**Local Capacity Strengthening for Response (LCS4R)**

Ethiopia - Application Form for Community-Based Organizations (CBOs), Local Non-Governmental Organizations (LNGOs), and National Non-Governmental Organizations (NNGOs)

*Please ensure you have read the instructions in the ‘Application Process’ document before you complete this application form.*

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| **A. BASIC INFORMATION ON ORGANIZATION** | |
| 1. Name of Organization |  |
| 2. Office Physical Address |  |
| 3. Telephone (please include country and area codes) |  |
| 4. Email |  |
| 5. Website Link |  |
| 6. Date Founded (MM/YYYY) |  |
| 7. Vision/Mission Statement of the organization |  |
| 8. Describe your organization's main objectives (max. 100 words) |  |
| 9. Briefly describe your organization's beneficiaries (max. 100 words) |  |
| 10. What is your most recent annual budget? (USD) |  |

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| **B. PRIMARY CONTACT** | |
| This person will receive all correspondence from the LCS4R project team and is responsible for dissemination within your organization. | |
| First Name |  |
| Family Name |  |
| Job Position |  |
| Mobile Telephone (please include country and area codes) |  |
| Email |  |
| WhatsApp | *Please provide a phone number associated with your WhatsApp account, if different than the mobile number above.* |
| Skype ID |  |

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| C. **ORGANIZATIONAL STRUCTURE** | |
| 1. In addition to your main office, how many other offices do you have? Please give their locations. |  |
| 2. How many board (general assembly) members sit on the board of your organization?  Please describe the role of the board and their involvement in the organization's work (max. 100 words). |  |

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| D. **GEOGRAPHIC AREAS OF INTERVENTION** |
| 1. Please list Regions and Woredas where you currently work/have worked over the last 5 years. |
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| E. **HUMAN RESOURCES STRUCTURE** | | | | | |
| 1. Total number of staff | |  | | | |
| 2. Number of volunteers | |  | | | |
| 3. Number of male staff members | |  | | 4. Number of female staff members |  |
| 5. Core staff members[[1]](#footnote-1) | |  | | 6. Project-related staff members[[2]](#footnote-2) |  |
| 7. Full-time staff | |  | | 8. Part-time staff |  |
| 9. Please give details of the senior staff members, including the head of the organization, head of departments and project/program managers. | | | | | |
| First Name | Family Name | | Position | | Years of experience with the organization |
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F. **ORGANIZATIONAL SYSTEMS**

LCS4R aims to provide you with the opportunity to strengthen your organizational capacities. This section of the proposal will help us understand your existing organizational capabilities and identify how we can assist you in further developing your organization.

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| **Human Resources Management** are the rules and procedures that govern the HR of the organization. They include work schedules, recruitment procedures, leave, employment termination, remuneration, and benefits, volunteer management, Health & Safety, staff development policies, amongst others. | | |
| *Please describe your Human Resources system to include staff numbers, procedures, and other relevant information* (max. 100 words)*:* | | |
| *Please indicate if you have documentation for the* Human Resources Management *systems (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Finance Policy & Procedures** are the rules and processes that ensure that the organization correctly and effectively utilizes its financial resources. They include financial planning, internal controls, accounting routines, chart of accounts, delegation authority, bank and cash handling procedures, financial reporting, asset management, and fraud prevention measures, amongst others. | | |
| *Please describe your Finance Policy & Procedures to include staff numbers, procedures, and other relevant information* (max. 100 words).*:* | | |
| *Please indicate if you have documentation for the Finance Policies and procedures systems (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Safeguarding Policies & Procedures and Code of Conduct -** include policies, procedures and mechanisms for the protection against sexual exploitation and abuse (PSEA) of program participants. They will outline expected staff conduct and behavior and include training and awareness raising components and also describe reporting, investigation and grievance response mechanisms. . | | |
| *Please describe your Safeguarding Policies and Code of Conduct to include staff numbers, procedures, and other relevant information: (max 100 words)* | | |
| *Please indicate if you have documentation for* **Safeguarding Policies & Procedures or Code of Conduct** *(manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Environmental policies –** are the policies that guide the organization on environmental protection and would cover processes such as environmental impact assessments. | | |
| *Please describe your Environmental Policies and include staff numbers, procedures, and other relevant information: (max 100 words)* | | |
| *Please indicate if you have documentation for* **Environmental Policies** *(manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* |  |  |
| **IT Systems and Procedures** are the policies that guide employees on how to utilize the organization's information and communication technologies safely and effectively. | | |
| *Please describe your IT Systems and Procedures to include staff numbers, procedures, and other relevant information* (max. 100 words).*:* | | |
| *Please indicate if you have documentation for the IT Systems and Procedures system (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Security Risk Management** are the policies and procedures that ensure the protection of employees, programs, and organizational assets while providing services to beneficiaries and communities. | | |
| *Please describe your Security Risk Management system to include staff numbers, procedures, and other relevant information (max. 100 words):* | | |
| *Please indicate if you have documentation for the* Security Risk Management *systems (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Governance and Strategy** is the process of clarifying organizational values, vision, mission, and long-term priorities, as well as establishing mechanisms for the strategic evaluation of the performance and ensuring accountability and transparency | | |
| *Please describe your Governance system to include staff numbers, procedures, and other relevant information* (max. 100 words)*:* | | |
| *Please indicate if you have documentation for the Governance and Strategy systems**(manual, guidelines, plans, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Resource Mobilization** covers the processes of Proposal Development and resource mobilization from communities, the private sector, donors, or government entities. | | |
| *Please describe your Resource Mobilization systems to include staff numbers, procedures, and other relevant information* (max. 100 words)*:* | | |
| *Please indicate if you have documentation for the Resource Mobilization systems (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Program Management** covers needs assessments, project management cycle, and Monitoring, Evaluations and Learning areas (MEAL). | | |
| *Please describe your Program Management system to include staff numbers, procedures, and other relevant information* (max. 100 words).*:* | | |
| *Please indicate if you have documentation for the Program Management system (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **External Relations c**overs relationships with government and subnational government, other NGOs and CSOs, and the private sector. It includes communication strategies and activities and also relations with themedia | | |
| *Please describe your External Relations system to include staff numbers, procedures, and other relevant information* (max. 100 words).*:* | | |
| *Please indicate if you have documentation for the External Relations system (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **Disaster Response and Preparedness** are the systems, procedures, and practices that enable the organization to detect, prepare, and respond timely and effectively to disasters and shocks. They include Disaster Preparedness Planning, Disaster Risk Reduction (DRR), Logistics and Supply Chain, amongst others. | | |
| *Please describe your Disaster Response and Preparedness system to include staff numbers, procedures, and other relevant information* (max. 100 words).*:* | | |
| *Please indicate if you have documentation for the* Disaster Response and Preparedness *systems (manual, guidelines, and others) →*  *If* **Yes***, please indicate whether it is a policy, manual, guidelines, checklist, template or other, and when they were last updated:* | **Yes** | **No** |
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| **G. FINANCE** |
| 1. Please provide a brief description of the organization's funding sources for the past 5 years (Please list donors and other income). |
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| 2. Please state your annual budget for each of the last 5 years. |
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| 3. What is your funding situation for the next 2 years? Please describe if you have potential or confirmed funding for activities. |
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| 4. Has your organization undertaken annual audits? (Please refer to the section on required documentation at the end of the application form.) |
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| H. **AFFILIATION AND NETWORKING** | | |
| 1. Please list any coordination bodies, NGO Fora, Networks, Coalitions, Professional Associations, and others your organization is a part of. | | |
| Name of coordination body | Affiliation | Activities undertaken / responsibilities held by your NNGO |
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| I. **COOPERATION AND COORDINATION WITH LOCAL GOVERNMENT** |
| 1. Please describe any cooperation, coordination, joint implementation that your organization has with national, local government and/or other relevant authorities (max. 150 words). |
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| **J. ORGANIZATIONAL CAPACITIES & JUSTIFICATION FOR APPLICATION** |
| These questions look at your organization's strengths and weaknesses and also how these are assessed. |
| 1. Has there been a recent internal analysis (for example, as part of a strategic planning process) to assess the organization's strengths and weaknesses? If so, please briefly (max. 100 words) describe the process and major findings from the process. |
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| 2. In terms of provision of emergency / humanitarian assistance, what are your organization's specializations? (max. 100 words) |
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| 3. What are your organization's strengths? (max. 100 words) |
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| 4. What were the major challenges that your organization faced in the last 2 years? Were they overcome successfully or are you still working on overcoming them? Please describe (max. 100 words). | |
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| 5. What do you see as the major challenges your organization may face in the next 3 years? What plans do you have to overcome these challenges? (max. 100 words) | |
|  | |
| 6. When considering your organization's capacity development needs, please *rank* each of the following capacity development areas in order of importance. *#1 being the highest priority area* for your organization to *#11 being the least priority area*. (Please refer to the 'Organizational Systems' section of this form for definitions of each of the areas). | |
| Human Resources Management |  |
| Finance Policy & Procedures |  |
| Safeguarding Policies and Code of Conduct |  |
| IT Systems and Procedures |  |
| Security Risk Management |  |
| Governance and Strategy |  |
| Resource mobilization |  |
| Program Management |  |
| External Relations |  |
| Disaster Response and Preparedness |  |
| 7. Is your organization currently receiving or has recently received similar capacity development support from an international donor, humanitarian or development actor, or others? If so, please briefly describe the program/support, capacity development process, and activities (max. 100 words). | |
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| 8. Please describe the staff development activities that your organization has carried out over the last 3 years. | |
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| 9. Why are you applying? How would support from LCS4R benefit your organization? (max. 200 words) | |
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| 10. How will the lives of the beneficiaries of your organization improve as a result of the capacity development support provided by LCS4R? (max. 150 words) | |
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| 11. What is/are the unique qualities that your organization will bring to the LCS4R project? (max. 100 words) | |
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| K. **PREVIOUS PROJECT ACTIVITY** | | |
| Please give details of the last three major projects that your organization has implemented. | | |
| **Project One** | | |
| Project name |  | |
| Project objective/s |  | |
| Brief description (max. 100 words) |  | |
| Donor |  | |
| Budget in USD |  | |
| Start and end dates |  | |
| Sectors of intervention (please select the relevant sector/s) | * WASH | * Livelihoods |
| * Health | * Microfinancing |
| * Education | * Shelter |
| * Human rights | * Other – please specify |

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| **Project Two** | | |
| Project name |  | |
| Project objective/s |  | |
| Brief description (max. 100 words) |  | |
| Donor |  | |
| Budget in USD |  | |
| Start and end dates |  | |
| Sector of intervention (please select the relevant sector/s) | * WASH | * Livelihoods |
| * Health | * Microfinancing |
| * Education | * Shelter |
| * Human rights | * Other – please specify |

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| **Project Three** | | |
| Project name |  | |
| Project objective/s |  | |
| Brief description  (max. 100 words) |  | |
| Donor |  | |
| Budget in USD |  | |
| Start and end dates |  | |
| Sector of intervention (please select the relevant sector/s) | * WASH | * Livelihoods |
| * Health | * Microfinancing |
| * Education | * Shelter |
| * Human rights | * Other – please specify |

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| L. **REFERENCES** | | | |
| List at least 3 organizations that are familiar with your organization's past performance, abilities, and general standing. You can include donors, peer NGOs, local authorities, coordination networks, or grantees. Please include at least one donor from the last three years. LCS4R may contact your references during the selection process. | | | |
| Name | Organization | Title | Work Email address |
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| M. **ADDITIONAL INFORMATION** |
| 1. If you wish, you may use the space below to provide any additional information, which has not been covered elsewhere in this form, in support of your application (max. 250 words). |
|  |

Applicants should note that the LCS4R team will conduct background checks, reference checks, and other relevant verifications during the selection process for the shortlisted organizations.

Selected organizations will be required to agree to uphold the principles and conduct of International Medical Corps and Concern Worldwide regarding Combatting Trafficking in Persons, Protection from Sexual Exploitation and Abuse, and Fraud, Bribery, and Corruption.

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| N. **MANDATORY DOCUMENTS REQUIRED** | **CHECKLIST** |
| Please include copies of the following documents with your application: | |
| 1. Completed and signed Application Form |  |
| 1. ACSO Certificate of Registration |  |
| 1. Gender Balance Statement of Commitment |  |
| 1. Letter of Commitment |  |
| 1. Organizational Chart/Organogram |  |
| 1. Audited Financial Statements - from the last 2 years |  |
| 1. Annual Report (if not available a recent (last 2 years) report to a donor) |  |

O. **DECLARATION**

I, ………….. (*insert your name*), as the head of …… (insert the name of your organization) declare that all the information contained in this application form and the attached documents is true and correct to the best of my knowledge. I undertake the responsibility to inform the LCS4R project team of any changes therein immediately. If any of the information is incorrect, false, or details have been omitted, I understand that my organization may not be eligible for inclusion in the LCS4R project.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEXT STEPS**

Please return the completed application and all requested documents to [*LCS4Rproject@internationalmedicalcorps.org*](mailto:LCS4Rproject@internationalmedicalcorps.org) by 24:00 Hrs EST on Monday 29 November 2021.

*This material is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of the International Medical Corps and do not necessarily reflect the views of USAID or the United States Government.*

1. Core staff members are employees and managers who are permanent employees. They tend to work on multiple programs and organizational activities. [↑](#footnote-ref-1)
2. Project-related staff members are employees who are implementing a specific project or program. Generally, this type of employment is more temporary. [↑](#footnote-ref-2)