



EvalPartners Small Grants Program

Strengthening the Role of VOPEs in Democratizing Learning and Evaluation:
Democracy, Human Rights, and Governance as a Showcase

Call for Proposals 2018

1. Project Title:

1.a Geographical region/ regions that the project cover:

2. Partners:

Organization name/ Abbreviation	Status (VOPE, academic institution, NGO, government agency)	Country	Each partner must provide a formal letter on letterhead signed by the legal authority binding consent to be a partner.

Please, add lines as necessary

3. Project team (at least 2 per VOPE; the team must include at least one woman, and at least one young or emerging evaluator)

Name	Gender	Age	Affiliation	Responsibilities under this project

4. Project summary (300 words max) *The project summary should include description of project objectives and main activities*

5. Please provide a very concise situation analysis linking your proposed intervention to the evaluation capacity related to DRG you are trying to address through this proposal? (500 words max)

6. Draw a very simple theory of change explaining the project. (recommended but not compulsory)

7. Expected Outcomes and indicators

- **Your project will contribute to which outcomes and results from the focus areas of the initiative (section 8 in the P2P call)?** (the projects can address one or combination of more in their proposals)

Focus areas	Proposed results/ interventions
Evaluation skills development for local activists, civil society organizations, evaluation practitioners and/or members of voluntary organizations for professional evaluation (VOPE)	
Organization of peer learning or exchanges to share and document best practices in implementing, monitoring and evaluating DRG programs in conflict and fragile states, or in complicated or complex environments.	
Information dissemination showcasing how organizations and evaluators can use research and evaluative evidence to learn how to improve democracy, human rights and governance outcomes, illustrating how local solutions	
Supporting human rights advocates and/or VOPEs to advocate for the use of evidence-based policies, which use research and evaluative findings, to better inform national and international agendas on human rights.	
Developing tools and guidelines illustrating approaches and methods that small, grassroots organizations, networks or social movements can use to monitor and evaluate their social change initiatives, especially in instances where external evaluation support is not feasible.	
<i>VOPEs are free to add any other innovative ideas which can contribute to two objectives of the initiative mentioned in the section 8 of the proposal call</i>	

8. Work plan (activities should stretch over a maximum of nine months)

Expected project start date:

Expected project end date:

Activity	Expected Implementation Period/ Dates	Team members responsible for implementation

8. Budget Estimate

All costs should be in USD. Please fill the Excel form included in the template. To enter the Excel form, double click on it. Add lines and extend the form as necessary.

NO ADMINISTRATIVE FEES

Eligible expenses:

- travel (both land and air economy class fare);
- DSA - daily subsistence allowances covering accommodation, meals and incidentals (DSAs should not exceed UN DSA rates published at <http://apps.who.int/bfi/tsy/PerDiem.aspx>);
- terminal expenses and local transportation;
- visa costs (including vaccination if required);
- travel-related insurance;
- hire of premises and equipment for project events;
- purchase of supplies for project events;
- translation/interpretation expenses;
- communication expenses;
- production of information and communication materials, including web-sites;
- bank fees,
- IOCE membership fees;
- international travel handling fees – up to USD 100 per round trip per person.

Please fill the table below. Please make sure that all budget lines are visible – expand the table if necessary.

Expenses	Unit	Number of units	Unit price	Total
1. Travel Expenses				
2. Event-related expenses (e.g. hire of premises, equipment, stationary, tea& coffee, etc)				
3. Other expenses				
IOCE membership contribution	VOPE			
Bank fees				
International travel handling fee	person-roundtrip		100	
TOTAL				0

Co-financing opportunities: (EvalPartners encourages applicants to use the grants as seed funding and mobilize additional resources where needed for comprehensive or continued program)

9. Management Arrangements:

Name of the organization that will be responsible for financial management of the project	
Name of the person who will perform the duties of the project manager	
Project manager's e-mail	
Project manager's skype	
Project manager's mobile phone	

Please keep following bank details of the managing partner ready as IOCE will immediately need them from selected VOPEs once the selection is announced.

(Name of Beneficiary, Address of Beneficiary, Bank of Beneficiary, Address of Bank, Account of Beneficiary, SWIFT Code of Bank, Intermediary Bank, Intermediary Bank Address)

10. Proposed peer reviewers (Peer reviewers will be asked to assess a limited number of P2P applications from other regions.)

i. Name:

Representing VOPE/ organization:

Email 1:

Email 2:

Tel:

Skype:

ii. Name:

Representing VOPE/ organization:

Email 1:

Email 2:

Tel:

Skype:

11. Proposal Checklist:

This project proposal was developed by a partnership that includes at least two VOPEs.	
At least one of these VOPEs is from an ODA-eligible country.	
All VOPEs involved in this project have registered on the IOCE VOPE Database before the P2P call for proposals was announced and have updated their information within the past 12 months	
The budget is filled in the Excel form included in the proposal template.	
NO ADMINISTRATIVE FEES are included in the project budget.	
Project budget includes only eligible expenses.	
Organization that will be responsible for financial management of the grant has a USD bank account or can accept USD to an existing account in other currency.	
Following bank details of the managing partner is available on request <i>Name of Beneficiary, Address of Beneficiary, Bank of Beneficiary, Address of Bank, Account of Beneficiary, SWIFT Code of Bank, Intermediary Bank, Intermediary Bank Address</i>	
Partner VOPEs agree to pay IOCE membership fees for 2018 (min USD 100 per VOPE) if they have not paid them yet.	
Organization that will be responsible for financial management of the grant is aware that it will be responsible for sending IOCE membership fees included in the project budget to IOCE upon receipt of grant money.	
The proposal file is saved in the Word format and named following the pattern <i>P2P2018 proposal from [Country of VOPE1] - [Country of VOPE2].doc</i> and file name includes all countries involved.	
Proposal includes two peer reviewers	

The deadline for proposal submission is **Monday March 5, 2018, midnight GMT-12.**

Please submit your proposal to coordinator@evalpartners.org with copy to lynn@ioce.net and treasurer@ioce.net