

Request for Applications (RFA) for “Training of Youth on Right-to-Information (RTI) in North Sindh and South Punjab”

Centre for Peace and Development Initiatives

Request for Application (RFA) No: HumAhang/YIQ3/RFA-03

Issuance Date: 10 May 2024

Queries/Question: Question and queries regarding RFA requirements should be submitted through email to grants.info@cpdi-pakistan.org, to HumAhang grant team, no later than close of business of 19th May 2024. Responses to all questions/queries will be replied on **20th May 2024**. Questions beyond the deadline and any telephonic enquiries will not be entertained.

Submission Closing Date and Time: 5:00 pm, **27 May 2024**

Period of Performance: Four months

Language of Applications: Application packages must be submitted in English.

A. APPLICATION SUBMISSION INSTRUCTIONS

Applications shall be submitted **in English** following the template provided as Annex A with this RFA.

RFA ANNEXES

Annex A – Grant Application Template

Annex B - Budget and Budget Notes.

Annex C – Milestone schedule with cost.

Interested organization are advised to submit their application in hard copy along with the soft version in a USB in a sealed envelope through courier, at address mentioned below.

Address:

HumAhang Grant Unit,
House No. 55, Street 690
Sector G-13/3, Islamabad

In addition to the grant application, applicants must submit copy of below mentioned documents:

1. Cover letter on letter head.
2. Organization documents: i) Registration certificate ii) Audit reports of last two years.
3. Organization profile (maximum 10 pages) including:
 - Organization objectives / program themes
 - List of the similar / current projects / activities
 - Governance structure with hierarchy
 - Organization’s resource (e.g., human resources/IT/vehicles)

- Detail of community engagement work.
 - 4. Resume(s) of key staff / lead positions-1 pager
 - 5. Key organization's policies (if available, only in soft)
 - 6. Organization's progress report
 - 7. Two reference letters from previous donor/partner INGO.
- Applications (Technical proposal and Budget proposals with supporting documentation) must be submitted no later than **5:00 pm local time, 27 May 2024**.
 - Issuance of this RFA and assistance with application do not constitute an award or commitment on the part of HumAhang, nor does it commit to pay for costs incurred in the preparation and submission of a grant application. Further, HumAhang reserves the right to accept or reject any or all applications received in whole or in part, without assigning any reasons thereof.

B. About CPDI

The Centre for Peace and Development Initiatives, Pakistan (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It was established in September 2003. CPDI is a first initiative of its kind in Pakistan that seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promoting peace and tolerance, police reforms, right to information, strong local governments, climate change and mitigation, transparency in governance, democratic values, rule of law and accountable governance in the country. At present CPDI is executing a five-year, USAID-funded program locally titled 'HumAhang (In Harmony).'

C. About HumAhang

Citizen Engagement Program - HumAhang (In Harmony) directly responds to USAID's objectives of strengthening the effectiveness of citizen-led interventions and improving government responsiveness to citizens' concerns to advance peace and social cohesion. Based on CPDI analysis of social change, political economy considerations, adverse impacts of natural calamities like floods and conflict dynamics in South Punjab and North Sindh, the program pathways and interventions are focused on:

- a) Promotion of informed debates, dialogues, and discussions about disaster management and to counter narratives that cause intolerance in society, especially involving journalists, media houses and young men/ women from diverse urban/ rural communities.
- b) Enhancing quality of research, including about social trends, impact of recent floods on inter-communal relations, and conflicts, to inform policies and civil society engagement.
- c) Engaging legislatures and relevant executive bodies for effective policies, laws, and oversight for effective disaster management and to advance peace and social cohesion,
- d) Facilitating civil society/citizens' engagement with journalists, legislatures, and government institutions to discuss challenges, and collectively find ways to address perception of alienation, discrimination, or exclusion.
- e) Extension of technical support for strengthening government policies and legislative procedures for sharing information, engaging citizens, receiving feedback and complaints, and to become more responsive to disasters and address issues those causes intolerance in society.

- f) Leveraging and building upon the existing resources within communities (e.g. local knowledge; individuals respected across communities) that could help in improving inter- community relations by managing/ resolving differences;
- g) Developing and promoting ideas and disseminating facts that help in more effective disaster management, strengthening counter narratives and mobilizing public support for peace and social cohesion.
- h) Enabling young leaders to effectively engage authorities for promoting transparency and effectiveness of relief/ rehabilitation work in flood affected areas, especially for women and marginalized communities, and mitigating risks of alienation and social conflicts.

D. PROGRAM DESCRIPTION

Interested organizations are required to develop grant application (Using the template provided as Annex -A) as complete proposal, for completing the scope of work, as given below.

Scope of work 3: RTI Training

Activity Title: *Training of Youth on Right-To-Information (RTI).*

Rationale: In Pakistan, people have little knowledge about the Right to Information (**RTI**) laws, which creates significant barriers to their access to critical information. This lack of awareness not only hinders individuals from exercising their rights but also prevents them from holding public institutions accountable. Therefore, people need to be aware about the mechanisms that they could use to access information about public policies, program, projects, and other initiatives. The Right to Information Act has been passed by every provincial and federal government and is being implemented, but the public/citizens are not sufficiently aware of how the law empowers them or its procedures and obligations of citizens under this law. Therefore, it is essential to educate and train citizens about RTI law and instruct them how to submit requests for information, file complaints, and follow other procedures. Through this activity, HumAhang (In-Harmony) intends to disseminate knowledge on RTI laws, and its use, by creating a pool of young activists as champions who shall practice the RTI.

This activity will look to take place in the program districts of Multan, Muzaffargarh, Sukkur, Khairpur, Shikarpur

Activities/Deliverables:

1. Development of the selection criteria and identification of 100 youth as leaders or champions of RTI in five target districts, i.e., at least 20 youth per district (Multan, Muzaffargarh, Sukkur, Shikarpur, Khairpur)
2. Five trainings conducted, one per district based on developed and approved training curriculum, which will be shared by CPDI (at least 20 youth per event)
3. Selection of RTI Champions (at least 10 active youth) (2 per district), among the training participants.
4. Mentoring of RTI champions enable them to generate RTI applications for relevant department in the district and provinces, with subjects of disaster mitigation/flood programming and social cohesion/PVE.

5. Technical and logistic support to RTI champions for submitting and pursuing at least 50 RTI requests on relevant issues.
6. All data and records of RTI requests kept in standard format to be used for lessons learned and good practices at HumAhang.

Intermediate Results:

- ✓ 100 young leaders with interest in RTI and community development selected and trained on RTIs.
- ✓ 10 RTI trained youth identified as champions (2 in each program district) able to submit RTI requests.
- ✓ 50 RTI requests, (Applications and follow up) submitted, by young leaders.

Target Districts:

- Muzaffargarh, Multan in South Punjab
- Sukkur, Shikarpur, Khairpur in North Sindh.

Target group:

- 100 youth of target districts.
- At least 35% of youth must be female.
- At least 5% of youth must be persons with disabilities.

The implementing partner will endeavor to ensure representation of all sects and religions within the activity.

Duration: Four Months
Budget ceiling: PKR 5,400,000

E. EVALUATION CRITERIA

Applications will be evaluated by the HumAhang Grant Review Committee (GRC), based on the following criteria.

Evaluation Criteria	Points	Weightage
1- Technical Aspect	30	55 % Approx
2- Financial Aspect	20	
3-Organization Capacity/Similar work experience	40	45 % Approx

F. ELIGIBILITY CRITERIA

The CSOs / NGOs, meeting following criteria are eligible to apply for the HumAhang grant.

- Organization registered under relevant law and working as CSO.
- In operation for at least two years.
- Must have presence in *HumAhang* program’s target districts.
- Accounts with audit reports for last two years.

- Existence and implementation of basic policies like HR, Procurement, financial management
- Organizations working with gender equality and inclusive approach for vulnerable groups.
- Women-led organizations are encouraged to apply (not mandatory).

Note 1: On a case-by-case bases, HumAhang will assess the organizational capacity prior to grant award, through due diligence / pre-award assessment.

Note 2: Prior to receiving a grant, successful applicants/organizations will sign the following certifications, as part of the grant award document.

1. Certification regarding debarment and suspension
2. Certificate regarding lobbying
3. Certification regarding terrorist financing
4. Certification on narcotics offenses and drug trafficking
5. Certification of compliance with Laws and The U.S. Foreign Corrupt Practices Act
6. Certification of compliance with CPDI's statement on protection from sexual exploitation and abuse (PSEA).

G. GENERAL CONDITIONS

- **Gender and social inclusion:** Grants will factor in social inclusion of different segments of the societies; comprising PWDs, ethnic minorities, transgender persons; ensuring one third participation of women in all grant activities and promoting principles of secure work environment for all genders and socially excluded groups.
- **Exclusive cost/activities:** The below activities, will not be entertained or approved if proposed by applicants:
 - To co-fund an activity / intervention, already supported through another fund.
 - Support to government offices / public institutions for the goods and services.
 - Capital expenditures include construction activities or buying property.
 - Activities related to lobbying on behalf of a particular political party.
 - Purchase of vehicles for project use.
 - Abroad trips and/or international air travel.
 - Major construction of infrastructure
 - Staff fringe benefits and management fees.
- **Organizational Learning/Capacity Building Outcome:** Organizations must include a Learning/Capacity Building outcome(s) in the grant application, that focuses on their own performance improvement priorities. This outcome indicator will be measured as a key component of any award, and HumAhang may provide support (where relevant) for the organization to achieve this outcome.
- **Authority / governing regulations:** HumAhang grants to non-U.S. organizations adhere to guidance provided under USAID's Advanced Directive System (ADS), Chapter 303, "Grants and Cooperative Agreements to Non-Governmental Organizations," and within the terms of the USAID Standard Provisions applicable to Non-U.S. Non-Governmental Organizations. These

provisions can also be accessed through the USAID external website at <https://www.usaid.gov/about-us/agency-policy/series-300/303>.

- Please note that USAID may, at its sole discretion, supersede any decision, act or omission taken by HumAhang, with respect to any grant. Under the HumAhang program, USAID retains the right at all times to (i) dictate a different decision with respect to the award or administration of any grant; (ii) rectify an omission by HumAhang with respect to the award or administration of any grant; (iii) take over the administration of any grant awarded hereunder; and/or (iv) terminate, in whole or in part, HumAhang grant-making authorities.
- All grants will be negotiated, denominated, and funded in Pakistani rupees. Payments will be made on a reimbursement basis in tranches corresponding to achievement of milestones approved in the grant award. In exceptional cases, payment could be on a periodic liquidation basis, subject to decision by HumAhang based on applicant's organizational capability to manage grant funds.
- All costs funded by the grant must be allowable, allocable, and reasonable in accordance with the terms of the grant, defined as follows:
 - Allowable: Shall mean those costs that conform to any limitations in the Grant.
 - Allocable: Shall mean those costs that are incurred specifically for achieving programmatic Grant Milestones.
 - Reasonable: Shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by the Grantee in the conduct of normal business.
- Only short-listed organizations whose grant application(s) will pass through the GRC review stage, will be contacted for a due diligence process for capacity assessment by the HumAhang. Based on the capacity needs of potential grantees, HumAhang will conduct relevant training and provide support to selected grantees.

APPLICATION GUIDELINES

- CPDI is announcing multiple calls, in parallel during this grant cycle. CSOs/NGOs/interested organizations are allowed to apply for more than one call, with one grant application for each call. However, one organization will be considered for one grant award, only.
- To develop the grant proposal, use the provided template and follow the word limit. The grant narrative application on given format shall not be more than fifteen pages and shall be annexed with the (i) item-wise budget, with notes (ii) milestone schedule, and (iii) work plan. Applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.
- HumAhang is following USAID's FAA (Fixed Amount Award) modality, so applicant organizations are required to submit the milestone schedule with cost of each milestone. To develop this matrix club/merge two-three activities to make one deliverable/milestone. The total cost of the milestone(s) schedule shall be equal to the total cost of the item-wise budget.

- CSOs/NGOs Organizations cannot sub-contract with other entities and cannot sublet any part of grant activities.