



April 2011

Instructions for Swedish Civil Society Organizations applying for financial support from the Colombia program

1. Introduction

After the reorganization of Sida in 2008 and changed principles for funding from the civil society appropriation, Sida experiences an increased interest from Swedish organizations to apply for funds within the Colombia Program. Thus, Sida has elaborated a unified model in order to obtain a more coherent, transparent and efficient management of the financial support to Swedish CSOs.

This paper describes the routines and criteria for support via Swedish CSOs financed from Sida's Colombia Program. The instructions are complementary to the objectives and direction outlined in the Swedish strategy for the development cooperation with Colombia 2009-2013 (<http://www.regeringen.se/sb/d/108/a/11421>), the Swedish Policy for Support to Civil Society in developing countries within the Swedish Development Cooperation (<http://www.sweden.gov.se/sb/d/574/a/131360>) and Sida's general assessment criteria established in Sida at Work, a Manual on Contribution Management, 2005 (to be updated during 2011).

2. Call for proposals

Within the framework of above mentioned strategy and policy, Swedish CSOs are invited to present proposals for financial support for projects/programs aiming at strengthened capacities of the Colombian civil society to contribute to a negotiated solution to the internal armed conflict through a broad based participatory process and increased respect for human rights in an environment of democratic governance and respect for the rule of law.

The selection process will be carried out in accordance with the following scheme;

- A brief **Concept Paper** (maximum 8 pages) including context analysis, target group(s), development and programme objectives, expected results and preliminary indicators, risk analysis and risk management and budget shall be submitted to Sida not later than September 1st, 2011.

- Based on Sida's initial assessment a selected and limited number of Swedish CSOs will be invited by September 20th to present a complete **Application** not later than October 25th (see guidelines for applications in section 5).
- Sida will inform the applying organizations on the outcome of the assessment process, i.e. inform on the decisions taken, by December 6th, 2011.

The length of the interventions supported can be of two or four years with project/program start in January 2012. The total tentative amount available for financing of Swedish CSOs from the Colombia Program is 25-30 MSEK/year.

The Concept Paper and Applications shall be submitted electronically in English or Spanish to: **Karin Olofsson** at the Swedish Embassy in Bogota (karin.olofsson@foreign.ministry.se) and **Susanna Janson Landin** at Sida-Stockholm (susanna.janson.landin@sida.se).

The next Call for Proposal is planned for August 2013 for projects/programs starting in January 2014.

3. Requirements for applying organizations

Applying organizations must be a Swedish civil society organization. Civil society is understood as an arena, separate from the State, market and individual household, created by individuals, groups and organizations working together for common interests. A civil society organization is understood as a self-governing organization which is characterized by voluntariness and, to varying degrees, is independent from the State, municipality and market and operates on a non-profit basis, often based on common values.¹

Further, the applying organizations must meet the following basic criteria:

- a) Be democratically constituted, with Headquarter in Sweden.
- b) Non-lucrative or cooperative objectives; working with a rights based approach in favor of a democratic development of society.
- c) Minimum of 2 years documented, relevant experience of activities in developing countries.
- d) Earlier documented compliance with rules and obligations upon Sida-support, i.e. timely and qualitative delivery of narrative and financial reports.
- e) Not being a political party.

¹Sidas instruktion för bidrag ur anslagsposten Stöd genom svenska organisationer i det civila samhället (page 3)

² This section is only relevant for the organizations that are selected to present application see section 2

4. Criteria for financing and budgeting

Operational and administrative costs related to the interventions in Colombia may be included in the application. Sida will not finance advocacy activities in Sweden directed to decision makers and public opinion as this is not compliant with the objectives and main direction of the Colombia program.

Classification of costs in the budget shall be made as follows:

Operational costs: Costs directly related to development cooperation activities shall be classified as operational costs. Also costs for audit of partners shall be included here.

Operational costs shall be divided into the subsequent budget items;

- Direct financial support to partners
- Indirect support; Define main areas, for example capacity development and advocacy. Personnel costs of applying organization for indirect support shall be outlined separately within the budget item.
- Audit costs (audit of partners).

Administrative costs: administrative costs are costs related to the management of the Sida grant for example office, personnel, planning, reporting, monitoring as well as costs for the audit of overall grant from Sida.

Costs in Sweden and Colombia shall be presented separately.

5. Guidelines for application (maximum 30 pages)²

In order to align to local partners' systems and facilitate the coordination with other donors Sida does not have a specific template for proposals but indicates in the following section what information needs to be included in the application. Please also ensure that the application includes basic information related to the guiding assessment criteria described in the next section, when deemed relevant.

- a) The overall system for planning, implementation and follow up of results, including monitoring mechanisms, risk management and evaluation. Reference to earlier documented results.
- b) Forms of cooperation with partners and implementation strategies incl. criteria for selection of partners.
- c) Application of the principles of aid effectiveness (promotion of local ownership – through for example a programme based approach - transparency and mutual

² This section is only relevant for the organizations that are selected to present application see section 2 above.

accountability, alignment with local partners' systems for project/programme management, and harmonization and coordination with other donors).

- d) Presentation on how gender equality has been integrated into the project/program.
- e) Brief presentation of projects/partner organizations including external and internal risk assessment and risk mitigation.
- f) Budget (according to instructions in section 4).
- g) Brief comment upon the internal system for auditing; anti-corruption, financial management and control procedures of the Swedish organization in relation to its local partner organisations.

6. Guiding criteria for Sida's assessment

The assessment criteria below are complementary to Sida's general assessment criteria established in Sida at Work. The criteria do not represent absolute requirements but shall be used as a guide for Sida in the assessment of proposals. Supported projects/program must represent an added value to Sida's existing program and ongoing contributions and duplications of efforts are to be avoided.

1. Capacity to contribute to local partners organizational strengthening

The Swedish civil society organization's capacity to contribute to local partners' strengthening in relation to technical (i.e. administrative and financial management, RBM, fundraising and communication) and thematic competences according to the partners focus areas and needs and priorities in cooperation Strategy for Colombia.

Examples of aspects to be assessed by Sida:

- a) To which degree the Swedish CSO has capacity building of partners as a general and specific objective or a prominent activity category in the program document/proposal and the human capacity and organizational structure to support such work.
- b) The proven record of such work including system for planning, monitoring, measuring and reporting on CSOs' institutional development (i.e. indicators on institutional development).
- c) The weight/ importance and proposed methodologies of technical and thematic capacity building of local partners and the relevance of the themes/subjects in the capacity building activities.
- d) The local partners' commitment and capacity to work with organizational strengthening (based on the assessment made by the Swedish CSO).

2. Capacity to contribute to bridge-building and strengthened dialogue

The Swedish organisation's capacity to contribute to bridge-building and dialogue within the Colombian civil society and to encourage and promote a constructive dialogue between Colombian CSOs and local, regional and national authorities.

Examples of aspects to be assessed by Sida:

- a) Methodology, plans, structures and capacities of the organization to contribute to bridge-building and strengthened dialogue.
- b) The proven record of such work including system for planning, monitoring, measuring and reporting (i.e. indicators on such development).

3. Capacity to contribute to strengthened democratic values

The Swedish organization's capacity to contribute to strengthened democratic values of Colombian civil society organizations i.e. internal democracy, gender equality and the incorporation of a rights perspective (principles of non-discrimination, participation, transparency and accountability).

Examples of aspects to be assessed by Sida:

- a) Methodology, plans, structures and capacities of the organization to contribute to strengthened democratic values and the incorporation of a rights-perspective.
- b) The proven record of such work including system for measuring and reporting upon such development (i.e. indicators).

4. Capacity to contribute to increase the space of Colombian civil society organizations to carry out their work in a protected environment

The Swedish organization's capacity to contribute to increase the space of Colombian civil society organizations to carry out their work through e.g. preventive presence, accompaniment, documentation, dialogue and support to exchange between partners to enhance partner's protection tools, security procedures and risk management.

Examples of aspects to be assessed by Sida:

- a) Methodology, plans, structures and capacities of the organization to contribute to strengthening of Colombian civil society organizations in relation to relevant thematic issue/s and current context.
- b) The proven record of such work including system for measuring and reporting upon such development (i.e. indicators on such development).

5. Selection criteria and characteristics of partners

Selection and characteristics of partners relevant to prioritized target groups mentioned in the Swedish strategy; the legitimacy and representativeness of local partners and their contribution to a pluralistic and democratic civil society.

Examples of aspects to be assessed by Sida:

- a) Capacity and methods of the organization to make analysis of actors and organizational assessments in order to guide the selection of partners.
- b) Criteria for selection of partners and its coherence with the Strategy for Sweden's International Development Cooperation with Colombia and the Swedish Policy for Support to Civil Society in developing countries within Swedish Development Cooperation) and contribution related to the promotion of a vibrant, democratic and pluralistic civil society.
- c) Local partners' legitimacy in relation to their own bases and to the surrounding society incl. aspects such as internal democracy and representativeness in relation to target groups (based on the assessment made by the Swedish CSO).