



AusAID Civil Society Water, Sanitation and Hygiene Fund - Guidelines and Templates, 4 July 2012

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1 Background and Introduction

1.1 Overview of AusAID

AusAID is the Australian Government agency responsible for managing Australia's overseas aid program. The purpose of the aid program is to help people overcome poverty. AusAID's role is to plan, coordinate and manage Australia's overseas aid program. AusAID's head office is located in Canberra and has representatives in 25 Australian diplomatic missions overseas. Further background information on AusAID can be obtained from [AusAID's internet site](#).


1.2 Background

The AusAID Civil Society Water, Sanitation and Hygiene (WASH) Fund (the 'Fund'), is an AUD\$97 million fund that will run from July 2012 until February 2017 and support civil society organisations (CSOs) to deliver WASH programs in Africa, Asia and the Pacific. Following on from the Water and Sanitation Initiative (WSI) Civil Society WASH Fund, completed in March 2012, the new fund forms a part of a suite of activities under the new phase of global and cross-regional programs in WASH managed by the Infrastructure and Water Policy Section (IWP) in AusAID. It aligns with the key development objective *improving public health by increasing access to safe water and sanitation*, under the strategic goal of *saving lives*, outlined in the Australian Government's aid policy: *An Effective Aid Program for Australia* (Effective Aid). The Fund is designed to draw on the strengths and comparative advantages of CSOs, also recognised in Effective Aid.

The Fund aims to raise the bar in terms of program quality and sustainability. CSOs that can demonstrate a sound track record in high quality WASH programming will be encouraged to strive for excellence in all aspects of WASH by ensuring activities are solidly grounded in best practice through performance evaluation feedback mechanisms, and by supporting, documenting and sharing innovative approaches with other stakeholders in the fund.

The Fund will build on the comparative advantages of CSOs in community engagement and behaviour change, supporting the poor and most vulnerable (including women, disadvantaged groups such as people living with disabilities, children, communities in remote rural areas and the urban poor), innovation and demonstration of new approaches, and informing policy with grounded local-level experience. It will further enhance CSO practice by placing additional emphasis on the enabling environment, improved coordination and communication and sustainability.

The Fund will take the form of a competitive funding round (the AusAID Civil Society WASH Fund) which will be coordinated by the Infrastructure, Water and Sanitation Section in Canberra. Proposals will be invited from both accredited and non-accredited Australian NGOs, as well as suitably experienced international and national partner CSOs. Proposals will be assessed primarily on program quality and



organisational capacity, with consideration also given to the need to achieve a balance of funding across the regions.¹ Full details of the proposal and selection processes are contained in Annexes A and B.

Successful applicants will enter an inception phase during which time they will be required to further define and document their activity designs and implementation plans. During this period the CSOs will be supported to produce a design document that details the objectives and scope of activities and further includes specific plans for monitoring and evaluation (M&E), gender, disability and social inclusion, environment and climate change, institutional and knowledge management and a sustainability and exit strategy plan. A first year operational plan will also be required.

Successful applicants will be resourced to participate in the inception phase with the design products effectively forming the scope of services for an agreement with AusAID. A team of monitoring and evaluation experts will be responsible for producing design document templates and will also provide technical assistance during the inception phase.

In addition to delivering water, sanitation and hygiene activities, each CSO will be expected to contribute to the evidence base on effective practice in WASH. Their contributions will be enhanced by a Knowledge and Learning Component, which will have three parts (see Annex D for full details):

- i. Innovation and pilot grants of up to AUD\$100,000 per year for up to two years, available to CSO grantees, in collaboration with research organisations.²
- ii. Two Australia Development Research Awards Scheme (ADRAS) grants of up to AUD \$400,000 per year for up to 3 years for research organisations with recognised expertise in WASH.
- iii. Knowledge sharing and learning events such as regional workshops, webinars, an active website and other relevant electronic forums.

Management of the Fund will be coordinated by AusAID's IWP section, and will be comprised of three elements. The IWP will be responsible for Fund oversight, liaison on policy and program issues (including with Posts) and for ensuring quality reporting on outcomes. The Monitoring, Evaluation and Review Panel (MERP) will be responsible for the development and inclusion of robust M&E for all Fund activities, will undertake regular monitoring of and technical support to CSO activities, and will provide real time evaluation feedback to CSO activities to ensure high quality programming. Day to day management of the Fund will be handled by an externally contracted Fund Manager (which will include a Knowledge and Learning Manager) who will be the primary point of contact for both CSOs and the MERP. The Fund Manager will also ensure a smooth flow of information between all the stakeholders in the fund.

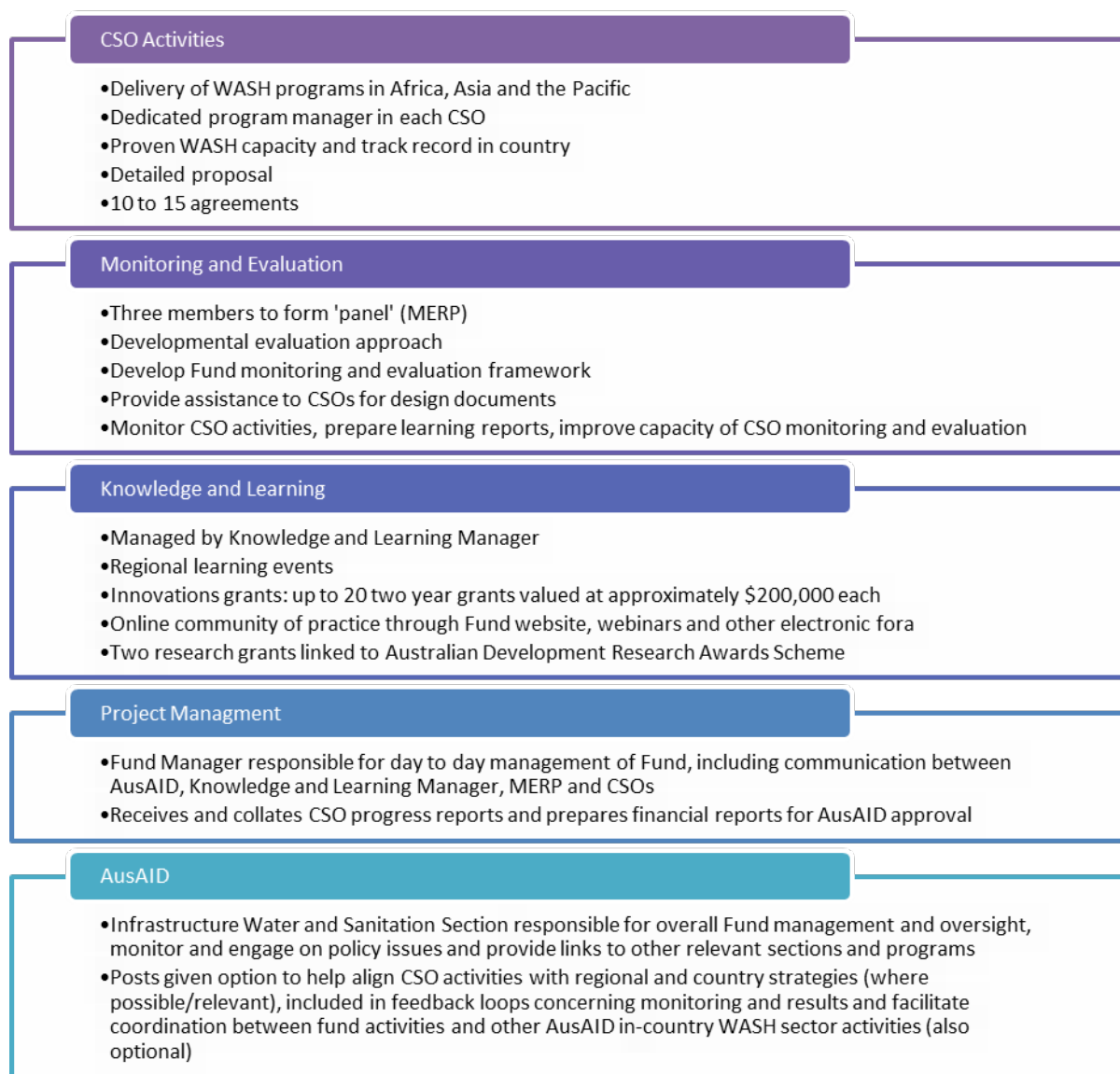
¹ A second funding round after 12 months may be added in regions that do not reach a minimum allocation level in the primary funding round.

² Note – the date the innovations grants become available for application is dependent on a) recruitment of a Knowledge and Learning Manager and b) guidelines and management processes being in place. The intended timeframe for applications will be November 2012 to December 2014.

Posts will be engaged with the Fund on an 'opt-in' basis, allowing for flexibility within Fund management to cater for a range of levels of engagement. The Fund Manager will be responsible for communicating with Posts in accordance with their desired level of engagement, as well as with relevant program/thematic areas.

1.3 Summary of CSO WASH Program Structure.

The diagram below summarises the various components of the CSO WASH Program as described above, including the key elements in each component, and illustrates how they fit together.





2 Operational Objectives

There are eight expected outcomes for the Fund which align with the three pillars outlined in the WASH thematic strategy, as illustrated in Figure 1 below. In this framework the three pillars have been arranged to reflect clearly the program focus on sustainability as an overarching theme cutting across all investments in water supply, sanitation and/or hygiene promotion.

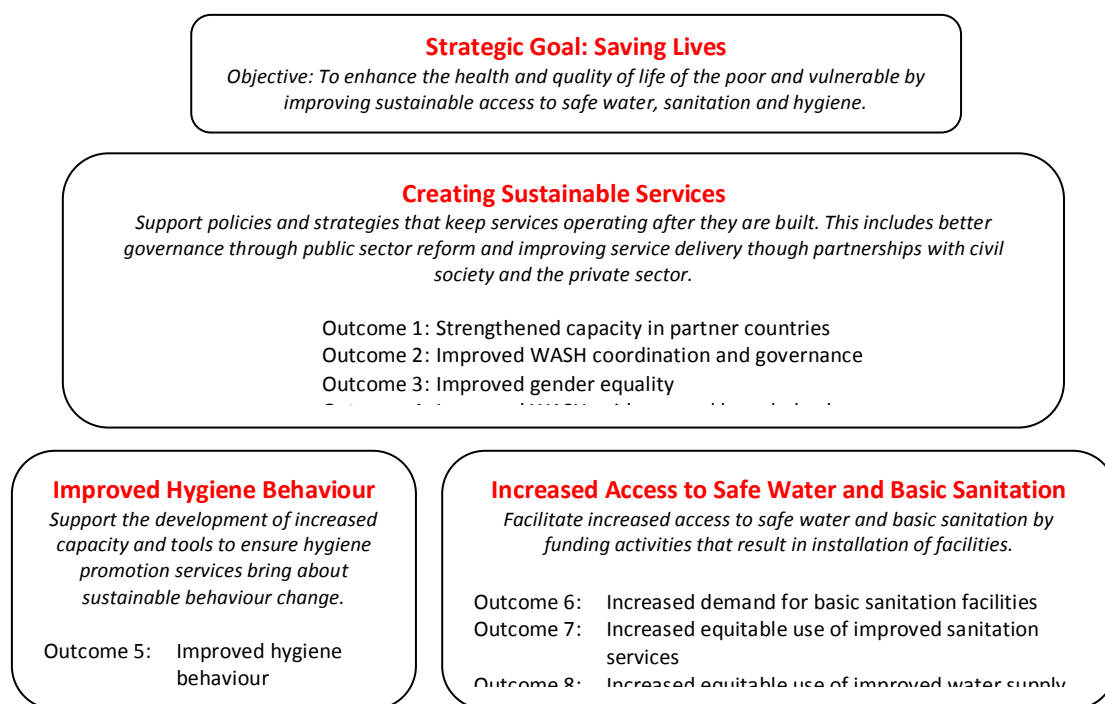


Figure 1: CS WASH Fund Expected outcomes

The four expected outcomes under the Pillar *Creating Sustainable Services* are key to ensuring that the results of the other activities are sustainable. These outcomes are all key to ensuring changes can be sustained at the community level, as is the full engagement of women throughout program activities, so all funded activities will be expected to show progress in each of these areas.

Of the three components of WASH (water, sanitation and hygiene) hygiene behaviour has been shown to have the biggest impact on community health³. CSOs funded through the program will ensure that health and hygiene promotion activities are included in all activities and will run alongside and underpin any water and sanitation components.

Triggering demand for sanitation is a crucial starting point for the process of achieving open defecation free (ODF) communities that have generally adopted improved sanitary behavioural practices. Whilst achieving ODF status and adopting basic sanitation is an essential first step on the path to sustainable improved

³ Fewtrell, L, Kaufmann, R, Kay, D, Enanoria, W, Haller, L & Colford Jr, J. Water, sanitation and hygiene interventions to reduce diarrhea in less developed countries: a systematic review and meta-analysis. www.thelancet.com Vol 5, January 2005.



community wide sanitation, it is important to recognise that ODF status is a milestone and not an end point. Indications are that when program interventions cease following community wide ODF status, there is a risk that after some time has elapsed communities (or some members of communities) revert back to their old behaviour patterns⁴. It is therefore important that the changes initiated by increasing demand for sanitation be capitalised upon so that the momentum is not lost.

Whilst a focus on water supply infrastructure in isolation is no longer considered an acceptable approach to WASH programming, provision of water supply services will still be central to many of the activities funded. Generating demand, ensuring appropriate designs as well as adequate levels of support for ongoing management will all form essential elements of activities. Programs that seek innovative ways to improve equitable water supply service delivery will also be well regarded.

The Fund will support CSO activities which demonstrate that they have taken heed of the lessons, seek to innovate where possible and strive to ensure their programs do not replicate practices and approaches that result in unsustainable outcomes.

⁴ Snehalatha, M., Reddy, R., Jayakumar, N. 2010. Assessing sanitation costs and services in Andhra Pradesh, India. IRC Symposium: Pumps, Pipes and Promises.

Funding

A total of AUD97 million has been allocated to the Fund, of which AUD88.4 million will directly resource CSOs to deliver WASH programs in Africa, Asia and the Pacific. Final determinations of allocations to different regions and countries will be determined by the quality of activity proposals received, however the Selection Panel will be guided in their decisions by the following recommended geographic allocations.

Table 1: Indicative Regional Allocations⁵

Region/ country	Allocation, rationale and priority countries	Indicative Allocation	Lower limit	Upper limit
			\$m	\$m
East Africa	Mid-level funding band based on AusAID priorities for the sub-region.	10% 8.8m	4	10
Southern Africa	Very high level funding band based on scale of need and AusAID strategic re-engagement with Sub-Saharan Africa. In line with Southern Africa Delivery Strategy, priority countries are Mozambique, Malawi, Zambia and Zimbabwe.	25% 22.1m	17	26
South Asia	High level of funding based on scale of need and AusAID strategic re-engagement with South Asia.	22% 19.4m	15	22
South- East Asia	Very high level funding based on low access figures in urban and rural contexts, significance of partnership with AusAID and scale of existing initiatives to build upon. Countries with explicit WASH strategies include Vietnam, Indonesia and East Timor.	27% 23.9m	18	27
Pacific	Mid-level funding due to scale of need and significance of partnership with AusAID. Priority country: Papua New Guinea due to extremely low access figures and population size. The Solomon Islands has an explicit WASH strategy.	16% 14.1m	12	18
Total		88.4m	67	102

In applying for support, applicants should note the following funding criteria:

- (a) An invitation to sign an agreement will be dependent on successfully developing design products during an inception phase. This inception phase will only be open to applicant CSOs that successfully progress through the selection process. Applicant CSOs will receive funding to develop the design documents through a short-term agreement, in effect a funded first step towards a full agreement.

⁵ Note that the total of the upper limits by region exceeds the funding available. This allows flexibility to balance the program depending on the quality of proposals received. Not all regions will meet the upper limit.



3 Submission Particulars

AusAID is seeking submissions for the 2012/13 to 2016/17 AusAID Civil Society Water, Sanitation and Hygiene Fund (the “Fund”). If your organization chooses to lodge a submission (the “Submission”) it must be submitted under the terms of this document, including all parts, attachments and addenda (together referred to as the “Request for Submission” or “RFS”).

ISSUE DATE	22 June 2012
CLOSING TIME (Section 6, Clause 1.2)	2:00 pm Canberra time 24 August 2012
SUBMISSION METHOD (Section 6, Clause 1.2)	Electronically via the dedicated email address: WashFund@ausaid.gov.au OR Tender Box, Ground Floor, AusAID, 255 London Circuit, Canberra, ACT, 2601, AUSTRALIA Submissions must be in English.
CONTACT PERSON (Section 6, Clause 1.2)	Mark Wolfsbauer Infrastructure and Water Policy Section AusAID Email: WashFund@ausaid.gov.au
NUMBER OF COPIES OF THE SUBMISSION (Section 5, Clause 3.1)	If submitted electronically, only one copy is required in the PDF format. If hard copy submission, one (1) Original (marked “Original”) plus five (5) copies and a CD containing one pdf file of the documents submitted. Hard copies must be enclosed in an envelope (not sent by facsimile) and endorsed: “Submission for the AusAID Civil Society WASH Fund” Attention: Mark Wolfsbauer (the “Contact Person”).

The Organisation must submit the documents listed in Table 1 below to form their Submission.

Table 2: Submission Requirements

PART	TITLE	FORMAT
Part A	Cover Page	Annex 1 to this Section
Part B	Applicant Declaration	Annex 2 to this Section
Part C	Proposal Summary and Applicant CSO Capacity Statement	Annex 3 to this Section
Part D	Country Specific Capacity Statement and Activity Concept (one for each country activity)	Annex 4 to this Section



4 Eligibility Criteria

4.1 Organisation Eligibility

AusAID invites proposals from civil society and not-for-profit organisations that are currently engaged in promoting access to water, sanitation and hygiene services in the Asia-Pacific region and Sub-Saharan Africa.

- (a) This includes **Australian not-for-profit organisations**:
- (i) accredited by AusAID; and/or
 - (ii) signatory to the ACFID Code of Conduct; and/or
 - (iii) signatory to the AusAID Statement of Development Practice Principles.


AusAID also invites proposals from non-Australian civil society and not-for-profit organisations engaged in the sector (including international and partner country organisations). Note: If an organisation is not accredited by AusAID or has not previously received AusAID funding, the organisation will be asked to provide other documents to help AusAID assess the organisation's management capacity, systems and operations. These documents include:

- (i) a copy of the organisation's constitution or articles of association;
- (ii) evidence that the organisation is signatory to an equivalent to the ACFID Code of Conduct or AusAID Statement of Development Practice Principles;
- (iii) an audited annual financial statement certified by a public accountant who is not a member of the organisation;
- (iv) a copy of the organisation's annual report, or a similar document; and
- (v) an outline of its work program.

These documents must be provided when submitting the proposal. If organisations are unable to provide these documents then adequate explanation must be provided. If neither documentation nor adequate explanation can be provided, the proposal may be considered non-compliant and may not be eligible for assessment or funding at AusAID's sole discretion.

- (b) AusAID also invites Submissions involving consortia. The membership of consortia will not be limited to AusAID accredited CSOs and may include universities, private enterprises, other international organisations etc. Consortia applications must be accompanied by a separate letter from each partner providing information about the organisation, noting the relationship between the lead and partner organisations and intent to collaborate on the proposed activity.

The Applicant CSO will be accountable for all funds. The Funding Order shall be signed with the Applicant CSO, and the Applicant CSO is responsible to AusAID for the performance of the consortia under the Agreement. The nature of the consortium relationship is at the discretion of the Applicant CSO.

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- (c) Applicant CSOs are eligible to provide only one Submission. In the case of consortia, a CSO can be involved in several consortia but can only be the identified lead agency in one consortium.
 - (d) CSOs named in multiple Submissions (as a member of more than one consortia, for only one of which it may be the lead agency) acknowledge that they are making commitments to each Submission to undertake all of the activities detailed in a given submission – irrespective of any decision on any other Submission. AusAID reserves the right to reassess any Submission if, following notification of the Delegate’s decision, the membership of a successful consortium Submission changes, including withdrawing consortium member(s).
 - (e) Applicant organisations must declare all other proposals or sources of funding (including Australian Government funding) that is related, or may impact, on the activity.
 - (f) Grants for individual CSO programs are expected to be in the order of AUD 7-10 million across four years with flexible arrangements to shift funds between years as programs develop. Proposals must have a minimum value of AUD 2 million. Smaller values may be considered under special circumstances.⁶
 - (g) A benchmark of 10% of individual applicant CSO budgets can be used for administrative costs associated with activities. Requests for an increase in this level will be considered on a case-by-case basis with possible justification including, but not limited to: expansion into a new geographic area⁷ or working in a less secure environment.
 - (h) Up to 20% of individual applicant CSO budgets can be used for program monitoring and evaluation and learning activities.
 - (i) All organisations seeking AusAID funding must have regard to and comply with, relevant and applicable laws, guidelines, regulations and policies, including those in Australia and in the Partner Country. A list, as amended from time to time, of Australian laws and guidelines that may apply to the delivery of developmental aid to foreign countries can be found on the AusAID website: <http://www.ausaid.gov.au/business/Pages/contracting.aspx>. This list is not exhaustive and is provided for information only. Relevant and applicable policies include, but are not limited to, child protection, fraud and terrorism financing, and reporting obligations under the Environment Protection and Biodiversity Conservation Act 1999.
 - (j) Applicant CSOs must be able to commence program design at a date agreed with AusAID after the signing of the Funding Order.

⁶ Specifically, if, at the end of the selection process, an unallocated amount remains (excluding any quarantined funds), and the proposal satisfies selection criteria, then the proposal would be considered for funding.

⁷ See Annex 3 for more information.

4.2 Activity Eligibility

- (a) Proposed activities must be consistent with the Australian aid program's strategic goals and development objectives, as outlined in An Effective Aid Program for Australia: Making a real difference – Delivering real results (available at <http://www.aisaid.gov.au/Publications/Documents/AidReview-Response/effective-aid-program-for-australia.pdf>).
- (b) Regions and countries captured by the scope of the CS WASH Fund are detailed in the list below. This list has been developed based on a combination of AusAID presence and existing WASH strategies, as well as need as determined by the Joint Monitoring Program data on access to water and sanitation. Some countries have been left off this list primarily on the basis that they do not align with AusAID priorities for a given country or region (ie no active WASH program or WASH not identified as a priority) with access to water and sanitation being a secondary factor (ie did not meet criteria for assessing need).

Table 3: List of countries captured within the scope of program

Southern Africa	East Africa	South Asia	South-East Asia	Pacific
	DR Congo	Bangladesh		Fiji
Angola	Tanzania	Bhutan	Burma/Myanmar	Kiribati
Botswana		India	Cambodia	Micronesia
Lesotho		Nepal	Indonesia	Nauru
Malawi		Pakistan	Lao PDR	Papua New Guinea
Mozambique		Sri Lanka	Philippines	Guinea
Namibia			Timor Leste	Solomon Islands
South Africa			Vietnam	Tonga
Swaziland				Tuvalu
Zambia				Vanuatu
Zimbabwe				

- (c) Those CSOs proposing activities in countries where AusAID has an active WASH program will be encouraged to design activities that align and compliment the AusAID WASH program. AusAID will seek to create opportunities for successful applicant CSOs to discuss points of complementarity with relevant country and program areas during the inception phase (CSOs are, however, encouraged to discuss their proposals with the Posts before applying). Countries with an active AusAID WASH program as of March 2012 are as follows: Mozambique, Malawi, Zambia and Zimbabwe in Southern Africa; Bangladesh, Nepal and Sri Lanka in South Asia; Indonesia, Lao PDR, Timor Leste and Vietnam in South-East Asia; and Kiribati, Papua New Guinea, Solomon Islands, Tonga and Vanuatu in the



Pacific. Please note that proposals that include countries where AusAID has an active WASH program will not be given priority over countries that do not; all countries within the scope of the program have an equal weighting.

- (d) Proposals in countries not captured by the scope of the program will be considered on a case by case basis. CSOs will be required to provide a clear justification as to why activities should be funded in an excluded country (ie a proven need in terms of number of people without access to water and/or sanitation) and must be able to show that the CSO has a history of delivering WASH activities in that country.

4.3 Ineligible activities and ineligible costs

Support will NOT be provided for applications that seek funding for:

- (a) Activities that are determined reasonably to be contrary to the interests of the Commonwealth of Australia.
- (b) Activities that do not clearly demonstrate a commitment to the participation of partners in programming and implementation.
- (c) Recurrent costs, unless there is a convincing plan to ensure the recipients will be able to take over those recurrent costs within the life of the activity.
- (d) Retrospective activities.
- (e) Management overheads that exceed 10 per cent of total project costs.
- (f) Travel expenses that exceed 20 per cent of total project costs.
- (g) Activities that cannot clearly demonstrate an ability to generate “on-the-ground” benefits for target communities.
- (h) Construction of CSO infrastructure to be owned and used by the CSO e.g. office space, sheds etc. These activities can be included in budgets however it must be clear that the funding for construction will come from the CSO.

4.4 Value for money

As part of the compliance check, applications will be assessed as value for money against the following considerations:

- (a) The funds requested, and detailed in the project budget as part of the proposal, are reasonable and proportional to the intended work to be undertaken. Note: cost will not be the only determining factor in assessing value for money. The assessment of proposals will consider:
 - (i) fitness for purpose - that a grant would add value by achieving something worthwhile that would not occur without grant assistance (derived from the outcomes and objectives outlined in the activity proposal);
 - (ii) the performance history of the applicant;
 - (iii) the relative risks within the proposal, and risk analysis and management plan outlined; and
 - (iv) financial considerations, including all relevant direct and indirect benefits and costs over the proposal cycle.



5 Assessment

5.1 Assessment Criteria

The purpose of this application process is for AusAID to identify and select CSOs that demonstrate strong claims against specific requirements set out within this Request for Submissions. That is, strong capacity and potential to contribute to the strategic objectives of Australia's global WASH Program and the outcomes of the CS WASH Fund.

5.1.1 Key Documents

In preparing a submission, Applicant CSOs should draw on the following documents:

- (a) Independent Progress Report on the WSI CSO WASH Fund, February 2011⁸
- (b) AusAID Civil Society WASH Fund Design document, Final Version March 2012⁹
- (c) AusAID WASH thematic strategy¹⁰
- (d) The Australian Government's aid policy: An Effective Aid Program for Australia¹¹

5.1.2 Organisation / consortia criteria

Following the conformity check, Submissions will be assessed first against the following criteria. Submissions that score less than 60% against these criteria may be excluded from assessment of the Country Specific Capacity Statement and Activity Concept(s) within the Submission.

Applicant CSO Capacity	100%
1. Understanding of the WASH Sector challenges and effective WASH program approaches.	20%
Does the CSO have a clear analysis of the strengths and challenges within the WASH sector, as well as current thinking of effective WASH program approaches?	
Does the CSO philosophy and approach to WASH reflect current best practise for sustainable WASH programming?	
How does the CSO stay up-to-date with current WASH thinking and practise?	

⁸ <http://www.ausaid.gov.au/publications/documents/ipr-wash-report-final.pdf>

⁹ <http://www.ausaid.gov.au/aidissues/watersanitation/Pages/csowash.aspx>

¹⁰ <http://www.ausaid.gov.au/aidissues/documents/thematic-strategies/wash-strategy.pdf>

¹¹ <http://www.ausaid.gov.au/makediff/pages/aid-policy.aspx>



Applicant CSO Capacity	100%
<p>2. Capacity to achieve sustainable WASH outcomes for women, the poor and socially excluded groups</p> <p>What approaches has the CSO used to achieve sustainable WASH outcomes for women, the poor and socially excluded groups?</p> <p>How does the CSO apply its own learning as well as broader sector knowledge to its WASH approach?</p>	15%
<p>3. Demonstrated high quality implementation of key AusAID policies.</p> <p>How does the CSO address issues such as child protection, gender equality, disaster risk reduction and protection of the environment in its organisational policies and implementation practises?</p>	10%
<p>4. Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.</p> <p>What experience does the CSO have in managing programs of similar scope to the current proposal?</p> <p>How strong are the program planning, performance management and quality systems and how does the CSO ensure that learning is applied to ongoing program improvement?</p> <p>How strong is the evidence provided about the quality of management and support systems?</p> <p><i>For consortia:</i> details on the proposed process for management of the consortia and any prior experience working in a consortia.</p>	30%
<p>5. Capacity of Key Personnel, particularly the dedicated WASH Program Manager.</p> <p>What are the qualifications and experience of key personnel who will have key roles in the management and support of the proposed activities, particularly the dedicated Fund Manager?</p> <p>How strong is the evidence that these staff are up-to-date with current ideas about effective WASH practices and applying them in programs they are managing or influencing?</p>	25%

5.1.3 Country Specific Selection Criteria

If a Submission scores adequately against the organisation / consortia criteria, each Country Specific Capacity Statement and Activity Concept within the Submission will then be assessed separately.

In-Country Delivery Capacity	50%
<p>1. Understanding of the country context and WASH needs.</p> <p>Does the CSO have a nuanced understanding of the complexities of the WASH sector in the target country?</p> <p>Does the CSO have a clear analysis of the strengths and weaknesses within the WASH sector, as well as the programmatic opportunities and risks?</p>	15%



In-Country Delivery Capacity	50%
<p>2. Capacity to engage with local and national government and the broader WASH sector to influence WASH policy and approaches.</p> <p>How does the CSO engage with the range of WASH actors, particularly the different levels of government in its WASH programming?</p> <p>How has the CSO engagement with the sector translated to influence of WASH policy and approaches?</p>	10%
<p>3. Capacity to achieve sustainable WASH outcomes for women, the poor and socially excluded groups</p> <p>What approaches has the CSO used to achieve sustainable WASH outcomes for women, the poor and socially excluded groups?</p> <p>How strong is the evidence provided that the achieved outcomes are sustainable?</p> <p>How does the CSO apply its own learning as well as broader sector knowledge to its WASH approach?</p>	10%
<p>4. Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.</p> <p>What experience does the CSO have in managing programs of similar scope to the current proposal?</p> <p>How strong are the program planning, performance management and quality systems and how does the CSO ensure that learning is applied to ongoing program improvement?</p> <p>How strong is the evidence provided about the quality of management and support systems?</p> <p>How strong is the evidence provided on achievement of outcomes/deliverables?</p>	10%
<p>5. Capacity of Key Personnel.</p> <p>What are the qualifications and experience of key personnel who will have key roles in the management and support of the proposed activities?</p> <p>How strong is the evidence that these staff are up-to-date with current ideas about effective WASH practices and applying them in programs they are managing or influencing?</p>	5%



Activity Concept	50%
<p>6. The Theory of Change and implementation strategies are feasible and build on current knowledge of effective approaches for sustainable WASH outcomes</p> <p>Is the theory of change realistic and achievable? Are there are a range of implementation strategies? To what extent do the theory of change and implementation strategies draw upon current understandings of effective WASH program approaches? To what extent is the theory of change and implementation strategies aligned with broad WASH sector policy and approaches? Is there a particular emphasis on sanitation given the poor levels of access in all relevant regions? Do the water supply projects incorporate a sanitation component? Do all activities incorporate a hygiene/behaviour change element?</p>	10%
<p>7. The concept design is relevant to the country context and will contribute both to the achievement of Fund outcomes in that country and AusAID WASH strategies (where relevant).</p> <p>To what extent does the concept design build on the strengths and address the weaknesses that were identified in response to Criteria 1 of the Capacity Statement? To what extent does the concept design take advantage of the opportunities and address the risks that were identified in response to Criteria 1 of the Capacity Statement? To what extent will the concept design contribute to the achievement of the CS WASH Fund objective and outcomes? To what extent is the concept design aligned with AusAID regional and country program priorities and delivery strategies?</p>	15%
<p>8. Gender equality, poverty and social inclusion are an integral part of the concept design</p> <p>To what extent does the concept design respond to the gender equality issues that were identified in response to Criteria 1 of the Capacity Statement? To what extent does the concept design respond to the issues of social inclusion that were identified in response to Criteria 1 of the Capacity Statement? Are there a range of strategies integrated into the concept design that address issues of gender equality, poverty and social inclusion?</p>	10%
<p>9. The activity will contribute to the knowledge base for the development of sustainable WASH outcomes.</p> <p>What are the main areas of enquiry and innovation that this activity will explore or test? How will the CSO share knowledge within its own team(s)? How will the CSO share knowledge more broadly within the sector?</p>	5%



Activity Concept	50%
<p>10. The capacity building approach is likely to influence the sustainability of WASH outcomes.</p> <p>How does the CSO plan to build the knowledge, skills and attitudes of individuals?</p> <p>What organizational/institutional development activities are included in the concept design?</p> <p>To whom will training and capacity building opportunities be offered?</p> <p>How will the CSO support the individuals and organizations to apply their new capacities to their roles in WASH implementation?</p> <p>How will the CSO monitor the effectiveness of their capacity building approaches?</p>	10%

Each criterion will receive a score out of five .

Score	Meaning
5	Very good: All aspects of the criteria have been addressed with relevant examples and strong supporting evidence provided.
4	Good: Most aspects are addressed with some examples and evidence
3	Adequate: Some aspects of the criteria are addressed. Examples and evidence are indirectly related to the criteria
2	Poor: A small part of the criteria has been addressed. Examples and evidence are indirectly related to the criteria
1	Very Poor: The criteria have not been addressed. Examples and evidence has not been provided

5.2 Assessment process

- (a) Submissions will be assessed by a Selection Panel convened in Canberra, comprising:
 - (i) a Chairperson - being an AusAID Officer;
 - (ii) at least one other AusAID nominee;
 - (iii) two other individuals or organisations AusAID deems appropriate who possess relevant technical skills and/or experience.
- (b) Applications received by the deadline will first be checked by AusAID to ensure the organisation and proposed activities meet the eligibility criteria detailed in Section 5. At AusAID's sole discretion, those Submissions deemed nonconforming may be excluded.
- (c) The Selection Panel will then assess submissions in a two-step process.
 - (i) The first step assesses the Applicant CSO's Capacity Statement (see Annex 3) against the criteria given in 6.1.1. Submissions that score less than 60% against these criteria may be excluded at AusAID's sole discretion.



- (ii) The second step concerns an assessment of each of the Submission's Country Specific Capacity Statement and Activity Concepts (see Annex 4 - a Country Specific Capacity Statement and Activity Concept is required for every country that a CSO and its affiliates are planning to work in under the auspices of the Fund). Each of the activities will be assessed separately. While AusAID respects the integrity of the overall proposal, individual country activities will be assessed on their merits against the selection criteria with weightings given in Section 6.1.2 above. Those activities that score less than 60% against these criteria may not be considered for funding under the Submission. Note: AusAID will still consider funding any activities that score over 60% if one or more activities in the Submission score less than 60%.
- (d) The Selection Panel will provide the AusAID delegate with a Selection Report that summarises the Panel's assessment of each Submission against both the eligibility criteria and the selection criteria. The Selection Report will include the Panel's recommendations for Submissions to be funded in ranked order for the delegate's consideration and approval.
- (e) The Selection Panel is conducted on a confidential basis, and Selection Panel members must not discuss matters relating to the assessment of any Submission with any party. Applicant CSOs must not seek contact with any members of the Selection Panel, outside any Panel meeting, and any such contact will be considered a breach of confidentiality and may result in AusAID rejecting the Submission of the Applicant CSO concerned. Note: Selection Panel members will be required to declare any conflicts of interest.
- (f) Submissions will be assessed on the technical merits of their responses to the individual selection criteria as outlined in Section 6.1, and any other factors (see paragraph g) below), which at AusAID's sole discretion, may impact upon the suitability of any Submission or Applicant CSO. The Submission assessment will be based on the Applicant CSO's ability to fulfil the requirements specified in this Request for Submissions.
- (g) As part of the assessment process, AusAID may invite short listed Applicant CSOs to be interviewed, with any interviews being held by telephone. Applicant CSOs will be notified no later than one week before the interviews take place. Applicant CSOs should note that failure by an Applicant CSO to be available for the interview by teleconference might disadvantage the Applicant CSO. An Applicant CSO representative will be required to answer any generic and specific questions asked by the Selection Panel.
- (h) In making its assessment of a Submission, the Selection Panel may have regard to other factors relevant to the suitability, capacity and qualifications of an Applicant CSO including but not limited to:
 - (i) the Applicant CSO's declaration of intent (as referred to in Section 5 and provided in Annex 2) and the Applicant CSO's ability to comply with the conditions of this Request for Submissions;
 - (ii) checking with nominated referees and with other persons or organisations as AusAID chooses, the accuracy of information and quality of previous work performed including the resourcing of previous work;



6 Submission Conditions

6.1 Lodgement of documents

Each Submission must:

- (a) not have the AusAID logo or any other representation or mark which may indicate that the Applicant CSO is in any way related to or connected with AusAID;
- (b) be no longer than the specified page limits indicated for each Annex;
- (c) be provided in accordance with the conditions of this Request for Submissions;
- (d) be accurate and not misleading in any respect; and
- (e) be provided before the Closing Time specified in Section 1.

Applicant CSOs must ensure that all requirements and selection criteria are addressed in the Capacity Statement and/or Activity Proposal as applicable.

6.2 Late Submissions


- (a) The Applicant CSO is responsible for the delivery of their Submission. In order to show fairness to applying CSOs, AusAID will not accept applications after the advertised closing date and time.
- (b) AusAID may extend the Closing Time at its sole and absolute discretion, and will issue a notice on the website notifying any decision to extend.

6.3 Non-conforming Submissions

- (a) Applicant CSOs must include all information specified in the Guidelines in their Submission.
- (b) Applicant CSOs accept that their failure to provide all information, in the format specified, may result in their Submission being considered as a nonconforming Submission and liable to rejection. AusAID reserves the right to seek clarification of non-conforming Submissions.
- (c) AusAID retains the sole discretion to assess or reject non-conforming Submissions. AusAID will not consider or entertain any queries about a decision to assess or reject a non-conforming Submission.

6.4 Submission Enquiries

- (a) If an Applicant CSO wishes to make any enquiry concerning the Fund, including seeking clarification about this Request for Submissions, they must notify the Contact Person referred to in Section 1 as soon as possible and not later than 14 days before the Closing Time.
- (b) Enquiries must be made in writing to the Contact Person in Section 1 and may be sent by email as detailed in Section 1 (Contact Person). AusAID reserves the right to issue or publish answers to any Applicant CSOs' enquiries on its website without identifying the Applicant CSO which submitted the question.

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- (c) AusAID is not bound to act on any request to amend the Request for Submissions from any party, however AusAID retains the sole discretion to amend, change or vary any element of the Request for Submissions as AusAID deems necessary. The Request for Submissions supersedes any other information or advice provided by AusAID in relation to the Fund. If AusAID amends this Request for Submissions, it will publish the amended Request for Submissions on its website with a brief explanation of the amendments.
 - (d) AusAID will respond to any Applicant CSO's request for clarification no later than seven (7) days prior to the Closing Time.
 - (e) Applicant CSOs are encouraged to regularly check the website for updates and answers to questions.

6.5 AusAID's rights


AusAID reserves the right to:

- (a) terminate, extend or vary this process;
- (b) evaluate Submissions as AusAID sees appropriate;
- (c) request clarification in relation to a Submission;
- (d) accept or reject any Submission;
- (e) terminate negotiations with any suitable Applicant CSO and commence negotiations with any other Applicant CSO; and
- (f) negotiate with the number of Applicant CSOs it considers appropriate.

6.6 Applicant CSO's acknowledgement

A Submission is submitted on the following basis:

- (a) no legal obligation or agreement whatsoever is intended to be or is created between AusAID and any Applicant CSO by virtue of this Request for Submissions (this includes, but is not limited to statements contained in the Guidelines or any other guidelines), until agreement negotiations are completed and a formal written agreement acceptable to AusAID is entered into and executed by an authorised officer of AusAID and by the successful Applicant CSO, if any;
- (b) the Applicant CSO acknowledges and agrees that AusAID, its officers, employees, agents and advisers are not, and will not be responsible, or liable for the accuracy or completeness of any information contained in the Guidelines, or any other guidelines issued subsequent to the evaluation of Submissions;
- (c) the Applicant CSO is responsible for all costs of and incidental to the preparation and delivery of their Submission(s), or any subsequent stage of the application process, including answering any queries and providing any further information sought by AusAID;
- (d) the Applicant CSO warrants that the Submission is accurate in every respect. In particular the Applicant CSO warrants that the information and certification included in the Submission is accurate, that any personnel have been



approached and confirmed their availability and that AusAID has the authority to make any inquiries deemed necessary to confirm information included in the Submission; and

- (e) an Applicant CSO selected at the conclusion of the selection process is not guaranteed any funding from AusAID.

6.7 Complaints handling

Any complaints that may arise regarding the application and selection process should be directed and addressed in the first instance to the Director, Infrastructure, Water and Sanitation Section, AusAID, GPO Box 887 Canberra ACT 2601, Australia. Beyond that, the Director of the Procurement, Grants and Agreement Policy Section in AusAID, at the same address, may also be contacted.

6.8 Intellectual property

- (a) All Submissions become the property of AusAID once submitted. However, any intellectual property rights as may exist in the information contained in each Submission will remain the property of the Applicant CSO.
- (b) The Applicant CSO authorises AusAID to copy, adapt, amend, disclose, including to AusAID's contractors and advisers, or do anything else necessary, at AusAID's sole discretion, to all materials, including that which contains intellectual property rights of the Applicant CSO or other parties contained in the Submission, for the purpose of:
 - (i) its evaluation of Submissions; and
 - (ii) all other matters relating thereto, including governmental and Parliamentary reporting requirements for information for Parliamentary Committees or Enquiries.
- (c) Copyright in the Guidelines is reserved to AusAID.

6.9 Debriefing of applicant CSOs

- (a) Applicant CSOs are entitled to request a written debriefing on the results of the assessment of their Submissions once agreements have been signed with successful CSOs to proceed to the inception phase. This debriefing will provide information on scores achieved against individual selection criteria and comments from the Selection Panel. Generic feedback on the qualities of the successful applicant(s) will also be provided.
- (b) AusAID will not enter into discussion or communications on the content of the debrief once it has been completed.

6.10 Applicable law

The laws of the Australian Capital Territory apply to the Guidelines. Applicant CSOs must also comply with all Australian (including extra-territorial) and partner country laws, regulation and policies in the preparation and submission of their Submission(s) and in the performance of the Funding Order/Grant Agreement.



6.11 AusAID policies

Interested organisations should familiarise themselves with AusAID policies including:

- (a) Gender Equality in Australia's Aid Program - Why and How (March 2007). This document is available on AusAID's website at <http://www.ausaid.gov.au/publications/Pages/home.aspx>;
- (b) AusAID's policy on the environment as set out in the Environmental Management Guide for Australia's Aid Program. This document is available on AusAID's website at <http://www.ausaid.gov.au/aidissues/environment/Pages/home.aspx>.
- (c) AusAID's Child protection policy, in particular the child protection compliance standards at Attachment 1 to the policy. This document is available on AusAID's website at <http://www.ausaid.gov.au/publications/Pages/home.aspx>.
- (d) AusAID's Disaster Risk Reduction policy which is available on AusAID's website at <http://www.ausaid.gov.au/publications/documents/disasterriskreduction.pdf>
- (e) Any other policies published from time to time on <http://www.ausaid.gov.au>.

6.12 Further requirements

- (a) Accredited CSO applicants are required to comply with all provisions of the Accreditation Manual found on the AusAID internet site, as may be amended from time to time and the AusAID / Applicant CSO Umbrella Agreement (if in place). In the event of a breach of these requirements, AusAID may reject the Accredited Applicant CSO's Submission and / or consider further action as deemed appropriate at AusAID's sole discretion.
- (b) Where a consortium arrangement is proposed by the Applicant CSO, AusAID requires details of the other consortia organisations' corporate commitment and involvement in the Submission. This information shall be in the form of a single page Letter of Association included as an Annex to the Submission.
- (c) Where an Applicant CSO (or any other Agency in a consortium arrangement) is currently engaged in three or more NGO Partnership Agreements funded by AusAID they must demonstrate (in an Annex to their Submission) that they have the capacity and systems in place to meet the obligations and requirements of an additional agreement.



7 Detailed Activity Design for Successful Applicants

7.1 Inception phase

CSOs successfully selected through the selection process will be invited to enter into a short term agreement, or funded step, to prepare a detailed design document and work plan for the proposed activities. This funded step will cover a three to six month 'inception phase' and will begin with a pre-design workshop (face-to-face and webinar options will be available). As part of the inception phase, CSOs will be expected to work with their local partners, AusAID monitoring and evaluation advisors and, in countries where WASH is a priority, the appropriate AusAID Post, to develop the detail of their activity designs. The templates for the detailed design document and first annual work plan will be developed by the Monitoring, Evaluation and Review Panel (MERP) in July 2012. The templates will take into account the recommendation from the WSI CS WASH Fund review which recommended the inclusion of specific plans for monitoring and evaluation, gender, disability and social inclusion, environment and climate change and institutional learning and knowledge management in the design products in order to ensure that these cross-cutting issues are managed and reported throughout program implementation.

The design documents will effectively form the scope of services for the full agreement under the Fund. Once the design documents have received successful approval from AusAID the CSOs will be invited to enter into a full agreement that will cover the lifetime of the Fund. The first tranche of funding under the full agreement will then be provided to cover the first financial year's implementation costs (2012/13).¹²

The proposal must provide a separate budget to cover the costs of the inception phase. This budget will be reviewed in terms of whether the funds requested are reasonable and proportional to the intended work. AusAID will resource 70% of the proposed budget, up to a maximum of \$70,000. Applicant CSOs are able to contribute in-kind resourcing however AusAID requires specific details on what those in-kind resources are and why they are needed. The budget for the inception phase should be considered separate to the actual proposal and activity budgets.

7.2 Timeframes for the selection and inception phase processes

The selection and inception process and timeframe is summarised in Table 4 below:

Table 4: Selection and Design Process Timeframe

Event	Date
Call for proposals	22 June 2012
Briefing for potential applicant CSOs	28 June 2012
Final date for submission enquiries	10 August 2012

¹² Successful accredited Australian CSOs will be engaged through a Funding Order under the CSO Head Agreement and successful non-accredited and international CSOs will be engaged under a Funding Agreement.



Annex 1: Cover Page to Submission to CS WASH FUND

Civil Society Water, Sanitation and Hygiene Fund

APPLICANT CSO DETAILS

<i>Name</i>	If consortium; list lead Agency then other Agencies
<i>Address</i>	
<i>Telephone</i>	
<i>Fax</i>	
<i>Email</i>	
<i>Principal Contact Officer</i>	

SUBMISSION SUMMARY

APPLICATION TITLE	Funding Requested
<i>Country #1 <INSERT NAME></i>	
<i>Country #1 <INSERT NAME></i>	
<i>Country #1 <INSERT NAME></i>	
Total Funding Requested from AusAID	For Inception Phase (approx): For Implementation (approx):
Applicant CSO in-kind contribution	For Inception Phase (approx): For Implementation (approx):



Annex 2: Applicant Declaration

I, [*name, address and CSO of person(s) making the declaration*], do solemnly and sincerely declare that:

DEFINITIONS

In this declaration:

“**AusAID**” means the Australian Agency for International Development and represents the Commonwealth of Australia;

“**Applicant CSO**” means the CSO or Consortium of CSOs making the Submission.

BASIS OF DECLARATION

I hold the position of [*title of person making this declaration*] of the Applicant CSO and am duly authorised by the Applicant CSO to make this declaration.

I make this declaration on behalf of the Applicant CSO and on behalf of myself.

I declare as follows:

THE SUBMISSION

The Submission is accurate in every respect. In particular, I warrant that the information and certification included in each Submission is accurate, and that AusAID has the authority to make any inquiries regarding information or certification contained within this Submission.

I acknowledge that if the Applicant CSO is found to have made false or misleading material claims or statements in the Submission or in this Applicant Declaration, AusAID may reject at any time any Submission lodged by or on behalf of the Applicant CSO.

I acknowledge and agree to comply with the policies and standards identified in Section 5, specifically Clause 5.1 (i).

I acknowledge and agree to the matters specified in Section 7, specifically Clauses 7.5 (AusAID’s Rights) and Clause 7.6 (Applicant CSO’s Acknowledgement) of Section 1.

I acknowledge AusAID reserves the right to check the accuracy of information and quality of previous work performed including the resourcing of previous work with nominated referees and with other persons or organisations as AusAID chooses.



Annex 3: Proposal Summary and Applicant CSO Capacity Statement

For **each proposal** the applicant CSOs must include a Statement that responds to the following points. The Statement should be of **no more than FOUR (4) pages** in Arial (not Arial Narrow) and at least 10 Font, with the following margins: Top 2.54cm, Bottom 2.54cm, Left 3.17cm, Right 3.17cm with at least single spacing.

1 SUMMARY DESCRIPTION OF PROPOSAL

1.1 Overall program

Summary of overall proposal and if it is part of a regional or broader program, describe how the CSO has developed a coherent portfolio of country-level activities. Explain why the activities have been selected and how the proposal will facilitate learning and collaboration that contribute to the objectives of the Fund.

1.2 Design Process

Describe the proposed design process, including involvement of local partners and stakeholders.

2 APPLICANT PROFILE

2.1 Profile of the applicant CSO and any proposed consortium partners

Provide a concise profile of the applicant organisation, noting any priority sectors (eg food security, child protection or WASH) of focus (if any).

If the Submission is based on a consortium of organisations, describe the way in which each organisation will provide value and quality to the work. If possible provide a description of experience in working in a consortium arrangement and existing or proposed processes for management of the consortium.


2.2 Key personnel, particularly the dedicated WASH Program Manager.

This should outline the qualifications and experience of the Lead Agency personnel who will fill key roles in managing and supporting the CS WASH Fund, particularly the dedicated WASH Program Manager. It should clearly demonstrate that they are up-to-date with current ideas about effective WASH practices and have applied them in programs that they have managed or influenced.

3 CAPACITY OF APPLICANT CSO

3.1 Understanding of WASH sector context and effective WASH program approaches.

This should demonstrate the CSO understanding of the successes and challenges facing the WASH sector and current thinking of effective WASH program approaches. Describe the CSOs philosophy and approach, and demonstrate how this reflects its understanding of effective WASH programming for sustainable change. Describe the systems and processes the agency uses to maintain an up to date understanding of the sector, identify the opportunities for programming and potential risks.



3.2 *Capacity to achieve equitable and sustainable WASH outcomes for rural and/or urban communities*

Describe the strategies employed by the CSO to enhance sustainability of outcomes and how it ensures that women, the poor and other socially excluded groups benefit from their WASH program and are involved in WASH decision-making. Include an analysis of what have been the key successes, challenges faced and lessons learned.

Provide a summary analysis of how cross-cutting development issues such as creating demand for better governance, advancing gender equality and social inclusion, and environment and climate change have been integrated into the concept designs.

3.3 *Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.*

This should clearly demonstrate how the CSO goes about program planning, performance management and learning. It should explain how the Head Office supports the field offices to ensure responsive, quality programs, particularly with respect to WASH activities. Include an analysis of what have been the key successes, challenges faced and lessons learned.

3.4 *Demonstrated high quality implementation of key AusAID policies.*

These specifically include the policies on child protection, gender equality, disaster risk reduction and protection of the environment. Applicant CSOs that have not previously been funded by AusAID need to demonstrate how they address and apply policies on these issues.

4 **APPLICANT CSO FUNDING HISTORY**

4.1 *Has previous funding been received for the proposed concept? If so, please provide details?*

4.2 *Is this concept linked to any other activity funded by AusAID or subject to another proposal for Australian Government Funding? If so, please provide details.*

4.3 *Are any other donors contributing to this program? If so, please provide details.*

5 **LETTERS OF SUPPORT (CONSORTIUM ONLY)**

Where relevant, a Consortium Agreement (signed by the Heads of each Consortium Agency) should be provided. Details of the Consortium members' corporate commitment and involvement in the Submission should also be described in the form of a single page Letter of Association included as an Annex to the Submission. *Note that this is not included in the four page limit for the capacity statement.*

6 **CURRICULUM VITAE OF CSO WASH FUND MANAGER (max. 3 pages)**

The curriculum vitae (CV) of the person who will fill the role of the dedicated WASH Fund Manager for the CSO. If there are multiple country activity proposals this should be the person at Head Office who will be the main AusAID contact point for program and policy issues and will be providing management oversight



Annex 4: Country Specific Capacity Statement and Activity Concept Format

For **each country activity** proposal the applicant CSOs must include a Capacity Statement and Activity Proposal that responds to the following points. The Capacity Statement and Activity Proposal should be of **no more than SEVEN (7) pages** in Arial (not Arial Narrow) and at least 10 Font, with the following margins: Top 2.54cm, Bottom 2.54cm, Left 3.17cm, Right 3.17cm with at least single spacing.

1. IN-COUNTRY IMPLEMENTATION CAPACITY

CSOs are asked to provide description of their capacity against the following criteria using specific examples which illustrate their statement for each country. Excerpts from recent evaluation reports or other independent reviews which support such descriptions and examples should be included where available. The Past Experience Forms will provide additional evidence to support the capacity statement.

(i) Understanding of the country context and WASH needs.

This should demonstrate a nuanced understanding of the country's WASH sector context. Applicants should include a clear analysis of the strengths and weaknesses of the WASH sector, the opportunities for programming as well as the potential risks.

(ii) Capacity to engage with local and national government and the broader WASH sector to influence WASH policy and approaches.

This should clearly demonstrate how the Applicant CSO engages with local and national governments and other WASH sector actors such as local CSO's, the private sector, bilateral and multilateral donors. The Applicant should show how they have influenced policy and implementation approaches at the national and/or local levels. Include an analysis of what have been the key successes, challenges faced and lessons learned.

(iii) Capacity to achieve equitable and sustainable WASH outcomes for rural and/or urban communities

This should demonstrate the approach of the in-country team to WASH implementation in the target country. Describe their strategies to enhance sustainability of outcomes and ensure that women, the poor and other socially excluded groups benefit from their WASH program and are involved in WASH decision-making. Include an analysis of what have been the key successes, challenges faced and lessons learned.

(iv) Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.

This should clearly demonstrate how the CSO goes about program planning, performance management and learning at the country level. It should explain how the in-country office or partner is organised to ensure responsive, quality programs, particularly with respect to WASH activities. Include an analysis of what have been the key successes, challenges faced and lessons learned.

(v) Capacity of key personnel in country.

This should outline the qualifications and experience of the personnel who will fill



3. PAST EXPERIENCE FORM (ONE or TWO PER COUNTRY ACTIVITY – max 1 page)

Details of a relevant CSO program or project that demonstrates the CSOs ability to fulfil the objective of the Fund must be presented in the format outlined below. *Note that this is not included in the seven page limit for the capacity statement and activity concept.*

Activity Name:			
Activity Value:			
Activity Location(s):			
Activity Duration			
Donor (s):			
Year Completed:			
Brief description of the activity and the Organisation’s role			
Brief description of activity outcomes:			
Statement of the similarities between this past activity and the activity currently being proposed. Clearly demonstrate how this is relevant.			
Nominated Activity Referees:			
1. Name:		2. Name:	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	



Annex 5: Proposed Budget Format (Overall, Country Activities and Inception Phase)

Indicative level of funding required for implementation for up to four years. Provide a summary of the total budget for the proposal with justification as well as individual budgets for each country activity and the inception phase (one page each).

	AusAID AUD	Implementing Organisation AUD	Other Funding Agencies AUD	Total AUD
Direct activity inputs				
Project management and coordination costs ¹³				
Staff costs				
Materials, equipment, freight, commodities, insurance (<i>attach a separate list of assets</i>)				
Training material costs				
Other (<i>specify</i>)				
Administrative costs associated with activities				
Office accommodation costs				
Travel costs ¹⁴ (indicate in AUD and as a % of total costs)				
Communication costs				
Report preparation				
Asset maintenance costs				
Other (<i>specify</i>)				
Monitoring and evaluation costs				
Performance monitoring costs				
Learning activities (<i>specify</i>)				

¹³ Coordination costs include costs associated communication, information sharing and collaboration with relevant government and non-government agencies and partners.

¹⁴ Within travel costs, applicant organisations have a responsibility to include the necessary budget for travel and accommodation of appropriate staff to take part and contribute in learning events organised as part of AusAID Civil Society Learning Fund activities, or to cover these costs from their own organisational sources. Learning events will include up to two Australian and potentially one regional or in-country event.

