akibaUhaki
the human rights and social justice fund

CALL FOR PROPOSALS (CFP) APPLICATION GUIDELINES

The Applicant is required to prepare and submit a brief but concise proposal, preferably of between **4-7 pages (exclusive of the budget**), which should provide **all** the following details:

(a) Cover Page Details
Organization Contact details[1], Project Title, the Goal of the Project[2], Proposed Project Time-frame[3], Geographical Area of Implementation of the Project[4] and Total Requested Amount (For Kenyan organizations it should be in Kenya Shillings, while for the rest-Burundi, Tanzania, Rwanda, Uganda-it should be in US Dollars together with its equivalent in the local currency).

(b) Project Summary and Problem Statement.
This should provide the following information:

- Description of the social justice issue(s) being addressed and why it is/they are important.
- The causes of the problems and what, if anything has been done to resolve them in the past
- Why the proposed intervention suitable or appropriate in addressing the problem/problems
- How the proposed project fits with AUF's mandate

(c) Project Description.

- The overall goal and specific objectives of your project
- The results the project seek to achieve[5]
- The specific activities to be carried out to achieve the expected results
- The time-line for implementation?[6]
- The target beneficiaries of the project (provide clear numbers of both direct and indirect beneficiaries including children, adults, the elderly, youth, women, marginalised, minorities etc.)

(d) Approach to Monitoring, Evaluation and Learning:
This should provide the following information:

- Description of how the project implementation will be monitored and results tracked
- The project targets
- The key indicators to be measured and reported on to show results[7]
- The proposed data collection and reporting cycle and the data collection methods to be used to collect success indicator data and the frequency of data collection. Also to be provided is the description of the data analysis process
- Description of how the lessons learned from implementation will be developed and shared.

---

[1] Provide all these details: The name of the organisation, Names and official positions of the 2 key contact persons, and all appropriate contact information for the contact persons and/or the organisation (including Country, Postal address, Email, Telephone/cellphone contacts)

[2] This should be a single sentence

[3] Provide the number of days/months etc the project is expected to take and its actual start and end-dates. Kindly plan to have projects start from March 1, 2013 to allow for processing of applications by AUF

[4] Provide the details in form of: Country, Region, District/County/Commune, Town that the project will focus on.

[5] Usually stated as outputs, outcomes or impact

[6] Provide a clear implementation time-table

[7] These have to be linked to the results (outputs, outcomes and impact)

(e) Financial and Governance structure:

- Provide the history of the organisation (when and why was it formed) and a brief statement of its vision and mission.
- Provide the governance structure of the organisation. For unregistered organisations, the organizational profile, financial and governance structure of the fiscal host organisation must be provided. Describe the organizational policies that are in place.
- Financial management systems: How are financial accounts in the organisation managed and what internal financial controls are in place? How will the grant accounts be maintained and audited for the project?

(f) **Applicant's Organizational relevant experience in implementing similar activities:**
Provide information on past projects undertaken:

- where and when the activities were carried out, which partners you worked with and what results and impact was realized from these projects.
- Indicate what lessons the organisation has learnt from past challenges.
- Implementing partners: Incase you anticipate to work with other partners (including fiscal hosts), provide information on these partners including their capacities and specific roles in the project.
- Also provide a brief summary of all key staff identified in the proposal, their competencies and their responsibilities on the project

(g) Proposed Budget:
Provide:

- An itemized budget listing the projected activities and total costs of the project with adequate explanations and justification for the costs as necessary. The Budget should be submitted in Spreadsheet format (e.g. Excel) and should <u>not exceed US$ 10,000</u>. If the applicant is making any in-kind contributions or services to the project this should be included on the budget.
- If the applicant has also submitted a funding application to another donor or received funding towards meeting part of the project costs, this should be clearly shown on the budget and on the proposal narrative.

The budget should be reasonable and correspond to the issues that the proposed project will address and proposed activities.

PLEASE NOTE that Akiba Uhaki Foundation funds projects not organizational overheads, hence budget line items for staff salaries, and purchase of capital equipment, institutional recurrent costs (rent, utilities) will not be permissible. We also encourage applicants to keep costs relating to travel and conferencing/workshop services to not more than 20% of the total budget. Applicants are also allowed to allocate not more that 10% of the total budget to cater for administrative costs[8].

Each proposal must be accompanied by the following additional supporting documents:

- confirmation from fiscal host organization (for unregistered organisations) that it accepts hosting responsibilities;
- Two (2) letters from endorsers/recommenders: These letters should be obtained from partner organisations (human rights and social justice experts, credible organizations, previous funders, government etc.) that the applicant organisation has worked with in the past. The letter should indicate what exactly the two organizations partnered on, where and when the joint project was held, the project budget and the actual successes realized as well as a brief comment on the relevance of the proposed project.

Any application that is incomplete or fails to meet the above requirements will be disqualified automatically.

---

[8] Administrative costs could include recurrent office expenses, capital expenditure and staff salaries and related costs.

Applications should be submitted by post or email (preferably email to cfp@akibauhaki.org and copied to: grants@akibauhaki.org) and be addressed as below:

The Programmes Coordinator,
Akiba Uhaki Foundation
3rd Floor, K-Rep Centre, Kilimani
P.O Box 27611-00100, Nairobi, Kenya.
Fax: +254 (020) 3861576
Tel: +254 (020) 2441204/2441196; Cell: +254 (0) 722 659 364/731 465 660
Email: cfp@akibauhaki.org (and copied to: grants@akibauhaki.org)

KINDLY NOTE: All applications shall be reviewed and communications to pre-qualifying applicants made by January 28, 2013. Completion of final reviews shall be made by February 18, 2013. Approvals, contracting and grants processing shall then be made by March 11, 2013.

AUF reserves the right to fund any or none of the applications submitted. PLEASE NOTE that canvassing will lead to automatic disqualification of your application.

We thank you for your interest in our work.