



FRENCH SOLIDARITY PROGRAM

“Strengthening Professional Skills of Civil Society Organizations in Ghana”

Terms of Reference for Proposals on Governance

Background

The Ministry of Foreign Affairs and International Development of France aims to encourage capacity building and strengthening of civil societies across the globe in order to enable better policy advocacy and increase stakeholder engagement.

The French government notes the importance of civil societies in civil participation in the democratic process and also the active participation in advocacy for transparency and accountability in the public administration. Increasingly, civil society organizations are demanding to be more actively included in policy-making processes, including those at a national, sub-regional and local level.

In this light, the French Embassy in Ghana is seeking high quality proposals that seek to advance Ghana’s democratic governance and contribute to build effective, efficient and dynamic institutions as foreseen in the UN sustainable development goal N° 16 (Peace, justice, and strong institutions) by:

- Promote peaceful and inclusive societies for sustainable development
- Provide access to justice for all
- Build effective, accountable and inclusive institutions at all levels

Keywords: governance, women participation, youth, social accountability, transparency, civic education, Open Government Partnership processes

Visibility

The applicants must take all necessary steps to publicize the fact that the French government has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the French government must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the French government’s support for the action concerned, as well as the results and the impact of this support.





1. Any Civil Society Organization (CSO) legally registered to operate in Ghana can apply.

Conditions for CSOs:

- a) CSOs that are legally registered and recognized in Ghana;
- b) CSOs that are affiliated to known coalitions and networks;
- c) CSOs with offices in the regions, and especially the districts that they plan to implement the project will have more advantage. Or, credible national CSOs may also collaborate with local CSOs located within their preferred project districts to apply for a Project;
- d) CSOs that show official involvement with at least one governmental institution (Ministries, Departments and Agencies) in relation to their proposal.

2. What kinds of proposals are expected?

The projects are to help increase young people and women engagement and participation in public affairs, to improve democratic governance and transparency in the country. The projects should also aim to sensitize/educate citizens to increase their knowledge on the public institutions, to develop awareness of their roles and responsibilities in national and local development and to create interest for a better understanding and potential commitment in public decision making.

Ghana, being part of the Open Government Partnership (OGP), will soon submit its 3rd National Action Plan in partnership with the civil society. Any innovative project from civil society organizations actively engaged in preparing the OGP National Action Plan, and in monitoring and supporting the government to achieve the OGP commitments will be valued.

Two (2) projects will be selected and supported. Each successful project will be supported with a grant ranging from € 15,000 to € 24,000) for a period of 12 to 15 months duration for project implementation.

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions in the formal education sector, except in special circumstances;
- Equipment costs beyond 30%;
- Actions supporting political parties;
- Actions which include proselytism;
- Actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- Actions which are in conflict with Constitutional provisions.



3. What are the procedures and general rules to submit a proposal?

- a) Please fill out the “Grant Application Form” - Typed answers are preferred, but clear written answers will also be accepted. In that case, please write clearly and legibly. An electronic version of the guidelines can be downloaded from the French Embassy website at www.ambafrance-gh.org .
- b) All Applicants must drop a hard copy of their proposal at the French Embassy from Monday to Thursday, between 8am and 4pm. Submissions must be addressed to:

Genevieve Partington
Project Coordinator – FSP Governance
Embassy of France, Accra
- c) An email must be sent to fsp4ghana@gmail.com with the full application attached as **one PDF file**. File should be named after the organization with the first page being the Grant Application Form.
- d) Please note that the deadline for receiving applications has been set to June 29th, 2017 at 4pm GMT. Proposals must be received on, or before this date and time. All applications received afterwards will not be considered.
- e) A selection committee comprising 5-7 members representative of various donor partners will gather in July 2017 in order to select the best two proposals among the proposals for governance. The criteria for selection are the following: clear interaction with decision makers, social impact, sustainability, credibility of the applicant group, clear expected outcomes and monitoring/evaluation indicators. (Other indicators are already spelt out above).
- f) Please also note that the selected proposals shall not result in private gains.
- g) Results of the selection process will be communicated end of July 2017 through emails and/or written communications.
- h) Each successful project will be supported with a grant of a minimum of € 15 000 and a maximum of € 24 000.
- i) Selected projects will receive their funding in 2 installments as follows: 80% upon signing of contract and the remaining 20% upon justification of use of first installment.
- j) Upon the official signing of grant agreement, grantee applicants will have 12 to 15 months to implement their proposals (even if their impact is expected on a longer term).



4. What documents must be provided?

- a) Grant Application form (downloadable on the French Embassy website)
- b) Business Certificate
- c) Document proving your NGO status
- d) An official letter of confirmation of bank account details for a Ghana Cedis account
- e) Relevant documents that may describe your profile (information on your organization, supporting letters, CVs of this proposal's team members, etc.) (Maximum 5 pages)
- f) Concept note of maximum three (3) pages should include title of the proposed activity, the issue or problem that the activity will address? Why is it critical to address this issue? Objective of the proposed grant activity: description of proposed activity and expected results in detail; keeping in mind the purpose of funding. Identification all beneficiaries, socially differentiated, and how they will benefit from the grant. Also explain your conception of sustainability through your proposal, and how the continuity of your actions could be ensured after the French support ends.
- g) Detailed Budget, stamped and signed by the organization
- h) The 12 to 15 months action plan/ time line of activities specifying the outcomes expected and indicators for each action. Please specify clearly your line of activities with implementing indicators. Expenses such as sitting allowance, honorariums and transport costs should be kept to the barest minimum.

The complete application should not be more than 18 pages in total with Calibri Font, font size 11.