Economic and Social Participation of Vulnerable Displaced and Local Population in the South Caucasus (EPIC)

Call for Proposals - Capacity Development for Building Inclusive Dialogue among State and Civil Society Actors, and Displaced Persons and Local Community Members

Guideline for Applicants

1. Context

EPIC is a regional South Caucasus project, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). In Armenia the project was launched in October 2018.

The project serves the following objectives:

- improve the overall framework conditions in the country for economic and social integration of vulnerable displaced and local populations through strengthening capacities of state and non-state actors;
- increase income opportunities for the target group, especially for women and young people, through increasing their employability skills and improving business development opportunities for them;
- create new economic perspectives for vulnerable displaced women, refugee women, women in refugee-like situation and local women;
- empower the target group, especially youth and women, and their organizations to promote change in their communities;
- strengthen capacities for gender-, inclusion-, context- and conflict-sensitive dialogues between state and non-state actors and the target group.

2. Objective of the Call

GIZ within Economic and Social Participation of Vulnerable Displaced and Local Population in the South Caucasus (EPIC) announces a call of proposals - Capacity Development for Building

Inclusive Dialogue among State and Civil Society Actors and Displaced Persons and Local Community Members.

The Goal of the proposal is (1) to foster inclusive dialogue processes and (2) to build the capacities of representatives from state institutions, civil society, and displaced and local community members, with a particular focus on women, youth, and persons with disabilities residing in the regions of Armenia. The project offers should be designed in conflict-sensitive way in the following thematic areas listed below (*one project shall address one thematic area),* which will provide **a comprehensive approach to addressing the diverse needs of displaced and vulnerable populations, ensuring that dialogue processes are inclusive, participatory, and impactful**:

Gender Equality and Women's Empowerment

- Focus on promoting gender equality and empowering women within displaced and local populations
- Address specific challenges faced by women, including access to resources, safety, and representation in decision-making processes

Youth Engagement and Development

- Engage young people in dialogue processes to address their unique needs and perspectives
- Promote youth leadership, education, employment opportunities, and social inclusion

Disability Inclusion and Accessibility

- Ensure that dialogue processes are inclusive of persons with disabilities
- Focus on accessibility, rights, and participation in community and decision-making activities

Conflict Resolution and Peacebuilding

- Develop strategies for non-violent communication and conflict sensitivity
- Promote peacebuilding initiatives that include diverse community members, particularly those from vulnerable groups

Cultural Integration and Social Cohesion

- Foster cultural exchange and understanding between displaced persons and local populations
- Promote social cohesion by addressing prejudices and fostering mutual respect and integration

Rights Awareness and Legal Support

- Enhance awareness of legal rights and provide legal support to displaced persons
- Facilitate access to justice and protection from exploitation and abuse

Health and Well-being

- Address health needs, including access to healthcare services and public health information
- Promote well-being through health education and preventive care initiatives

Note: The implementation shall start in July 2024 and be finalized by October 2024.

Note: Each applicant can submit only one project proposal.

Note: Financing up to 8,000 EUR per initiative.

3. Evaluation Process and Criteria

Only the participant companies registered in Armenia will be eligible for receiving the grant.

All projects submitted by applicants will be assessed according to the following steps and criteria.

Administrative check and eligibility check

The administrative check will focus on the following criteria for the assessment:

- ✓ The deadline has been respected.
- ✓ The requested information is correct and complete.
- ✓ Minimum eligibility requirements are met. The eligibility verification will be done based on the supporting documents (registration certificate, legal statutes/Charter) requested by GIZ along with the application form. Any missing supporting document may lead to the rejection of the application on that sole basis.

Evaluation of applications

The evaluation of applications will focus on the capacities of applicants as well as on the quality of their project proposals crosschecked with submitted supporting documents. All eligible project proposals will be evaluated, and an average score will be calculated as the basis for ranking the project.

Scoring: The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good and between 1-20 again where 1 means very poor and 20 very good.

Section	Maximum Score
1. Financial and operational capacity	**20**
1.1 Do the applicants have sufficient experience in project management?	8

1.2 Do the applicants have sufficient technical expertise? (Especially knowledge of the issues to be addressed.)	7
1.3 Do the applicants have sufficient management capacity? (Including staff, equipment and ability to handle the budget)?	5
2. Relevance, effectiveness and feasibility of the action	**35**
2.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	15
2.2 How innovative are the approaches in the proposal?	5
2.2 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	10
2.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3. Sustainability of the action	**35**
3.1 Is the action likely to have a tangible impact on its target groups?	10
3.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
3.3 Community engagement in the project.	5
3.4 Are the expected results of the proposed action sustainable? - inclusivity of the project - long-term impact - learning and knowledge sharing	15
4. Budget and cost-effectiveness of the action	**10**
4.1 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	**100**

4. Submission requirements

Interested applicants are expected to examine the Guidelines for Applicants in detail before preparing and submitting their applications. Applications that are submitted late, incomplete, or are non-responsive may result in the rejection of the proposal.

Applications can be submitted in English (preferable) or Armenian to the email address *anna.hovhannisyan@giz.de*

Hand-written Proposals will not be accepted.

When submitting their proposals, applicants must follow all instructions, forms and specifications. Failure to submit an application package containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal.

It is required to send the below-mentioned application package by email. The original documents will be required upon necessity.

Application package	Information
Grant Application Form (Annex 1)	attached to the announcement as a separate annex
Budget & Budget Narrative Form (Annex 2)	attached to the announcement as a separate annex
Work Plan (Annex 3)	attached to the announcement as a separate annex
Logical Framework (Annex 4)	attached to the announcement as a separate annex
CVs of the project team members demonstrating competency and any experience relevant to the execution of the proposed project	No special format is required
Organization's registration certificate	Scan of the original registration certificate

Organization's Statute (charter)	Scan of the original Statute (Charter)
Organisation's portfolio/List of implemented projects (Annex 5)	attached to the announcement as a separate annex
Partnership Declarations (in case of consortium)	No special format is required

It is strongly recommended to apply before the deadline to avoid any technical difficulties with submitting of the files.

Questions may be sent by e-mail until 18 June 2024 to the address listed below, indicating clearly the name of the call for proposals. After the deadline for Q&A, all questions and answers will be compiled and shared with the interested applicants.

E-mail address: *anna.hovhannisyan@giz.de*

The applicants are urged to submit in their application package, particularly in CVs, only information relevant to the call and to avoid including personal information. The data submitted will be treated confidentially according to GIZ's data protection rules and will not be disclosed to third parties.

With the submission of the application, the persons proposed in the implementation team express their consent regarding the review and evaluation of personal data by the GIZ. The data is provided for confirmation and clarification of information regarding the submission of the applications to the Call for proposals within EPIC.

5. Timeline

6 June 2024	Opening date for call for proposal
10-18 June 2024	Q&A period
20 June 2024	Closing date for call for proposal
25 June 2024	Selection of winners
1 July 2024	Contract tentative start date (planned)

31 October 2024	Contract tentative end date (planned)

6. Project implementation, reporting and monitoring

Immediately after the financing starts, applicants shall start implementing their projects based on the timeline and milestones included in the contract. Applicants shall present to the project implementation report, justifying the performed expenses with respective invoices and statements.

EPIC shall manage on-the-spot monitoring for each grant contract. In this regard, the programme has the right to carry out on-the-spot checks and inspections on the premises of grant beneficiaries. The data collection will be shared with the applicants and monitoring specialist will conduct introductory sessions in this regard.

7. Application package

Annex 1. Grant Application Form

Please download the Grant Application Form as attached to the announcement, fill it in and include it in your application package.

Annex 2. Budget & Budget Narrative Form

Please download the Budget Form as attached to the announcement, fill in both sheets (budget and budget narrative) and include it in your application package.

Annex 3. Activity Plan

Please download the Work Plan Form as attached to the announcement, fill it in and include it in your application package.

Annex 4. Logical Framework

Please download the Logical Framework Form as attached to the announcement, fill it in and include it in your application package.

Annex 5. Applicant's experience Form

Please download the applicant's experience Form as attached to the announcement, fill it in and include it in your application package.

Supporting Documents

- ✓ CVs of proposed staff
- ✓ Registration certificate of your organization
- ✓ Legal Statute (Charter) of your organization
- ✓ Partnership declaration/agreement, in case of consortium