is important to achieve your objective?
- b. How many women/men do you want to address? And how?
- c. Is there a difference between men/boys and women/girls in the way they benefit from your project? If yes, what can you do to make sure both gender can benefit equally from the project?
- d. Are there handicapped people who can benefit from your training? What can you do to make sure they can be part of the training? Do you need e.g. further support (infrastructure, more trainers, more resources) to include them into your project?

Note: Our beneficiaries age is 15-30, but there can be **good reasons to include another age or target another group** (e.g. duty bearers). Projects in which at least 40% of the beneficiaries are young women will be favored.

4. Geographic area

for implementation (project location)

- a. Why did you choose that area? (e.g. there are special needs, or do you have previous working experience on which you can build?)

Note: Activities in the districts, especially in rural areas will be favored, unless the proposal offers a good justification why urban youth should be benefitted.

5. Activity description

including indication of location, timeline, responsible persons and detailing phases of preparation, implementation, **monitoring and evaluation**, follow-up (*use metaplan card structure*).

5.1. Detailed description of activities

Including phases of preparation, implementation and duration.

- a. How are the activities related to the objective?
- b. How are the activities related to the overall thematic area?

5.2. Duration of proposed activities and sustainability

- a. What will be the duration of your activities? How will you use the time?
- b. Would you like to develop structures so that the activities (or their results) can continue after Peace Fund funding? (Keywords: sustainability, anchoring of activities and capacities)
- c. What actions will you take to make this happen?

Note: Wherever trainings are a part of the main activities: A complete set of certified / recognized training modules intended for use for trainings should be attached to the proposal.

5.3. Monitoring and evaluation (incl. outline of expected tangible results and sustainable impact)

- a. How can you measure impact on *changes in attitude* of young people?
- b. How will you monitor the activities? What is – from your perspective – the best method to monitor and evaluate the impact of your activities? (focus group discussions, questionnaires, interviews, e.g.)
- c. How do you prepare the evaluation process?

Note: If you want to give questionnaires: Do the people have sufficient knowledge of reading and writing? How do you make sure that the participants don't hesitate to answer honestly?

5.4. Responsible persons

- a. Do they speak the local language?
- b. Do they have already established contact with the beneficiary group?

5.5. Follow-up

Do you plan to have second phase of the project for which you want to implement the activities?
What is the purpose of it and how do you plan to finance it?

6. Time and activity plan

7. Budget Plan (use metaplan card structure)

- a. Please indicate, too, what are the costs for trainers, notebooks and pens, food, travel costs (for trainers), printing costs for material, etc.
- b. Could there be unexpected costs? If yes, for what and why?

Note: Please specify in detail what has to be bought/paid for in units, unit prices and total costs. Please indicate which of the items will be paid for by your organisation and which will be covered by the Peace Fund.

Annex 2: Code of Conduct of the Peace Fund Timor-Leste

Peace Fund 2014 - 2017 Code of Conduct and Funding Criteria

Under the National Youth Fund Concept

Acronyms and abbreviations

CNJTL	Conselho Nacional de Juventude TL/National Youth Council TL
FNJ	Fundu Nasional da Juventude/National Youth Fund
FONGTIL	Forum ONG Timor-Leste
GIZ-PF	Gesellschaft für Internationale Zusammenarbeit/Peace Fund
NGO	Non-governmental Organization
RedeFeto	Women Network Organisation
SEJD	Secretaria Estado da Juventude e do Desporto
SSYS	Secretariat of State for Youth and Sport

1. Objective

The Peace Fund aims to integrate itself into the National Youth Fund once it has been established with the objective to support NGO measures for youth promotion, social cohesion and peaceful development.

2. Target Group

In line with the National Youth Policy the main target group are young people between 12 and 30 years, particularly in rural areas and in vulnerable urban areas. Responding to specific disadvantages, at least 30 % of the beneficiaries of all activities funded each year should be young women, 3 % impaired and 15 % illiterate youth (assured by regular monitoring).

3. Eligibility

The following organizations shall be eligible to submit proposals to the Peace Fund:

- Youth organizations/associations registered with the Ministry of Justice
 - Youth centers with support of the State Secretariat for Youth and Sport
 - Other NGOs registered with the Ministry of Justice or the NGO umbrella organisation FONGTIL with a focus on youth activities.
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4. Thematic Area

The Peace Fund will support NGO measures in the thematic area of youth promotion, social cohesion and peaceful development under the National Youth Fund concept, contributing to (1) non-violent conflict management or to (2) gender equality or (3) human/child rights or (4) civic education. Its specific objective is to enable youth to non-violent conflict management, and to raise youth's awareness of civic values, enhance the spirit of voluntarism and solidarity, increase resilience towards violence and foster constructive political participation for a peaceful development of Timor-Leste.

5. Size of Financial Subsidies

The size of subsidies corresponds with the organizational capacity and fulfilment of selection criteria of the organization (as indicated below) and will not exceed USD 20,000 in accordance to large grants for registered NGOs under the National Youth Fund Concept with duration of activities of 12 to 24 months. The expected minimum duration is based on the understanding that the supported activities will include the phases of preparation, implementation and follow-up and will lead to a tangible and sustainable improvement of the situation of youth in the respective thematic and geographic area. Representatives of NGOs to be supported are obliged to take part in a 4-week training programme on Youth and Peace offered by GIZ/SEJD.

6. Fund Management

The GIZ together with the SEJD will oversee the management of the Fund through its Peace Fund Commission and Secretariat. The procedures for the submission and selection of proposals as well as the disbursement and reporting mechanisms are laid out in the chart below.

6.1. Peace Fund Commission

The Peace Fund commission is the joint decision-making organ for the Fund and shall be part of the overall steering structure of the Peace Fund Project.

Functions:

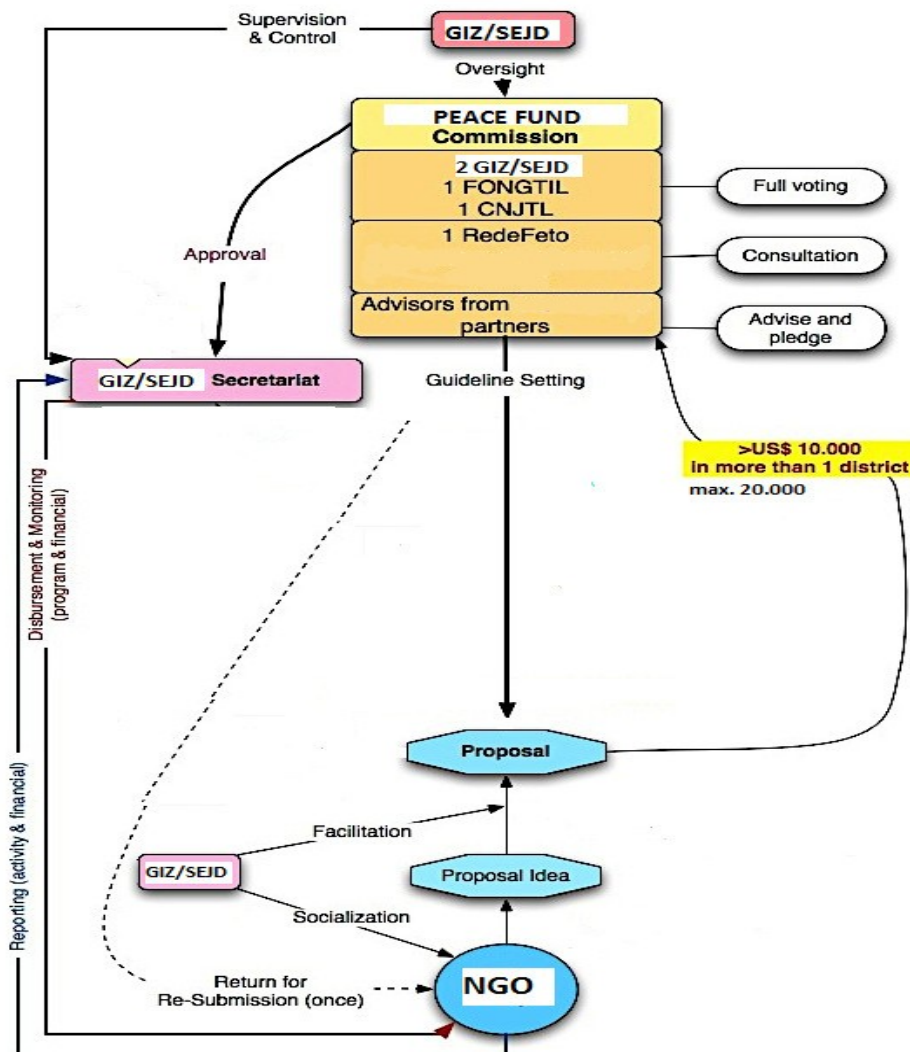
- Decides on proposals over USD 10,000 and up to USD 20,000 and proposals covering more than one district
- Agree on guidelines for fund implementation
- Follows working principles outlined below

Full Voting Members:

- 2 GIZ/SEJD Representative (one each)
- 1 CNJTL Representative
- 1 FONGTIL National Liaison Officer

Consultative and Advisory Members:

- 1 RedeFeto Representative
- Representatives of national partners, bilateral co-operations or multilateral organizations (optional)



Procedures:

- The meeting is called by GIZ/SEJD
- The Commission meets within four weeks after reception of at least five quality proposals for consideration and decision-making
- Proposals are circulated to all members and advisors at least 2 weeks prior to the meeting
- Prior to and during the meeting, GIZ may specify conditions for funding according to their specific rules and regulations, as GIZ can only fund approved proposals if their internal conditions are met
- Quorum: minimum 3 members
- GIZ/SEJD writes minutes of each meeting according to standardized template and sends them to the Peace Fund Secretariat within 3 days after the meeting

Decision-making Mechanisms:

- Consensus of all (full voting and consultative) members
- If no consensus is reached, majority voting by full voting members only
- In case of stalemate, votes of GIZ/SEJD count double

6.2. Peace Fund Secretariat

Functions:

The Peace Fund Secretariat executes the decisions of the Peace Fund Commission. It is responsible for the disbursement and administration of grants according to the legal provisions applicable in Timor-Leste and the GIZ internal rule and regulations. The Secretariat acts under the supervision of the GIZ and SEJD and follows working principles outlined below.

7. Proposal Requirements and Selection Criteria

Proposals eligible for funding can be submitted in Tetum, Portuguese or English and must include a cover sheet and detail project description to be submitted by the applicant in writing, as outlined below:

1. Cover sheet with (1) Name, address, and contact person of the organization; (2) Title of the proposed project indicating one of the three thematic areas: (a) non-violent conflict management/crisis prevention or to (b) gender equality or (c) human/child rights; (3) Target region for implementation (project location); (4) Duration of proposed activities (from month/year to month/year); (5) Project costs in USD (requested from Peace Fund vs. own contribution by applicant); (6) Name of other donors involved in the project (if any); (7) Date and Signature of contact person of the applying organization
2. Demonstration objectives, tangible results and a sustainable impact with respect to enabling youth for non-violent conflict management/peacebuilding
3. Description of group of beneficiaries including their age, gender and characteristics, duration of activities and geographic area
4. Activity plan including indication of location, timeline, responsible persons
5. Activities description detailing phases of preparation, implementation, monitoring and evaluation, follow-up
6. Wherever trainings are part of the activities, complete set of training modules/manuals intended for use for trainings must be attached
7. Proposals shall respond to local youth needs identified and, if available, local youth action plans in the districts
8. Budget plan of the measure specifying activities/means of use, quantities, unit costs, sub-totals and overall total costs
9. Indication of own financial contribution to the project paid for by the organization itself in contrast to cost to be covered by the Peace Fund
10. Monitoring and evaluation outline proving how to measure impact on changes in attitude and behaviour of the target group regarding the non-violent handling of conflict or the respect of human/child rights and/or gender equality
11. Vision and/or Mission Statement of the organization
12. Organisation profile/structure with list of names of staff and their positions
13. List of successful measures in the past, description of their impacts
14. Organisation's budget of the last two years including former partners/donors
15. Registration of the organisation with FONGTIL or the Ministry of Justice

8. Working Principles

The administration of the Peace Fund shall be guided by the following principles: Transparency and accountability, Good financial governance, Fairness and objectivity (= decisions based on objective written criteria), Cost effectiveness (balanced administrative vs. activity-related costs), Inclusiveness of all relevant stakeholders.

The time period for selection of the proposals and disbursement of funds shall be less than 12 weeks. Financial reporting follows the rules laid out in the awarded contracts. Regular external audits are conducted (together with partner organizations if applicable) to check and safeguard that all internal GIZ rule and regulations, legal and financial regulations for public administration in Timor-Leste and the above principles are applied. The working principles form the basis of the present Code of Conduct that shall be binding for all individuals involved in the implementation of the Peace Fund.