



# Building Autonomous and Stable Institutions and Communities in the Bangsamoro (BASIC Bangsamoro)

## Invitation to Submit Proposal

9 April 2014

### Section A: Note to Organisations

This document is separated into four sections, which together will be referred to as the “Invitation”.

Section A (this section) explains the structure of the Invitation to submit a proposal.

Section B specifies important details regarding the Invitation including the closing time, the contact person for the Building Autonomous and Stable Institutions and Communities in the Bangsamoro (BASIC Bangsamoro) and how to submit your organisation’s proposal.

Section C is the template format in which organisations are to submit their proposal and includes the selection criteria against which organisations will have their proposal assessed.

Section D details the terms and conditions under which this Invitation is offered.

Australia is seeking proposals from organisations eligible to apply for grant funding under the BASIC Bangsamoro program.

This Invitation supersedes any prior information or advice provided in relation to BASIC Bangsamoro.

Organisations submitting a proposal are encouraged to fully inform themselves of the Invitation’s terms and conditions when preparing their submission and to make any enquiries to the contact person before the enquiry Closing Time.

This Invitation should be read in conjunction with the BASIC Bangsamoro Competitive Grant Program Guidelines available from DFAT’s website. Please read these carefully before submitting a proposal to ensure your activity and organisation are eligible to apply for funding.

If your organisation chooses to lodge a proposal it must be submitted, along with any accompanying documents, subject to requirements set out in the BASIC Bangsamoro Competitive Grant Program Guidelines, and the requirements set out in this Invitation.

## Section B: Invitation Details

<b>Table 1: Invitation Details</b>	
Name:	Building Autonomous and Stable Institutions and Communities (BASIC) Bangsamoro
Closing Time:	<b>11.59pm (2359 hours)</b> local time in Manila on <b>Sunday 11 May 2014</b>
DFAT Contact Person:	<a href="mailto:basic.bangsamoro@dfat.gov.au">basic.bangsamoro@dfat.gov.au</a>
Method of Submission:	Electronically to the following email address:  <a href="mailto:basic.bangsamoro@dfat.gov.au">basic.bangsamoro@dfat.gov.au</a>
File Format for electronic submission of Program proposal:	Portable Document Format (PDF) and Word Document Format (.doc)
Information session details:	DFAT will hold an information session in Manila to answer questions on the Invitation in the week beginning 21 April. To ensure that you receive the invite to this information session, please register your interest in attending with the contact person.  If you are unable to attend but would like a record of questions and responses to be provided to you, please register your interest with the contact person.
Deadline for questions:	Any enquiries that organisations may have concerning this Invitation must be submitted in writing to the DFAT contact person as soon as possible and not later than 14 days prior to the Closing Time.
Deadline for responses to questions:	DFAT will respond to any organisation's enquiries no later than 7 days prior to the Closing Time.

## Section C: BASIC Bangsamoro Project Proposal Template

Proposals must be no longer than 15 pages, excluding annexes.

Please Note: Text in italics is included as a guide on information that should be included under each proposal heading, and should be deleted from the final proposal template.

### PROJECT INFORMATION

#### Project Title, Location and Timing

Project Name	
Project Location	
Project Start-up Date Project Finish Date	

#### Agency Details

Organisation name	
Physical address	
Postal address	
Website	
Principal contact officer Telephone number Fax number Email address	
Partner Organisation(s)	

#### Funding Request

Funding request by Australian financial year	A\$x in 2014-15 A\$x in 2015-16 A\$x in 2016-17
<b>Total funds requested from Australia</b>	<b>A\$x</b>
Total activity costs (including other funding sources)	

## NEEDS ANALYSIS

### **Brief Background to Situation**

*Outline the relevant background that directly affects program implementation, implementation partners, target institutions or beneficiaries.*

*This section should be no more than ½ a page.*

### **Brief Background to Lead Organisation**

*Provide a brief introduction to the lead organisation and their role in the program. Details on partner organisations can be provided in an annex.*

*This section should be no more than ½ a page.*

### **How Project will Address Development Needs/Issues**

*Briefly outline the needs that the project will address.*

*Demonstrate how the program has been influenced by lessons from previous experience in the sector, program area and/or country, including lessons learnt by other development partners and those contained in evaluation reports and international literature.*

*Demonstrate that sufficient analysis, including gender or disability analysis, underpins the programming choices made and the program logic to show why the design will work, including an analysis of the political realities impacting program choices.*

*Where knowledge gaps still exist, identify and adequately resource further analysis as necessary including as part of implementation arrangements. For example, if there is a clear gap in the knowledge of the barriers facing people with disability, this could be indicated as an area for further analysis*

## PROJECT DESIGN

### **Major Development Objectives:**

*Outline the objectives of the program and how they relate to the objectives of BASIC Bangsamoro.*

### **Project Activity Description**

*Outline the planned activities of the program and how they will contribute to the objectives of program. This section should outline planned activities for the full three year duration of the program. Note that, if successful, a detailed work plan for the first 12 months will be due to DFAT within one month of program commencement. Annual work plans will be required for later years and DFAT will meet quarterly with partners to discuss work plans and update as necessary.*

### **Project Activity Schedule**

*Briefly outline the schedule of activities for the program with a particular emphasis on the initial 12 month period.*

## **Direct & Indirect Beneficiaries**

*Provide numbers of men, women, boys and girls who will directly and indirectly benefit from the program. Assess who the program will benefit and why these beneficiaries have been selected (i.e. how the program is relevant to the needs of these beneficiaries).*

## **RESPONSE TO SELECTION CRITERIA**

### **Criterion 1: Program proposal is well written, relevant and appropriate given the proposed outcomes (Weighting = 50/100)**

*This can be demonstrated by the following:*

- › *The extent to which the proposal clearly supports one or more of the program objectives.*
- › *The extent to which the proposal has a well-defined program logic or theory of change, with proposed outcomes that are realistic and appropriate given activities.*
- › *The extent to which the proposal explicitly addresses how the program will build in flexibility to respond to changes in the context over the length of the program.*

*Be clear on the link between the situation or problem analysis and the interventions and outcomes proposed.*

*Provide a clear program logic (or theory of change) which uses sound evidence and analysis to demonstrate how the proposed activities will achieve the end-of-program outcomes (where possible, short-term and intermediate outcomes should also be articulated).*

*Outline outcomes for the program which are clear, measurable and achievable within the stated timeframe.*

*Where appropriate have outcomes which are expressed in terms of the expected behaviour and policy changes (i.e. who will be doing what differently by the end of the program).*

### **Criterion 2: Organisational capacity, experience and management arrangements (Weighting = 20/100)**

*This can be demonstrated by the following:*

- › *The extent to which the proposal outlines robust governance, risk management and accountability arrangements in line with Australian due diligence requirements.*
- › *The extent to which the proposal outlines the organisation's existing presence and experience working in conflict-affected Mindanao*
- › *The extent to which the identified set of partners implementing the program demonstrates strong relationships with key stakeholders and institutions with that would allow the program to adjust as needs for support change.*

*Describe your organisation's capacity to achieve the outcomes outlined above and relevant experience working in conflict-affected Mindanao. Who will be involved in implementing the program and what are their qualifications and/or expertise?*

*Indicate how partners will contribute towards the successful completion of this program. A letter must be provided from all identified partner organisations confirming their agreement*

to their role in program implementation. Further detail on the roles and responsibilities of partners and the relationship with them must be included as an annex.

Clearly identify roles and responsibilities for all other stakeholders involved in program implementation.

Outline how partners and broader relationships will enable the program to respond to changing needs and adapt to the evolving peace process over the duration of the program.

Proposals must outline their partnerships with women's groups, female leaders and other organisations promoting women's involvement in the ongoing peace process. Proposal should outline their relationships with indigenous leaders and indigenous people's organisations, and how the program will actively involve indigenous people in the activities.

Proposals should outline efforts to include marginalised groups, including people with disability and disabled people's organisations.

Clearly articulate the governance and reporting arrangements, including how women and people with disability are included in decision making.

Describe how the program beneficiaries' views and contributions will be/have been sought and incorporated during activity planning, design and implementation phases.

**Criterion 3: Has a clear and appropriate budget for proposed outcomes, and that explains how the organisation has promoted value for money in their approach  
(Weighting = 10/100)**

Provide the rationale and evidence which has informed the approach, proposed delivery partner and financing arrangements selected.

Provide a clear budget summary of with inputs costed where appropriate. A detailed budget must be attached as an annex.

Outline how this program represents effective, efficient, economical and ethical use of Australian Government funds.

Demonstrate that the program can be adequately and appropriately resourced to achieve the desired outcomes. Resources include human, financial and time resources, partner staffing capacity, funding, and essential equipment and infrastructure.

**Criterion 4: Articulates how it addresses the differing needs of women, men, girls and boys and how it supports Australia's commitments under United Nations Security Council Resolution 1325 on women, peace and security  
(Weighting = 10/100)**

Outline how the program incorporates appropriate and effective strategies to advance gender equality and promote the empowerment of women and girls, including those with disability.

Demonstrate how the program supports women's participation in building and sustaining peace.

As appropriate, outline how the program will ensure the equal access of women and girls, including those with disability, to the benefits of the program.

*Demonstrate how the program will influence key institutions and policies advancing women's empowerment and promoting women's role in decision making and leadership, specifically in the peace process and the Bangsamoro government.*

*Outline how project will monitor progress towards achieving equitable outcomes for women, men, girls and boys, including those with disability.*

**Criterion 5: Demonstrates a clear monitoring, analysis and evaluation system that includes a focus on capturing the program's contribution to key peace processes outcomes (Weighting = 10/100)**

*DFAT encourages applicants to propose monitoring and evaluation (M&E) plans that will balance the need for flexibility and accountability in the project.*

*Key performance measures should focus on the outcomes level (not only outputs) in order to monitor higher level objectives and allow for responsiveness and flexibility at the activity level.*

*M&E should focus on transformative outcomes, i.e., the program's contribution to key peace processes outcomes, rather than simply capturing program outputs. Examples of transformative outcomes could include: improvements in confidence levels; changes in public support; reductions in violent incidents; key reforms passed/implemented; effective implementation of peace agreement provisions; and significant behavioural changes by influential actors or communities affected by conflict.*

*The proposal should outline clear performance monitoring mechanisms including how the project will respond to the findings of any evaluation.*

*The program must collect sex disaggregated data and include indicators specific to addressing gender inequalities.*

*Outline how the project's M&E system will track the intended and unintended consequences of the program. Demonstrate how the project's M&E system will track conflict sensitivity and how this information will be used to inform changes to the program as needed.*

*As appropriate, explain how the program's M&E and learning processes are collecting information on how the lives of people with disability have been impacted by the program (this could include collecting disability-disaggregated data and specific indicators on disability).*

*The M&E system should:*

- › *Be focused on priority information needs and not be unnecessarily complex*
- › *Be clear what will be assessed, by whom, when and how (including baselines)*
- › *Inform analysis and judgement of contribution to/achievement against higher level outcomes of the program*
- › *Be adequately resourced – both financially and with personnel*
- › *Use or contribute to strengthening local monitoring and evaluation systems and/or partner capacity*

## PROJECT CROSS-CUTTING ISSUES

### **Do No Harm**

*Outline how the program will successfully ensure a Do No Harm approach to implementation.*

*Demonstrate that the program is based on strong conflict analysis of the situation and outline the ways in which findings of the analysis have informed project design. Note that programs will be required to submit a formal Do No Harm assessment with their first annual work plan.*

*Explain how the intervention addresses the drivers of conflict and promote positive connections between affected communities and key stakeholders.*

### **Disability-Inclusiveness**

*Outline any consultation with Disabled People's Organisations undertaken during the design process, and planned engagement throughout program implementation.*

*Outline how the program will consider and address barriers to inclusion and actively seek opportunities for participation for people with disability. This includes identifying areas for further analysis to inform greater future knowledge and inclusiveness in the peace process.*

*Outline any analysis has been undertaken to identify barriers people with disability face to participating and benefiting from the program and how this will guide implementation.*

*Implementation of disability-inclusive development may (but not always) require budget allocation to provide reasonable accommodation for participation of people with disability (e.g. accessibility, assistive technology). Budget allocations should be considered as an opportunity to increase the diversity of the proposal, increasing community representation on issues faced by people with disability and their families. Considering the requirements for disability inclusion are more cost effective if considered up-front in the design of the program, rather than added later during implementation.*

### **Environmental Assessment**

*Briefly outline how the program will address relevant environmental concerns in the design and implementation phases and how the program complies with Australia's Environment Protection and Biodiversity Conservation (EPBC) Act.*

*For additional information see [DFAT's Environmental Management Guide for Australia's Aid Program](#).*

## PROJECT MANAGEMENT

### **Risk Management**

*This section should including information on programmatic and organisational risks, likelihood, impact on the program and beneficiaries, management strategies. This should use DFAT's risk matrix (below) for risk ratings.*

*It should appropriately articulate risks relevant to the outcomes of the program (i.e. what will prevent you from achieving the outcomes).*

Outline realistic and manageable treatment strategies for mitigating the risks, with clear assignment of responsibility and timeframes. Articulate the risk management systems and capabilities of partners to ensure they are adequately managing and monitoring shared risks.

Outline significant risks that are associated with potential or emerging influences and which are specific to your program and likely to impact substantially on its implementation. Note that partners will be required to update their assessment of risk and strategies to prevent, mitigate and manage risk in every six-monthly report.

**Figure 1: DFAT Risk Matrix**

Likelihood	Consequences				
	<b>Negligible</b> A NEGLIGIBLE IMPACT on the program which should be possible to be handled at the operational level.	<b>Minor</b> A MINOR IMPACT on the program. It could involve such things as: <ul style="list-style-type: none"> <li>Minor delays in providing services or achieving objectives</li> <li>Minor dissatisfaction of clients or stakeholders</li> <li>Program suffers a minor adverse financial impact</li> </ul>	<b>Moderate</b> A MODERATE IMPACT on the program. It could involve such things as: <ul style="list-style-type: none"> <li>Significant delays in providing services or achieving key objectives</li> <li>Limited dissatisfaction of clients and stakeholders</li> <li>A minor breach of physical security</li> <li>Program is exposed to minor criticism and adverse publicity</li> <li>Organisation suffers minor damage to its reputation</li> <li>Program suffers a moderate adverse financial impact</li> </ul>	<b>Major</b> A MAJOR IMPACT on the program. It could involve such things as: <ul style="list-style-type: none"> <li>Major delays in providing services or achieving key objectives</li> <li>Significant dissatisfaction of clients and stakeholders</li> <li>A physical security incident resulting in injury to an employee</li> <li>Program is exposed to significant criticism and moderate adverse publicity</li> <li>Organisation suffers moderate damage to its reputation</li> <li>Program suffers a significant adverse financial impact</li> </ul>	<b>Severe</b> A SEVERE IMPACT on the program. It could involve such things as: <ul style="list-style-type: none"> <li>A critical business failure resulting in non-achievement of key business objectives</li> <li>Extensive loss of stakeholder support</li> <li>A breach of physical security resulting in the death of an employee</li> <li>Program is exposed to extensive criticism and adverse publicity</li> <li>Organisation suffers extensive damage to its reputation</li> <li>Program suffers a major adverse financial impact</li> </ul>
<b>Almost Certain</b> Expected to occur in most circumstances	Moderate	Moderate	High	Very High	Very High
<b>Likely</b> Will probably occur in most circumstances	Moderate	Moderate	High	High	Very High
<b>Possible</b> Could occur at some time	Low	Moderate	High	High	High
<b>Unlikely</b> Not expected to occur	Low	Low	Moderate	Moderate	High
<b>Rare</b> May occur only in exceptional circumstances	Low	Low	Moderate	Moderate	High

### Strategy for Promoting Australian Identity

This section should include information on how the Australian aid identity will be promoted.

Further guidance on the use of the Australian aid logo use can be found [here](#).<sup>i</sup>

### Coordination

Show how the program targets priority needs not addressed by other delivery partners, and/or how the program is harmonised with the work of other actors.

*Outline how the program will be coordinated with other programs and how key stakeholders like the Government of the Philippines and the MILF/relevant Bangsamoro institutions will be informed of program activities.*

## **ORGANISATION'S CERTIFICATION**

*You must attach a completed and signed Organisation's Certification in the format provided at Annex 1.*

## Section D: Terms and Conditions

### Lodgement of the Program proposal Paper

Proposals must be lodged in accordance with the procedures set out in Section 2 of this Invitation and prior to the closing time specified in Section 2 of this Invitation (“Closing Time”).

Subject to the detail on Late Submissions below, DFAT will reject proposals that are not submitted in accordance with Section B.

Organisations must include all information required in this Invitation in their proposal.

The proposal and any additional documents submitted with the proposal must be in English.

A person or persons with authority to lodge the proposal on behalf of the organisation must complete, sign and submit the Organisation’s Certification provided as Annex 1 to this Invitation. DFAT may reject an organisation’s proposal if it does not submit the Organisation’s Certification.

### Enquiries

Any enquiries that organisations may have concerning this Invitation must be submitted in writing to the DFAT contact person in Section B as soon as possible and not later than 14 days prior to the Closing Time.

DFAT will respond to any organisation’s enquiries no later than seven days prior to the Closing Time.

DFAT will publish answers to enquiries on the DFAT website (without identifying the organisations which submitted the enquiries).

DFAT recommends that organisations check DFAT’s website regularly for updates up until the Closing Time.

### Late Submissions

Program proposals that are submitted after the Closing Time will not be evaluated.

The judgement of DFAT as to the time a proposal was submitted will be final.

### Non-Conforming Program Proposal

Subject to the detail on Late Submissions above, proposals will be regarded as non-conforming if they fail to conform to one or more of the requirements of this Invitation.

DFAT may seek clarification of non-conforming proposals.

Subject to the detail on Late Submissions above, DFAT may at its absolute discretion, assess or exclude from evaluation any non-conforming proposal.

## Annex 1: Organisation's Certification

Organisation's Certification
<p>I hold the position of _____ with the organisation and am duly authorised by the Organisation to make this declaration.</p> <p>I make this declaration on behalf of the organisation and on behalf of myself.</p>
<p>I have read the information provided in the BASIC Bangsamoro Guidelines.</p>
<p>The statements in this proposal are true to the best of my knowledge</p>
<p>I acknowledge that if the organisation is found to have made false or misleading material claims or statements in this proposal or in this certification, DFAT will reject at any time any proposal lodged by or on behalf of the organisation.</p>
<p>I acknowledge that this proposal will be assessed on its merits, and compared to other proposals, and that it may not be funded, or it may not be funded at the amount requested.</p>
<p>I warrant that the organisation will use its best endeavours to ensure that all personnel involved in the Activity are of good fame and character.</p>
<p>I warrant that the organisation will use its best endeavours to ensure:</p> <p>that individuals or organisations involved in implementing the Activity are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism; and</p> <p>that the Grant is not used in any way to provide direct or indirect support or resources to organisations and individuals associated with terrorism.</p>
<p>I warrant that the organisation is not:</p> <p>listed on a World Bank List;</p> <p>subject to any proceedings or informal processes which could lead to listing on a World Bank List or a list maintained by any other donor of development funding;</p> <p>the subject of an investigation by the World Bank or any other donor of development funding.</p> <p>"World Bank List" means a list of organisations maintained by the World Bank in its "Listing of Ineligible Firms" or "Listings of Firms, Letters of Reprimand" posted at:</p> <p><a href="http://web.worldbank.org/external/default/main?contentMDK=64069844&amp;menuPK=116730&amp;pagePK=64148989&amp;piPK=64148984&amp;querycontentMDK=64069700&amp;theSitePK=84266">http://web.worldbank.org/external/default/main?contentMDK=64069844&amp;menuPK=116730&amp;pagePK=64148989&amp;piPK=64148984&amp;querycontentMDK=64069700&amp;theSitePK=84266</a></p>
<p>I warrant that the organisation will have regard to the Australian Government guidance "Safeguarding your organisation against terrorism financing: a guidance for non-profit organisations," available at <a href="http://www.nationalsecurity.gov.au/npo">http://www.nationalsecurity.gov.au/npo</a>.</p>
<p>I warrant that neither the organisation nor any of its employees, agents or contractors have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.</p>

<p>I undertake that the organisation will not permit any of its employees, agents or contractors, to work with children if they pose an unacceptable risk to children’s safety or well-being. Refer <a href="#">DFAT’s Child Protection Policy, Attachment 1</a>.</p>
<p>I warrant that none of the personnel who are involved in the Activity have been convicted of a criminal offence relating to child abuse, nor are they subject to any proceedings which could lead to such a conviction.</p>
<p>I warrant that the organisation has not received grant funding for this activity from another source other than that declared in this proposal.</p>
<p>Signature:</p>
<p>Name in Full:</p>
<p>Position in Organisation:</p>
<p>Date:</p>

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<sup>i</sup> <http://dfat.gov.au/dept/logos/>