



REPUBLIC OF ZAMBIA



Democracy Strengthening in Zambia

CSO Call for Proposals Pre-Bidding Conference

Thursday 11th March 2021

With the financial support of the cooperating partners





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Presentation Outline

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Background

- Zambia will hold the next General Election on 12 August 2021 as provided for in the Constitution.
- Past election reports have pointed out the need for increased voter education to promote awareness among Zambians about the importance of active citizenry in electoral participation; most reports put heavy emphasis on the need to increase this participation for especially women, youth, People with Disabilities (PWDs) and rural voters.
- The Needs Assessment Mission (NAM), conducted by the United Nations in 2018, identified the need for, inter alia, increased voter education and civic engagement, and promoting peace ahead of the 2021 elections.
- In response to these recommendations, UNDP established the *Democracy Strengthening in Zambia* (DSZ) project, which is a three-year multi-donor project aligned with the national priorities enshrined in the 7th National Development Plan 2017-2021 (7NDP); the latter, in which the government pledges to “*promote transparency, accountability, citizen participation as well as strengthen governance institutions*”.

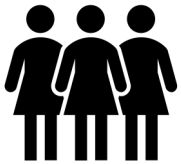


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Objectives of the Call for Proposals from CSOs



- Promote the participation of marginalized groups (women, youth, first time voters, Persons in Lawful Custody, People with Disabilities, rural voters, etc.) in the electoral process; and



- Increase the capacity of community- and faith-based organisations to encourage the participation of hard-to reach voters in the electoral process.



Focus Areas of the CSO Call for Proposals

- ❖ Improving Women and Youth Participation in the Electoral Process;
- ❖ Improving Persons with Disabilities (PWDs) participation in the Electoral Process;
- ❖ Improving Persons in Lawful Custody Participation (PLC) in the Electoral Process;
- ❖ Improving First Time Voters including Students Participation in the Electoral Process;
- ❖ Strengthening the capacity of community-based and/or faith-based organisations to promote civic engagement in the electoral process and also increase participation of hard-to-reach (rural) voters in the electoral process.

Each Bidder qualifies for maximum USD 50,000;

Each Bidder qualifies to bid for one Focus Area only;

Each Bidder can cover as many Geographical Areas as they wish- the more the better



ELIGIBILITY



- ✓ Civil Society, Non-Governmental or Faith based organization (FBO) officially registered in Zambia longer than at least five (5) years (*applications to be accompanied by proof of registration with relevant authorities*);
- ✓ Experience in the management of donor funded grant programmes with budget amounts equal to or more than amounts being requested;
- ✓ Be established in the targeted provinces;
- ✓ Submission list and CVs of key personnel to be involved in the assignment.
- ✓ Minimum five (5) years of operations and experience delivering related projects, programmes or activities
- ✓ Knowledge and understanding of the socio-economic and political context of Zambia



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Targeted Areas

The proposed activities shall be implemented in all 10 provinces of Zambia. Submissions will need to take into consideration activities across the countries.





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Timelines



Key Dates	Milestones
19 February 2021	Announcement of the Grant competition
24 February 2021	Exchange session to discuss requirements for the Proposals via Zoom
01 March 2021	Sharing of Q&A following exchange session
17 March 2021	Reception of Grant Proposals
24 March 2021	Review of submitted Grant Proposals
01 April 2021	Final selection of Grantees and notification to applicants
06 April 2021	Signature of Grant agreements and start of implementation





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Submission of Bids



- Applications can be submitted in English **ONLY**.

- Filled application materials should be sent electronically to the following e-mail address: zambia.cso@undp.org in PDF (signed and stamped) and word formats.



- The subject line should read: “Grants for CSOs | DSZ Project 2020 | [Name of your organization]”.



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Submission of Bids



- **The following documents must be submitted as part of the expression of interest in the Call for Proposals:**

1. Grant Proposal Form (Annex1)
2. Status and Official Registration Certificate
3. Note from the Revenue Service on Tax Obligations
4. Partnership Memorandum with partners (where applicable)
5. Two letter of recommendation for project implemented
6. Any other document as deemed necessary





- The DSZ Steering Committee has appointed a **Grant Evaluation Commission (GEC)** to assess all the bids submitted and recommend the most eligible to be approved by the Steering Committee to receive the grants.



- Winning Bidders will each receive a USD 50,000 Grant by signing a Low-Value Grant Agreement with UNDP (Template, Annex 2)



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Selection Criteria



A. Administrative and Admissibility Criteria

❖ *An applicant who fails any of the criteria/qualifications above, will be automatically disqualified.*

B. Technical Evaluation

- A. Relevance of the Proposal (20 points)
- B. Effectiveness of Grant Methodology and Strategy (20 points)
- C. Demonstrable experience in promoting gender inclusion in decision making in elections, etc. (10 points)
- D. Overall Coherence of the Proposal (15 points)
- E. Sustainability of the Grant (15)
- F. Knowledge and understanding of the country context (10 points)
- G. Other requirements, such as timelines of activities, baseline indicators and proposed targets over the strategies to be utilized (5 points)
- H. Detailed budget (in Zambian Kwacha) per each activity (5 points)

Grant total = 100 points



Submission of Additional Questions



- Additional technical questions can also be sent to joram.rukambe@undp.org.



- Potential applicants will receive answers to their questions within three (03) working days . All questions must be sent before **13 March 2021**.
- See section on required documents for more information on that.



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