

Application Guidance for Call for Proposals: “Supporting Accountability through Civil Society in Ukraine”

This guidance is for the Call for Proposals “*Supporting Accountability through Civil Society in Ukraine*” and seeks to assist applicants in completing the online application form. The information below is structured in accordance with the application form. Guidance is provided where it is considered that information in the application form does not sufficiently cover the priorities of this Call for Proposals and/or where additional clarification might be needed.

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About the project

Project/Title - Please include a project title.

Sustainable development goals - Please choose the sustainable development goals addressed by the project from the list in the application form.

Thematic area - Please choose the relevant thematic areas addressed by the project from the list in the application form.

Where will the project be implemented?

The most appropriate "country" or "region" category should be used. For example, select "South of the Sahara" for West Africa. The "Global Unspecified" category should be used only if the application covers several regions or if it is not focused on a specific geographic region.

If relevant, give more details about where the project will be implemented

Geographical area – If available, please provide information of which regions in Ukraine you are planning activities and have presence/reach.

Project Summary – Please include a short summary of the project. The project must be in line with the objectives of this Call for Proposals and must seek to meet a defined need. A more detailed project description should be uploaded based on guidance under “*Description of Project*”.

Cooperating partners – More information on cooperating partners may be submitted as part of “*Description of Project*”.

Project description and results

Description of Project

Please use this guidance to develop the description of the project. It should be uploaded as one single attachment, structured as outlined below. The attachment can be maximum 6 pages, using font size 11, and should be submitted in PDF format.

a) Applicant’s experience and expertise

- Brief description of applicant’s experience and expertise with accountability work combining investigation and advocacy. Norad is seeking information about results from previous programmes with similar objectives as this Call for Proposals as well as relevant experience from Ukraine or other similar contexts. Priority will be given to applicants that have a proven track record of investigations and related activities as part of their advocacy activities.
- Brief description of applicant’s experience and previous results within the selected sectors energy, minerals and natural resource management and/or reconstruction. Where relevant, include engagement with economic actors.
- Brief description of the applicant’s experience with international donor funding requirements. Specify previous experience in implementing projects of a similar scale within the last two years relevant to this Call for Proposals. If you are applying as part of a consortium, the lead applicant must show they have relevant experience.
- Brief description of the applicant’s activities in Ukraine including a description of timeframe and type of activities. Specify the nature of the applicant’s presence in Ukraine, including geographical reach, staffing and partnerships. For example, having a physical presence in Ukraine entails having national staff and being registered in Ukraine, whereas activities in Ukraine may involve partnerships with Ukrainian organisations. Priority will be given to applicants that can document that they, or at least one member of the consortium, have physical presence in Ukraine or have continued activities in Ukraine since before 2022.
- Brief description of the applicant’s approach to ensure conflict sensitive programming.

b) Context analysis, needs assessment and target group

Under this section applicants are asked to reflect on context analysis and needs assessment as relevant for the project. Good contextual understanding and insight into the issues concerned is required in the Call.

For this call for proposals the target group is the population of Ukraine and applicants are asked to demonstrate how the target group will be reached.

c) Proposed activities for the specific objectives

Under this section applicants are asked to include a brief description of activities for each specific objective. The description does not need to repeat information included in the results framework and should be on an overall level in relation to the project.

Please include a brief reflection of conflict sensitivity and how activities intentionally avoid or minimize negative impacts and prevent unintentionally exacerbating tensions, while at the same time, promote positive outcomes such as strengthening cohesion, inclusion, trust, and resilience.

d) **Established partnerships** with CSOs in Ukraine (if relevant, name and legal status)

Under this section applicants are asked to include a mention of established and/or planned implementing partners/sub-grantees in Ukraine. Further information on consortium members shall be provided in the next section (e). Please also include a brief description of the applicant's systems for selection and monitoring of subgrantees, if relevant.

e) **Consortium partners**

This section is only applicable when the applicant is applying as lead for a consortium. Single applicants do not need to answer this section. The information provided should include the following:

- Which organisations are members of the consortium? Specify all the members of the consortium including full name and any registration information needed to identify the organisations. By submitting the application, the lead applicant confirms that all members of the consortium fulfil the mandatory criteria, as set out in this Call for Proposals.
- Brief description of the previous experiences in collaborating between the members in the consortium, including areas of specific expertise. Specify any experience/history from previous partnerships between the members of the consortium.
- Brief description on how the consortium will function and divide tasks and responsibilities. The consortium should have a clear division of labour and each member should represent a clear added value to the consortium and application. Please also upload the consortium agreement under "Other attachments"

f) **Other relevant information** - other relevant information for the project not included in the above.

Theory of Change

Please include an overall theory of change that is related to the results framework covering the entire scope of the project. Please see important guidance [here](#).

In the review process, Norad will assess if the application explains the anticipated causal relationship and if this relationship is plausible and supported by evidence. The theory of change should reflect how outputs will lead to intended project outcomes and how these contribute towards the relevant specific objectives of this Call for Proposals. Further, the theory of change should explain the project's contribution towards the purpose and overall objectives as well as specific objectives of the grant scheme, as specified in this Call for Proposals. Norwegian development support must be knowledge- and research-based, therefore, applicants are encouraged to describe how this is ensured in their work.

The theory of change should be presented in a single separate attachment, in PDF format and attached under "Other attachments".

Results Framework

The results framework should generally include the following key elements: expected results at output, outcome, and impact levels, indicators for each of these levels as well as baseline and target values.

The applicant should specify how the proposed project relates to the specific objectives in this Call for Proposals.

The results framework should be presented in a single separate attachment, in PDF format.

Implementation plan/activity plan

Please note that you do not need to submit an implementation/activity plan for this Call.

Risk and Cross-Cutting Issues

Risk assessment for the overall project, including risks of negative effects on the cross-cutting issues and the security of personnel and partners.

Please include a risk matrix for the project. Guidance on risk management can be found [here](#).

The risk matrix should be presented in a single separate attachment, in PDF format.

I tillegg fylles ut risiko for hvert av de tverrgående hensynene.

Duration and budget

Support period

Project estimated start date / end date - Please include the planned implementation start and end dates for the project. Applicants may apply for an agreement period from 2025 to 2028.

Implementation of activities shall preferably commence in 2025.

Requested grant amount (NOK) - Please ensure that the sum submitted corresponds to the attached budget.

Budget - The excel budget template available on our website [here](#) is a mandatory annex to the application. Under, please find guidance on how to use the budget template.

- **Currency:** The currency used should be the functional currency of the project or in NOK. The currency must be clearly stated and an exchange rate to NOK must be given in the “overall Budget” sheet cell H44. Please note that the requested grant amount will be in NOK which also will be the currency of disbursements. Applicants cannot change the currency of the lower part of the budget in the overall sheet, as this will match the grant agreement that will be in NOK. If applicants choose to include another currency than NOK in the project budget, maximum one other currency than NOK can be included. If NOK is the only currency used, please add “1” in cell H44.

- **“Breakdown” sheet.** This sheet shall reflect costs for Year 1 only, and only direct costs. Costs in this sheet are only for the applicant (single applicant or whole consortium) and should only reflect costs borne by them and not sub-recipients. All columns need to be filled (B to D). The total of this sheet is automatically transferred to the “overall budget” sheet for Year 1. For years 2 to 4, no breakdown is needed, and a figure can be inserted in row 4 in the “Overall budget” sheet. Breakdowns of later years will be asked for if needed. This sheet also contains an additional table for consortium applicants only, where the Year 1 breakdown needs to be broken into direct cost totals of each planned consortium member.

Overall budget sheet:

- In row 1, please fill the project title, applicant (single applicant or whole consortium) and the currency of the budget.
- Direct project costs by local partners (sub-recipients). Insert the total local partnerships in one line per year. Potential plans or indications of partnerships per sector/area/objective, can be added individually per row below, rather than as one line for all planned local partnerships. Partner names shall not be included here as potential local partners will be identified later. Hence, only potential local partnerships broken into for example geographical area, thematic area or related to a specific objective at a planning stage are expected in this table. The total of this table will automatically be moved to the upper table for all years. Only local partner costs shall be included this table.
- Direct project costs by outcome. Insert per year and per outcome the total direct cost. This should reflect costs of both the applicant (single applicant or consortium as a whole) and local partners, and the total should match the direct costs total of row 6 per year and in total.
- Income/financing plan direct project costs. Enter all sources of income for the project. The row for grant funding from Norad should match the direct costs total on row 6.
- Grant application/Agreed amount. This is in NOK only and is calculated based on the above if another currency is used there. Make sure an exchange rate has been added between NOK and the functional currency planned in cell H44 and an indirect cost percentage that which is applied for. Norad will grant 7% maximum for indirect costs and do not allow duplication of indirect costs to local partners, or an indirect cost percentage of local partner costs. All local partner costs must be budgeted as direct costs and the indirect cost rate calculated and granted towards the applicant (single applicant or lead applicant in consortium).

The budget should be presented in a single separate attachment, in Excel and/or PDF format.

I tillegg må de fylle ut et overordnet budsjett for årene i datointervallet de velger.

Comments on the budget - Budgeted costs shall be reasonable in comparison with the expected results, i.e. be cost-effective. Please outline the applicant's systems and procedures for ensuring this, including the information specified in the application form.

Former/other support – Applicants are encouraged to share information about accreditations or certifications by other donors as it will contribute to documenting capacity and competence (Other attachments). For applicants who have previously received a grant from either MFA or Norad, experience from previous awards will be included in the assessment.

Additional information

Any additional information of relevance to the application.

If you want to upload non-compulsory attachments in the next field, please explain the relevance of the attachments to the application here.

Other attachments

Under this section, please upload the required annexes (compulsory attachments):

- Organizational information, including registration documents, governance structure/statutes and strategic plan for the applicant (single applicant or lead applicant)

- Audited accounts for 2024 from the applying organisation, including auditor's statement and Management Letter where this has been submitted by the auditor (single applicant or lead applicant)
- Theory of Change
- Strategic knowledge management, relevant knowledge plans, and a system for monitoring, evaluation, research, and learning (MERL) that integrates gender.
- Code of Conduct or similar ethical guidelines.
- Systems and routines for risk management and internal control, including systems for preventing, detecting, and managing suspicions of corruption and mismanagement of funds. (mangler)
- Safeguards against corruption. All applicants confirm they have written anti-corruption, financial and procurement policies, and procedures.
- Safety and security assessments for employees and partners in Ukraine, and initiated necessary measures, for example training, policies, insurance, and equipment.

In addition, you may upload other documents that you deem necessary (such as a written agreement between the consortia members). However, you cannot automatically assume that non-compulsory attachments will be considered in the assessment of your application.