

SECTION A  
Annual Program Statement (APS)



1. FUNDING OPPORTUNITY NUMBER <b>6117.APS.001</b>	2. TITLE OF OPPORTUNITY <b>Support to Civil Society for advancing Citizens' Participation, Government Accountability and Rights Protection</b>	3. DATE OF ISSUANCE <b>May 10, 2018</b>
4. FUNDING OPPORTUNITY PERIOD <b>May 10, 2018 to May 09, 2019</b>	5. PERFORMANCE DATES <b>July 1<sup>st</sup> 2018 to October 30<sup>th</sup> 2020</b>	6. ANTICIPATED TYPE OF AWARD <b>Fixed Amount Awards/In-kind/Simplified Grants</b>

7. APPLICANT CONTACT INFORMATION *(TO BE COMPLETED BY THE APPLICANT)*

NAME

ADDRESS

POINT OF CONTACT

E-MAIL

TELEPHONE / FAX

WEBSITE

8A. MSI ISSUING OFFICE

Management Systems International, Inc.  
No. 72, Fifth Lane, Colombo 3, SRI LANKA  
ATTN: Grants Manager  
E-mail:  
[Mayooran.Sathiyamoorthy@msiworldwide.com](mailto:Mayooran.Sathiyamoorthy@msiworldwide.com)

8B. ADDRESS FOR SUBMISSION OF APPLICATIONS

Attention: Grants Manager (electronic submissions only)  
Location:  
<https://msiworldwide.egnyte.com/ul/tKFT8TVaqe>

9. MSI DONORS **USAID**

9A. PRIME CONTRACT #

**720-838-18-CA-00002**

9B. MSI PROJECT NAME

**IDEA**

9C. GEOGRAPHIC CODE

**937**

9D. PLACE OF PERFORMANCE

**Sri Lanka**

10. APPLICATION SUBMISSION, ACCEPTANCE AND ELIGIBILITY

ELECTRONIC SUBMISSIONS MUST BE RECEIVED AT THE ADDRESS SPECIFIED BEFORE THE END OF FUNDING OPPORTUNITY SET FORTH ABOVE. APPLICATIONS RECEIVED AFTER THAT TIME OR AT A DIFFERENT LOCATION MAY NOT BE ACCEPTED. THIS NOFO IS OPEN TO ALL ORGANIZATIONS THAT ARE ELIGIBLE TO APPLY AT NO COST PER THE TERMS PROVIDED HEREIN. **IF ANY PERSON DEMANDS/REQUESTS CONSIDERATION IN EXCHANGE OF THIS NOFO, OR PROMISES SUCCESSFUL SELECTION IN EXCHANGE FOR CONSIDERATION, PLEASE INFORM [ETHICS@MSI-INC.COM](mailto:ETHICS@MSI-INC.COM).** APPLICANTS MUST BE TECHNICALLY QUALIFIED, FINANCIALLY RESPONSIBLE AND OTHERWISE ELIGIBLE FOR RECEIPT OF AN MSI DONOR-FUNDED AWARD.

**ALL APPLICATIONS AND DELIVERY DATES SHALL BE VALID FOR A PERIOD OF NINETY (90) DAYS FOLLOWING THE DATE OF SUBMISSION, UNLESS OTHERWISE CLEARLY SPECIFIED BY APPLICANT.**

11. BUSINESS STATUS AND REGISTRATION *(TO BE COMPLETED BY THE APPLICANT)*

DUNS#

TAX ID

NATIONALITY OF OWNERSHIP

APPLICANT CERTIFIES THAT THEY ARE:

- GOVERNMENT OWNED OR AFFILIATED  
 OTHER (SPECIFY) \_\_\_\_\_

- U.S. LARGE BUSINESS  
 NON-U.S. BUSINESS

- U.S. NON-PROFIT ORGANIZATION  
 REGISTERED IN THE SAM ([WWW.SAM.GOV](http://WWW.SAM.GOV))

12. ACKNOWLEDGEMENT OF MODIFICATIONS

APPLICANT ACKNOWLEDGES RECEIPT OF THE FOLLOWING NOFO MODIFICATIONS: \_\_\_\_\_

**APPLICANTS MUST PROVIDE WRITTEN ACKNOWLEDGEMENT OF THEIR RECEIPT OF ALL MODIFICATIONS.**

13A. AGREEMENT

BY SIGNING THIS APPLICATION, APPLICANT HEREBY CERTIFIES TO THE CURRENCY, ACCURACY AND COMPLETENESS OF ALL PRICING INFORMATION, TECHNICAL DATA, DELIVERY DATES, REPRESENTATIONS AND CERTIFICATIONS INCLUDED IN THEIR OFFER AS WELL THE ACCEPTANCE OF ALL OF THE TERMS AND CONDITIONS SET FORTH IN THIS APS/NOFO. MSI RESERVES THE RIGHT TO MAKE AN AWARD ON THE BASIS OF THIS INFORMATION AND APPLICATION WITHOUT FURTHER DISCUSSIONS.

13B. SIGNATURE OF APPLICANT'S REPRESENTATIVE

NAME & TITLE OF REPRESENTATIVE

DATE

## Section B

# INSTRUCTIONS TO APPLICANTS SUBMITTING APPLICATIONS

### 1. INTRODUCTION & GENERAL BACKGROUND

The goal of the IDEA project is to seek to advance civil society advocacy in Sri Lanka. The purpose of the program is to ensure that Sri Lanka has a vibrant and diverse civil society that empowers citizens to advance democratic values of citizen participation and government accountability on a range of governance and reform issues. To achieve this, it will support civil society advocacy to advance chosen reforms, protect and promote rights, improve the enabling environment for civil society in Sri Lanka and strengthen organizational capacity and sustainability of civil society organizations in the country. The program will place special emphasis to integrating gender and diversity considerations and inclusion of youth.

This grants program is funded by the United States Agency for International Development (USAID) and is authorized in accordance with the Foreign Assistance Act. Issuance of this APS does not constitute an award commitment on the part of MSI, nor does it commit MSI to pay for the prices incurred in the preparation and submission of an application. MSI reserves the right to fund all or none of the applications received. All preparation and submission prices are at the applicant's expense.

### 2. SPECIFIC REQUIREMENTS & APS SECTIONS

This APS aims to support civil society to be more effective in advancing democratic values of citizen participation, government accountability, and rights protection at local and national levels. Through this APS, IDEA seeks to support civil society efforts that will advance reforms through collaborative approaches that integrate women, youth and other marginalized communities in the areas of a) good governance b) rights protection / rule of law and c) improving the status of women. Within these themes, the IDEA APS is looking to support a few important sub-issues mentioned in Section C.

This APS includes three sections:

- SECTION A – NOFO Cover Page (TO BE COMPLETED BY APPLICANT)
- SECTION B – Instructions to Applicants
- SECTION C – Program Description
- ANNEX I – Concept Note Application Template

### 3. AWARD INFORMATION

#### a. TYPE OF AWARD

MSI anticipates awarding Fixed Amount Award grants (FAAs), Simplified Grants, In-kind grants, or a hybrid of the said grant types to meet the objectives detailed in Section B. Duration of the grants are generally expected to be for one year or eighteen months.

#### b. NUMBER AND SIZE OF AWARD

Grants to be awarded under this APS may vary in size from USD 25,000 to a maximum of USD 50,000. A grant of a value lower or higher than this range may be considered based on the discretion of the Grant Evaluation Committee. MSI anticipates reviewing applications on a periodic basis and issuing multiple grants under this APS during the funding period till 9<sup>th</sup> May, 2019. The number of grants to be issued depends on the size of grants issued. Organizations may form consortiums to apply for this grant as long as there is an identified organization to enter into binding contracts with MSI. Organizations must be able to show a recent history of implementing a minimum of one grant equal to a value of at least 75% of the amount they request from this APS.

#### c. PERIOD OF PERFORMANCE OF AWARD

Though usually issued for one-year duration, Grants may also be issued for up to eighteen months in duration. First set of projects under this APS is expected to start around July 2018, subject to USAID approvals. All projects under this APS must be completed before 30<sup>th</sup> October 2020.

#### d. COST SHARE AS PART OF AWARD

Cost-share contribution represents the portion of a funded project that the grantee can contribute to share the costs of meeting the objectives of the project outlined in the grant agreement. Depending on their capacity, applicants are encouraged to contribute 1% to 15% of the total value of the grant as cost

share. When cost share is included as a part of a grant, it must be clearly indicated in the overall budget of the grant, and is auditable. MSI will provide detailed guidance to the grantee on what may or may not be considered as cost share as a part of the grant award. All grants that include cost share will require submission of detailed cost share reports as a part of the award requirements with all supporting documents as requested. While we encourage grantees to include cost share to demonstrate their commitment to the activity providing cost share will not be taken into consideration as an evaluation criteria.

#### **4. AWARD SELECTION**

Grants will be awarded through a two-stage process under this APS. Applicants must first submit a Concept Paper (Stage 1). Applicants with successful concept papers will then be invited to submit a full Grant Application (Stage 2).

##### **Stage 1: Concept Paper Stage**

For Stage 1, interested organizations are invited to submit a completed concept note (Annex A), along with an overall cost estimate. Applications will be reviewed on a rolling basis once every six to eight weeks until funds last or till 9<sup>th</sup> May 2019, whichever is earlier. The IDEA program will convene an evaluation panel to review Stage 1 concept papers and make a pre-qualification decision based on the following criteria:

- 1) Responsiveness to APS requirements, including compliance with eligibility criteria provided in clause 5 below.
- 2) The extent to which they are consistent with the IDEA project purpose and approach
- 3) Technical merit of the concept paper:
  - a) Clear description of the problem, proposed solution, and anticipated impact
  - b) Strategic fit with the APS program objectives and the organization's own mandate, including non-partisan, non-confessional approach to civic engagement on priority themes targeted by the APS
  - c) Creativity and feasibility of the proposed technical approach with well-defined tasks and demonstrated capability to implement the approach
  - d) Potential for strengthening civil society linkages vertically and horizontally

The pre-qualification decision will be made on a "pass/fail" basis. Best efforts will be made to notify applicants of the decision within 90 days of receiving their concept paper. Successful applicants will be asked to submit a full, detailed grant application (Stage 2).

##### **Stage 2 – Full Application Stage**

If selected in Stage 1, Applicant will be invited by MSI to submit **a full technical and cost application**. MSI will convene a meeting of applicants who have been successful in Stage 1 and share with them the application forms of the full technical and price application. The full grant application shall require the details listed below and is given here for your information purpose only.

###### **i. Technical Application**

The technical proposal shall be submitted using prescribed MSI's templates which will be given to those applicants who are successful in the concept note stage (Stage 1)

###### **ii. Cost Application**

The cost application should be completed using MSI's templates. All grants will be awarded in local currency ONLY. Cost application shall be submitted separately from the technical application. It must include the total cost necessary for the implementation of the grants program your organization is proposing, and detailed budget notes to explain the unit rates and number of units proposed. Detailed budget notes should describe each proposed budget line item -- including the basis for each price, and provide a justification for why the line item is needed for the program.

The cost application must be presented in Microsoft Excel, showing calculations. To establish cost/price reasonableness, applicants may be requested to provide evidence and supporting

documentation for the costs to be incurred and budget items. Evidence that may be requested includes pay slips, employment contracts, lease agreements, the organization's internal policies, etc.

All costs budgeted must be reasonable, necessary to the proposed project, and allowable (no interest expense, fines, penalties, alcohol or entertainment). No profit or fee can be included in the budget nor paid for with grant funds.

The budget may include the following categories of costs:

- Personnel: Salaries, Wages and Fringe/Benefits. This covers salaries and fees for personnel involved in project implementation. For regular staff, information must be provided on specific roles/responsibilities on the project, salary, and percentage of time the person will be working on the project. For short-term consultants, information must be provided on specific services to be rendered, daily or hourly rate, and number of days/hours to be worked on the project. Any associated taxes required by local laws must be included in the salary and fee rates. Social benefits/fringe must be shown in a separate budget line. Biographical data sheets are required for staff included in the budget (using the form found at <https://www.usaid.gov/forms/aid-1420-17> ). Applicants may be required to provide supporting documentation justifying salaries or rates (such as pay slips, employment contracts, etc.).
- Travel and Transportation. Applicants should justify any in-country travel budgeted and provide detailed information on the kind of travel, purpose, and associated expenses (e.g., origin and destination of travel, type of transportation, etc.).
- Supplies/Equipment. Applicants should estimate expenses for supplies and general equipment maintenance during the period of the project (e.g., pens, paper, cartridges, etc.). If the applicant requests office equipment to be purchased or leased (e.g., computers, printers, telephones, fax machines, copiers, etc.), detailed explanations must be provided describing the kind of equipment needed and how it will be used for the purpose of the project (note that the purchase of used equipment is not authorized).
- Other Direct Costs (ODCs). This category includes other costs associated with implementation of the project that are not included in any other cost category specified above, such as training workshops or conferences; office/facility rent; communication and post-office expenses; photocopying, printing, and publishing; translation costs; bank charges; and other expenses essential for project implementation. The budget notes should provide as many details as possible. For example, costs related to training workshops should specify the expected number of participants, duration of the training, location of the training, site costs per participant or per day, etc.
- Cost Share. If applicable, we encourage applicant to explore different cost share possibilities within their organization as well as pursuing other potential donors that could contribute to project costs. This contribution may be in cash, goods, or services. For instance, the cost share may be in the form of funds from other (non-US Government) donors; it may be the labor of grantee employees or volunteers; or it may be the use of a grantee's meeting room to hold a workshop for the grant project.

Applicants should feel free to propose alternate and/or additional line items and costs that accurately reflect project activities. Budget line items must show unit type, unit price, and number of units, and must be justified in the budget notes, including the basis of the costs (e.g., quotes were obtained, costs are actual currently incurred costs of the organization etc.) and how the costs further project objectives.

Any costs budgeted must be reasonable, allocable to the project, and allowable (no profit or fee, interest expense, fines, penalties, alcohol or entertainment). IDEA will only fund direct costs that are clearly related to project activities.

Detailed requirements for allowable costs are provided in the applicable U.S. Government "Standard Provisions for Non-U.S. Nongovernmental Organizations: A Mandatory Reference for ADS Chapter 303," which can be found at <https://www.usaid.gov/ads/policy/300/303mab>.

All the sums indicated in the budget must include associated taxes.

IDEA reserves the right to negotiate the actual grant budget with the selected applicant(s).

### iii. Pre-Award Surveys

During Stage 2 of the selection process, in addition to the technical application, applicants shall be required to complete a Pre-Award Survey and submit sufficient evidence of capacity and responsibility for MSI to make an affirmative determination of applicant's capacity to complete the activities being proposed. The information submitted should substantiate that the Applicant:

1. Has adequate financial resources or the ability to obtain such resources as required during the performance of the award. Has well established relationships with accredited banking institutions and access to accounting services as well as legal services.
2. Has the ability to comply with the award conditions, including the proposed delivery or performance schedule, taking into account all existing and currently prospective commitments of the applicant.
3. Has the ability to manage funds effectively.
4. Has a satisfactory record of performance on the management and implementation of projects similar to the proposed project.
5. Has a history of excellent client relationships and has performed its work with the highest degree of integrity and business ethics.
6. Is otherwise has a good reputation and is qualified and eligible to receive a grant under applicable laws and regulations.

## 5. ELIGIBILITY REQUIREMENTS FOR SUBMITTING CONCEPT NOTE AND FULL APPLICATION

### a. Eligible Entities

Applicants must be Sri Lankan organizations with a recent history of implementing activities in the focus areas of this APS. Applicants can be any organization with legal personality in Sri Lanka that is not a public sector or a for profit private sector institution. Such local organizations may be registered under a variety of statutes, such as, not-for-profit companies, societies, trusts, cooperatives, independent trade unions, professional associations, and community based organizations. They must also be responsible, law-abiding organizations with a record of business integrity. Grant funds awarded under this APS cannot be used towards any profit by the grantees. Applicants can propose to work with smaller locally based CSOs and community based organizations, registered or informal.

### b. Ineligible Entities

The following are not eligible for grant support: political parties or organizations; organizations that advocate, promote or espouse anti-democratic policies or illegal activities; faith-based organizations whose programs and services discriminate based on religion, and whose main objective of the grant is of a religious nature; and any entity whose name appears on the:

1. List of Parties Excluded from Federal Procurement and Non-Procurement Programs (<https://www.sam.gov>);

2. Specially Designated Nationals List (<http://sdnsearch.ofac.treas.gov/Default.aspx>); and
3. The list established and maintained by the United Nations 1267 Committee with respect to individuals, groups, undertakings and other entities associated with Al-Qaida (<https://www.un.org/sc/suborg/sites/www.un.org.sc.suborg/files/1267.htm>).

**c. Eligible and Ineligible Activities**

- ii. Activities that are eligible for funding include those that support the objectives stated in this APS and the goals of the IDEA Project. Any purchases or activities that are not necessary to accomplish the purposes of this Grants Program are considered ineligible activities.
- iii. Execution of grant-funded activities must take place in Sri Lanka and all costs must be reasonable, allocable, and allowable. Reasonable costs are those costs that are generally recognized as ordinary and necessary, and would be incurred by a prudent person in the conduct of normal business. Allocable costs are those costs specifically linked to the execution of the activity, such as project staff salaries, experts' fees, trainings, meetings and seminars, publications, purchase and rental of equipment, office expenses, in-country travel, and other direct costs. Allowable costs are those costs which conform to any limitations in the grant award.
- iv. Specific cost items that are unallowable under a grant include: profit or fee; application preparation costs; payment of debts; political elections; fees for public and elected government officials; fines and penalties; creation of endowments; military equipment; surveillance equipment; commodities and services for support of police and other law enforcement activities; abortion equipment and services; luxury goods and gambling equipment; parties or "representation" expenses; purchases of restricted goods without prior USAID approval, such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, and fertilizer; and purchases of goods or services from any firm or individual whose name appears on the lists of Ineligible Entities above.
- v. Project activities can only start after signature of the grant agreement between the applicant and the IDEA Project. Costs incurred before signing of the grant agreement will not be reimbursed, unless previously approved in writing by the MSI Director of Contracts or their designee.

**6. Evaluation Criteria for the full technical application at Stage 2.**

Awards will be made to responsible and responsive applicants whose applications offer the greatest value to the IDEA program. Stage 2 applications will be evaluated and scored based on the following evaluation criteria:

<b>Responsiveness of the Technical Approach</b>		<b>(Maximum 60 points)</b>
Relevance of the activity to IDEA objectives	<ul style="list-style-type: none"> <li>• Demonstrated understanding of this APS, IDEA's goals, and challenges and opportunities as described under Program Description in this document.</li> <li>• <b>Implementation Plan:</b> detailed, results-oriented implementation plan with realistic timeline, logical sequence of tasks, and well-defined results contributing to APS objectives.</li> <li>• <b>Performance Monitoring Plan:</b> sound approach to monitoring and evaluation, with clear indicators and target results.</li> <li>• <b>Sustainability</b> – does the project present a realistic approach that will be able to contribute to APS objectives after proposed activities are completed.</li> </ul>	30

Networking	Does the project contain collaborative approaches and activities at the national, regional or local levels that support activities for one or more of IDEA's identified sub-issues	10
Gender	demonstrate how gender considerations have been incorporated in the needs analysis, problem definition, design and implementation plan of the proposed intervention.	10
Amplification (use of communication or technology)	Using innovative communication and technology to amplify the projects activities impact beyond immediate beneficiaries, including how the applicant will use communication, traditional and new media and public campaigns.	10
<b>Organizational Experience and Capability</b>		<b>(Maximum 30 points)</b>
Demonstrated relevant experience and capability	Proven experience (with references) in conducting activities relevant to those being proposed.	15
Past Performance	Past Performance References: demonstrated prior experience in successfully implementing similar activities, including descriptions of previous relevant projects and results achieved, and contact information for their funders.	15
<b>Proposed Personnel and Management Plan</b>		<b>(Maximum 10 points)</b>
Team structure	Qualified team of key personnel offering the right mix of skills and expertise to ensure successful project implementation, with well-defined roles and responsibilities and clear reporting relationships.	10

## 7. LANGUAGE

Applications can be submitted in English, Sinhala or Tamil.

## 8. SUBMISSION OF APPLICATIONS

The following documents constitute your application package for Stage 1: Concept Note Stage. Please use this section as a checklist to ensure that all listed documents are submitted:

1. Signed NOFO/APS Cover Page.
2. Concept Note Application (**Annex I**), along with any relevant attachments;

Electronic applications are to be submitted to <https://msiworldwide.egnyte.com/ul/tKFT8TVaqe>. All Applications uploaded must state “**APS No. 6117.APS01, [Name of the Organization]**” under “Name”

Submissions by Facsimile will not be accepted. Applications should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred).

## 9. QUESTIONS

Requests for clarification and questions regarding this NOFO must be addressed in writing (via e-mail) to the Grants Manager (IDEAAPS@msiworldwide.com). Phone calls regarding technical content will not be entertained. Requests for clarifications and questions received by MSI will become a part of this APS, and will be forwarded to all future recipients of the APS. Questions and answers will be posted at (6117.APS01, <https://msiworldwide.egnyte.com/fl/FMm3hkUHgH>, **FINAL PUBLIC Password: IDEA@APS2018**) on updated regularly. Applicant is expected to familiarize with this additional information.

## 10. CONFIDENTIALITY OF INFORMATION

Information pertaining to MSI, USAID and USAID's partners obtained by the Applicant as a result of participation in this APS is confidential and shall not be disclosed at any time without prior written authorization from MSI's authorized representative.

## 11. REQUIRED REGISTRATIONS FOR AWARDS ABOVE USD 25,000

If successful in Stage 1 (Concept note stage), before **submitting the full application**, the winning applicant must be registered with the U.S. Government at [www.sam.gov](http://www.sam.gov). Instructions to register can be found at [https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm). Additionally, the successful applicant must register for a Dun & Bradstreet (D&B) "Data Universal Numbering System" number (DUNS#). Instructions to obtain a DUNS number can be found at <http://www.usaid.gov/sites/default/files/documents/1871/SAM%20Application%20procedure.pdf>. Both registrations are free of charge. An exception to this requirement can only be made by the Director of Contracts and Grants Management.

## 12. DONOR REQUIRED FLOW-DOWN CLAUSES

The winning applicant will be required to comply with the following donor required rules and regulations:

- A. Any resulting award will be subject to the Standard Provisions for Non-U.S. Non-Governmental Organizations at USAID Automated Directives System (ADS) 303mab. Copies of the provisions may be found at: <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> or are available on request.
- B. The following U.S. Government issued documents shall serve as the primary reference for any questions regarding policies, procedures, and allowable costs, not specifically addressed elsewhere in this Award:
  - 2 CFR 200, Subpart E, Cost Principles (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartE.pdf>) or 48 CFR part 31 (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title48-vol1/pdf/CFR-2011-title48-vol1-part31.pdf>), as applicable
  - 2 CFR 200, Subpart F, Audit Requirements (available at: <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-subpartF.pdf>), as applicable.

Applicants are encouraged to review these required rules and regulations to ensure that they will be able to comply with them if an award is made.

## 13. PRE-AWARD CERTIFICATIONS

Successful applicants before receiving any USAID grants are expected to provide certifications as required by US legislation. A copy of all certifications can be found for review at <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf>. Consequently, the applicants are required to familiarize themselves with the following

1. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206).
2. Certification Regarding Terrorist Financing **Implementing Executive Order 13224**
3. Certification Regarding Trafficking in Persons.
4. Certification Regarding Lobbying (22 CFR 227).

## 14. NO OBLIGATION TO AWARD, MODIFICATION AND WITHDRAWAL OF APS

MSI reserves the right to modify by written notice the terms of this APS at any time in its sole discretion. MSI also reserves the right to withdraw this APS at any time—with or without statement of cause—prior to actual award.

MSI may reject any or all applications or not award any grants under this APS if such action is in the best interests of MSI, its Donor, or the Host Country. MSI may also waive informalities and minor irregularities in applications received, should such actions be in the best interest of MSI, its Donor, or the Host Country. The issuance of any award resulting from this APS is subject to approval from USAID.



## Section C

### Program Description

#### 1. INTRODUCTION

This Annual Program Statement (APS) for grants is issued as a part of 'Increased Demand and Engagement for Advocacy (IDEA)' project implemented by Management Systems International (MSI) in Sri Lanka. The goal of the IDEA project is to advance civil society advocacy in Sri Lanka. The purpose of the program is to ensure that Sri Lanka has a vibrant and diverse civil society that empowers citizens to advance democratic values of citizen participation and government accountability on a range of governance and reform issues. To achieve this, it will support civil society advocacy to advance chosen reforms, protect and promote rights, improve the enabling environment for civil society in Sri Lanka and strengthen organizational capacity and sustainability of civil society organizations in the country. The program will place special emphasis to integrating gender and diversity considerations and inclusion of youth.

This grants program is funded by the United States Agency for International Development (USAID) and is authorized in accordance with the Foreign Assistance Act. Issuance of this APS does not constitute an award commitment on the part of MSI, nor does it commit MSI to pay for the prices incurred in the preparation and submission of an application. MSI reserves the right to fund all or none of the applications received. All preparation and submission costs are at the applicant's expense.

#### 2. PROGRAM DESCRIPTION

This APS aims to award grants to support civil society to be more effective in advancing democratic values of citizen participation, government accountability and rights protection at local and national levels.

##### a. Focus Areas and Sub Issues

Through this APS, IDEA seeks to support civil society efforts that will advance reforms through advocacy approaches in the areas of (a) good governance, (b) rights protection / rule of law and (c) improving the status of women. IDEA will accomplish this by supporting civil society and citizens to: Foster citizen activism, collaborate more effectively; make efficient use of new technologies and strategies for outreach and communication that will broaden their constituency of support; and engage proactively and productively with the government to advocate for key reforms and hold it accountable. IDEA will use a targeted grants approach to develop a portfolio of national and local CSOs and CSO networks under each reform issue so that together they can advance reform priorities strategically under that theme. Within the broader themes outlined above, the IDEA APS is looking to support a few of the important sub-themes outlined below. Further, IDEA expects that a shorter list of issues from below will be selected during the initial months of the APS depending on the quality of the applications and the operational environment to pursue change.

- Good governance sub-issues:
  - Fostering active citizenship and government transparency by building upon initiatives like Right to Information, Open Government Partnership and other mechanisms at national and local levels, ensuring that awareness and utilization of these mechanisms become more broad-based and their benefits felt by many, including women and youth.
  - Combating corruption by addressing the culture of impunity, asset recovery and fostering greater citizen engagement with institutions like Commission to Investigate Allegations of Bribery or Corruption (CIABOC).
  - Campaigning for reforms for greater transparency and participation like the National Audit Act, the Assets and Liabilities Declaration Act and improving implementation of laws on participatory budget preparation, and policy and practice changes in public sector procurement and financial management.
  - Promoting "clean politics" and electoral reforms that are inclusive and gender-sensitive and that ensure better democratic behavior and outcomes.
  - Encouraging greater participation, visibility, inclusiveness and safety of women and disadvantaged groups in governance and reform initiatives.

- Rights protection and rule of law sub-issues:
  - Ensuring promotion and protection of fundamental rights, such as freedom from fear, due process, equality before the law, integrity of person, liberty and freedoms of expression, assembly and beliefs. This includes working on addressing issues like torture, detention, militarization, disappearance, land rights, hate speech and violence against religious minorities.
  - Improved redress and accountability mechanisms through active citizenship, advocating for legal and institutional reforms and accessing the judiciary, independent commissions such as the National Human Rights Commission (NHRC), National Police Commission (NPC) and Right to Information Commission (RTIC).
  - Inclusive and transparent development and economic policy, ensuring that the government's recalibration of economic policies is transparent and is developed inclusively and accountably with marginalized stakeholders, including women and youth.
  - Advocating for and encouraging effective implementation of full set of transitional justice commitments including the recently set up OMP. This may be through analysis, advocacy, and CSO watch groups, as well as well by providing gap-filling support.
  - Addressing the differential impact of rights violation on women and making rights protection and promotion gender sensitive through analysis and grounded advocacy
  
- Gender equality and improving the rights of women sub-area include:
  - Addressing gender-based violence in a systematic and structured basis in collaboration with responsible government actors
  - Improving the status of women at home and in public life and reducing discrimination through legal and policy reforms.
  - Fostering greater inclusiveness and leadership of women in local economic systems and governance systems including through economic empowerment.

#### **b. Approaches**

Applicants can propose initiatives that address any one of the above areas, or more than one area. Applicants are encouraged to network with like-minded organizations and engage government institutions where applicable to increase their impact and widen their reach. They may propose interventions that leverage various media platforms, including mainstream, social, and alternative media, to amplify the impact of their initiatives. Application should attempt to identify anticipated impact in terms of achieving changes in policies, practices, knowledge, attitudes and/or behaviors.

Applicants are encouraged pursue advocacy and reform in their chosen areas through approaches including the following:

- Networking – efforts to address IDEA sub-issues should strive to be collaborative and where possible demonstrate linkages with multiple organizations at the national, regional and/or local levels.
- Conflict sensitivity – Activities should be designed and delivered so that they do not cause, or exacerbate, tensions or grievances. Systems should be in place to analyze and monitor the local context and make adjustments to strategies and activities and as necessary to ensure this.
- Strategic gender analysis – taking gender considerations in design of activities and M&E systems in the given issue(s).
- Inclusive - Engagement of marginalized group including women, the disabled and minority ethnic and religious communities in order to facilitate inclusion and participation as applicable in the chosen geographic area and issue.
- STIP – Activities strongly encouraged to focus on integrating science, technology, innovation and partnerships (STIP) approaches to enhance effectiveness of CSO advocacy in the sub-themes. These may include activities like hackathons, innovation hubs and improved social media usage for advocacy as well as partnerships, such as with the private sector or academia, that can bring in unique skills or perspectives.

#### **c. Illustrative Tasks and Expected Results**

This APS is designed to support civil society's efforts to hold government to account and influence positive reforms on selected issues at local and national levels. Though a variety of strategies and tactics may be used the objective of such strategies should support improved participation and activism, use of data and research, and collaboration and networking in order to promote more robust and effective advocacy on IDEA's selected reform issues.

Grants awarded through this APS, therefore, will support a range of activities that will contribute to achieving IDEA objectives. Illustratively they include the following:

- Mobilize diverse citizens, provide civic education and catalyze local/national level action.
- Strengthen individual activists/HRDs and collectives and foster space for them to work effectively on chosen issues
- Organize to access independent commissions and judiciary on relevant issues.
- Undertake quality data generation, research and analysis and Encourage innovative approaches in civil society activism
- Adopt innovative communication approaches toward shared policy advocacy goals. This includes traditional media, social media and other information and communication technology (ICT) approaches.
- Promote inclusion and engagement of diverse and marginalized groups, especially women and youth and minority ethnic and religious communities.

#### **d. Gender and Diversity Considerations**

All applications must demonstrate how gender considerations have been incorporated in the needs analysis, problem definition, design and implementation plan of the proposed intervention. Applicants are expected to ensure that the stakeholder consultations if used to identify proposed interventions involve a broad cross-section of actors and reflect gender, age and where applicable ethnic/religious balance. The stakeholders consulted should represent a variety of viewpoints and include both women and men. They are expected to have consulted and incorporated the perspectives of youth.

#### **e. Geographic focus**

This APS solicits applications for interventions that will predominantly be implemented in areas outside of the Colombo District. A key objective of this APS is to support and foster civil society activism and collective efforts on governance and rights protection in different parts of the Island.

## Annex 1: Concept Paper Template

### Increased Demand for Engagement for Accountability (IDEA)

APS No: 6117.APS01

Concept Notes upload location: <https://msiworldwide.egnyte.com/ul/tKFT8TVaqe>

Date of Submission:

#### 1. BASIC INFORMATION ABOUT APPLICANT ORGANISATION

Name of Organization	
Year of Commencement	
Registration No	
Year of Registration	
Government Institution where your organization is registered	
Website/Face-book/Twitter/Blog	
Names of Board Members/Founding Members and Key Staff	Attach a separate sheet with the full list of Board Members and Key Staff

#### 2. BASIC INFORMATION OF PROPOSED PROJECT

Project Title	
Anticipated Start Date	
Project Duration	
Estimated Cost	
Cost Share Estimate, if Possible Describe whether your organization is able to contribute (in-kind or fund) towards the proposed project	

#### 3. TECHNICAL APPROACH and ORGANISATIONAL CAPACITY

- (A) Description of the Problem.  
Provide a brief description of the specific problem or challenge that the grant is addressing and its importance in relation to this Annual Program Statement (APS) objectives and/or IDEA's over-all purpose (not exceeding half a page)

- **(B) Summary of Proposed Solution**  
Provide a summary of the proposed solution to the problem/challenge identified above including objectives, strategies/approaches and primary activities (Not exceeding One page)
- **(C) Incorporation of Gender and Diversity Considerations.**  
Describe how the problem definition, design and implementation of the project incorporates gender and diversity considerations (Not exceeding half a page)
- **(D) Statement of Organization's Capacity**  
Describe why your organization is qualified to implement the solution (Not exceeding half a page)
- **(E) Networking Experience**  
List other civil society organization/networks that you are currently working with on the chosen issue and outline the nature of your collaboration. (not exceeding half a page)

#### 4. GEOGRAPHIC COVERAGE

- Describe in brief (no more than one paragraph) how you would characterize the reach and impact of the proposed project? National? Regional? Divisional or Local?
- Where will majority of the activities under the project be implemented? (Fill as applicable)

Name of Province	Name of District	Name of Division
Add rows as needed		

#### 5. DETAILS OF THOSE WHOM THE PROJECT SEEKS TO BENEFIT

Describe the direct and indirect beneficiaries of the project with estimated numbers

#### 6. RELEVANT ORGANISATIONAL EXPERIENCE (not exceeding One page)

- List three major activities (funded by donors or through your own funds) that your organization has managed in recent years, focusing on activities similar to the proposed project. You may Include activities that have been completed and/or ongoing as well as those for which you have written funding commitments. Be sure to include up-to-date contact information for donor representatives who MSI can contact to obtain comments on your work.
  - Activity title:
  - Start and end date:
  - Location(s) of activity:
  - Source of funds:
  - Total funding (SL Rupees/US\$):
  - Brief summary, including results:
  - Donor contact (name, title, phone number, and e-mail):

**7. CONFLICT OF INTEREST STATEMENT**

**I/We the undersigned, certify that to the best of our knowledge, the applicant, his management and staff to be used for the present intervention** (check the appropriate box below)

- Have no conflict of interest or potential conflict of interest with IDEA, in the persons working for IDEA Management, or work for Donors.
- Have a conflict of interest or potential conflict of interest with IDEA, with the persons stated below working for IDEA, or work for Donors who fund the Program.

Name of Person	Position of the Person	Reason for Possible Conflict of Interest

**8. DECLARATION**

I declare that the information given in this concept paper/application is a true reflection of the organization. The applicant represents that the following person(s) is authorized to submit concept papers/grant proposals and to negotiate on its behalf with MSI and to bind the recipient in connection with this application/grant.

Name of Person:

Title/Position:

Signature and Date:

Organizational Seal: