



DEMOCRATIC GOVERNANCE FACILITY

Pursuing a shared vision of a Peaceful, Prosperous and Democratic Uganda

Call for Expression of Interest Guidelines

Democratic Governance in Uganda

For submission by 9 May, 8AM EAT

The Democratic Governance Facility (DGF) is a facility created by Austria, Denmark, Ireland, the Netherlands, Norway, Sweden, and the European Union to support state and non-state partners to strengthen democratization, protect human rights, improve access to justice, and enhance accountability in Uganda.

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SECTION 1. INTRODUCTION

1.1. INTRODUCTION

The Democratic Governance Facility (DGF) was established in July 2011 in order to strengthen democratisation, protection of human rights, enhance access to justice, promote peaceful co-existence, and improve accountability in Uganda. The Development Partners currently contributing to the DGF include Austria, Denmark, European Union, Ireland, Netherlands, Norway, and Sweden. The DGF has three spheres of work: 1. Democratic processes that build citizen-state relationships; 2. Citizen Empowerment, engagement and accountability; and 3. Protection of Human Rights, Access to Justice and Gender Equality. For more information on these spheres, please visit the DGF website. DGF provides financial and, in a more limited manner, technical support to Ugandan organizations and entities, state and non-state, initiating and implementing interventions aimed at improving democratic governance in Uganda in fulfilment of the Constitution and the National Development Plan.

DGF recognizes that both state and non-state actors are key in ensuring effective governance of Uganda through rights based approaches so that duty bearers and rights-holders roles are recognised and respected. Ugandan civil society has an important role to play in improving governance in the country, so that the rights of all citizens are recognised and respected, and democracy is enhanced. In particular, DGF believes that civil society can help strengthen citizens' capacity to express their views in order to demand greater transparency, accountability, integrity, and, ultimately, effectiveness in the management of public resources and in the delivery of public services. Civil society would also be key in effectively engaging with respective state institutions to ensure a fair response to citizen demands by state institutions as well as provide the necessary information for continued engagement.

This call for expressions of interest is open to all state entities and civil society organizations (i.e. non-state organizations or institutions – referred to here as CSOs) registered or with legal status in Uganda. For more specific information on eligibility requirements, please refer to the eligibility criteria listed below. All interested CSOs and state entities which have an interest and experience in working in the priority areas identified below should apply. DGF encourages organisations that have not previously worked with the DGF to apply. Current DGF partners¹ are not eligible to apply.

1.2. RATIONALE

The primary focus of DGF's work in this phase is to support efforts that would ensure a *"Uganda where citizens are empowered to engage in democratic governance and the state upholds citizens' rights"*. Focus will be on enhancing state-citizen relationships in further contributing to the promotion of democracy in Uganda. DGF has recently gone through a redesign of the next phase of programming and will be organizing its work around 3 "Spheres" and multiple "Areas of Intervention (Aols)" within and between those spheres.

DGF organises its work around three (3) spheres:

Sphere 1: Democratic processes that build citizen-state relationships;

Sphere 2: Citizen Empowerment, Engagement and Accountability; and

Sphere 3: Protection of Human Rights, Access to Justice and Gender Equality.

The first Call for Expressions of Interest under this new framework was made in 2017, from which a number of partners were selected and currently are in the process of developing and implementing their projects in line with DGF's areas of interventions. To complement the work carried out by these partners and bridge uncovered thematic

¹ This applies to partners who have signed a partnership agreement; those that are currently working on a proposal; those who have been scheduled for a pre-grant assessment even if they have not yet signed an agreement. Organizations that are members of coalitions or networks which are current DGF partners but which are not the lead in that network or coalition (i.e. are not the legal entity in the agreement or anticipated agreement with DGF) are eligible to apply.

areas, DGF is now welcoming new applicants in this second Call for Expression of Interest, focusing on areas not yet addressed within the Aols as listed below in the priorities.

For more information about the DGF and this Call for Expressions of interest, please visit www.dgf.ug .

After reading through the guidelines, if you have any questions regarding the call or your Eol, they must be sent to the cfp@dgf.ug email. DGF will not respond to any other form of communication regarding this Call.

SECTION 2. OBJECTIVES OF THE CALL FOR EXPRESSION OF INTEREST (EOI)

The **overall objective** of this Call for Expressions of Interest is to strengthen the engagement between DGF and state and non-state actors in the governance, accountability and human rights domain, through the selection of additional partners that can undertake interrelated and mutually reinforcing actions geared towards contributing to the achievement of DGF programme objectives. This second Call will enable the DGF to identify partners for areas that are not yet fully addressed but are considered priority areas for DGF. This call aims at identifying partners from both state and non-state-actors that will keep up the DGF momentum, as well as involving a new approach believed to add relevance and effectiveness to our future interventions: i.e. the Problem Driven Iterative Adaptation (PDIA) approach. As was the case for the first Call, great emphasis is put on gender equality and the inclusion of youth as well as wider geographical coverage.

2.1. PRIORITY AREAS

While Areas of Intervention (Aols) under each sphere have been developed and were the focus of the first Call, this Call will focus on specific priorities areas (which are linked to DGF Areas of intervention) that have not yet been fully addressed. DGF anticipates selecting between partners within these priority areas. The following outlines the priority areas.

Please note that you will be asked to choose specific priority area(s) in your Eol.

Priority Area Description	
A: Election Cycle	
A.1	<p>Support to enhance electoral integrity and accountability. <i>DGF is calling for expression of interest from prospective implementing (both state and non-state actors) focusing on any or a combination of the areas below:</i></p> <ul style="list-style-type: none"> • <i>Election administration, observation and reporting;</i> • <i>Constitutional and electoral reforms;</i> • <i>Conducting ongoing voter education in e.g. by-elections and local government elections with capacity to handle implementation through educators/organisations across different parts of the country;</i> • <i>Checking vote buying and reforming regulations in use of money in politics;</i> • <i>Enhancing participatory and inclusive politics - working on the enabling environment and</i> • <i>Promoting peaceful electoral processes.</i>
B: Citizen Engagement, Accountability, and Civic Education:	
<p><i>DGF is looking for potential partners working in the area(s) of promoting citizen participation in government accountability, planning, budgeting, and monitoring, and improving access to information through civic education</i> Please note that priority will be given to a potential partner in each of the four geographic areas that is able to demonstrate their experience and expertise in working on accountability issues AND civic education in one of the geographic areas listed above. DGF is not looking for 1 partner that can cover all 4 geographic areas. Preference will be given to organization(s) located in the geographic area(s) listed, covering multiple districts. If suitable applicants are not found with adequate experience in both accountability and civic education, DGF reserves the right to choose an organization with expertise in one or the other.</p>	
B.1	Accountability and civic education in Lango sub-region (<i>Lira, Dokolo, Amolatar, Alebtong, Otuke, Kole, Apac, Oyam</i>)
B.2	Accountability and civic education in West Nile (<i>Adjumani, Arua Moyo, Yumbe, Koboko, Maracha, Nebbi, Pakwach, Zombo</i>)

Priority Area Description	
B.3	Accountability and civic education in Central Uganda (<i>Kayunga, Kiboga, Kyankwanzi, Luweero, Lwengo, Lyantonde, Masaka, Mityana, Buikwe, Bukomansimbi, Butambala, Buvuma, Gomba, Kalangala, Kalungu, Kayunga, Kampala, Mpigi, Mubende, Mukono, Nakaseke, Nakasongola, Rakai, Sembabule, Wakiso</i>)
B.4	National level education sector accountability <i>DGF is looking for a national level partner focusing on planning, budgeting, and accountability in the education sector which can build on its own expertise as well as the data gathered by DGF district-level accountability partners (and others) to advocate at the national level on issues related to accountability, planning, and budgeting.</i>
C: Support to District Local Government	
C.1	Direct support to District Local Government to improve response on accountability, planning, budgeting, monitoring, and working with CSO(s) to address issues in those areas. <i>To support districts in their efforts to improve accountability, planning, budgeting, and monitoring, DGF is looking to support up to 3 District Local Governments in districts where current DGF local accountability partners are operating. Successful district governments will demonstrate an interest in improving the above areas and will present, in their expression of interest, (Eoi), how they intend to address these areas. It is important that DGF already has a local accountability partner in the districts selected, so that the District Local Government and the CSO can demonstrate an impact through working together. For this reason, DGF will consider expressions of interest from the following District Local Governments: Kabarole, Kyenjojo, Kyengagwa, Kamwenge, Ntoroko, Bundibugyo, Bunyangabu, Kasese, Masindi, Abim, Kotido, Kapchorwa, Kween, Bukwo, Bgora, Bukedea, Kumi, Amuria, Soroti, Katakwi, and Pallisa.</i>
C.2	Support to District Youth Councils in a few District Local Governments and its structures at district and sub-county level: <i>To explore youth work from a nationwide and sustainability perspective, DGF is looking for District Youth Councils in in any part of the country, but with a preference for the northern region. Eligible District Local Governments must have been operational for at least 10 years.</i>
D: Natural Resource Governance	
D.1	National level natural resource governance, with an emphasis on transparency, national level revenue/ expenditure transparency and tracking (for oil and minerals), mineral certification, (national level), and access to government and private sector (i.e. contracts, etc.) information related to the sector <i>DGF is interested in supporting a national level partner with the expertise to address issues such as the access to information, revenue/ expenditure tracking and transparency, issues around revenue related royalties as well as issues with their distribution to communities.</i>
E: Promotion and Protection of Human Rights	
E.1	Protection of human rights defenders (HRD) & the Media. <i>HRDs and media workers face many risks and threats due to the nature of their work and the limited protection or safety support systems available, especially at regional levels. DGF is interested in supporting a national framework to coalesce support and assistance to HRDs and the media. This could include promotion of accountability for human rights violations and attacks on media, legal response capability, online/offline protection supports schemes and effective alliance-building around initiatives that seek to prevent violations, offer timely protection and address the issue of impunity by holding perpetrators accountable.</i>
E.2	Promotion of Civil and Political Rights. <i>DGF is looking to support one national CSO that can complement efforts carried out by existing partners in monitoring, reporting and advocating for political and civil rights. DGF is especially looking for initiatives that can address current challenges related to protection of the ‘right to life, liberty and security of person’ (Article 3 of the Universal Declaration of Human Rights). DGF may support projects that reinforce national advocacy and dialogue on issues such as the death penalty, extrajudicial killings, excessive use of force, arbitrary arrests, and conditions of prisoners awaiting trial.</i>
E.3	Promotion of social and economic rights. <i>DGF is interested in supporting a national CSO that promotes economic, social and cultural rights, with particular focus on (but not limited to) labour rights (especially for people working in informal employment) and land rights (especially for the most vulnerable in areas affected by land disputes). DGF may support national and local level advocacy interventions, as well as reporting to regional and international mechanisms on the progress made by the state towards the realization of these rights.</i>

Priority Area Description	
F: Transitional Justice	
F.1	Support for national framework, legislation and policies for transitional justice. <i>DGF seeks to support a partner that has the ability to effectively advocate for and engage constructively in development and implementation of a comprehensive national transitional justice legal and policy framework that seeks to enhance and guide national peace building efforts.</i>
F.2	Capacity building of duty bearers to address torture, violence and impunity <i>DGF is seeking a partner that can offer coordinated capacity building for duty bearers, at both national and sub-national level, to enable them to effectively adjudicate on matters concerning torture. Interventions should seek to ensure accountability for torture, violence and impunity, especially by law enforcement agencies. Coupled with capacity building of judicial officials on the application of the torture law, there is need to support partners to enforce and/or bring up cases to enhance accountability for torture and abuse of power, monitor, report, and undertake advocacy against impunity.</i>
G: Gender	
G.1	Gender legislation <i>DGF is looking for a partner to work at the national level on improving the implementation of existing gender-focused legislation (or components of other legislation) and to identify gaps within the legislative framework. The partner must be able to analyse gender responsiveness of legislation, identify gaps and lobby and advocate for improved legislation or the enactment or revision of laws to put in place stronger protection measure against gender discrimination. Interventions should also address Uganda's challenges in monitoring and reporting to regional and international mechanisms on its compliance to her treaty obligations with relation to gender equality</i>
G.2	Gender Budgeting <i>DGF is inviting expressions of interest from state and non-state actors to work on capacity development of local government staff (Planning Unit) and District Councils (elected councillors) to deepen state capability for gender planning, budgeting and monitoring through district local councils.</i>
G.3	Women's League(s) <i>Prospective implementing partners with capability in one or both (preferably) of the areas below are invited to submit an expression of interest with capability to reach a considerable number of districts through working with other entities in the four regions of the country:</i> <ul style="list-style-type: none"> • <i>Leadership capacity building in support of political party women's leagues; and</i> • <i>Participatory and inclusive political party women's leagues including support to building structures for effective engagement in engagement and representation of women at different government levels.</i>
Priority Area H: Support to Media	
H.1	Improving standards within media and for media practitioners. <i>DGF intends to facilitate media organisations and CSOs to strengthen an independent media sector as an intrinsic good, essential to the functioning of a democratic society and a key platform for freedom of expression by:</i> <ul style="list-style-type: none"> • <i>Building capacity of media practitioners to report on accountability, governance and human rights issues;</i> • <i>Improve public policy debate on development issues in the media ;</i> • <i>Improve relations between the media, government officials and public (media literacy);</i> • <i>Develop the capacity of civil society to effectively utilise media and maximise media spaces;</i> • <i>Strengthen media's ability to advocate for improvement of media laws, policies and regulations to facilitate a conducive operating environment;</i> • <i>Improve safety standards within media houses and provide legal, post trauma support, financial and evacuation support to endangered media practitioners and organisations</i>
H.2	Media monitoring of elections. <i>The media play a role in enabling full public participation in elections by setting policy analysis agenda; educating voters on how to exercise their democratic rights; reporting on the development of an election campaign; providing a platform for political parties and candidates to communicate their message to the electorate; providing a platform for the public to communicate their concerns, opinions, and needs, to the parties/candidates; etc.</i>

DGF reserves the right to choose not to fill one or more of these priority areas if a suitable partner is not identified.

Applicants may apply for more than 1 priority area, but must show a strong connection between those chosen. Applicants that choose more than 2 priority areas will be disqualified.

2.2. ELIGIBILITY - WHO IS ELIGIBLE

State institutions and civil society organizations² (CSOs) which can provide the documented proof of status listed below are eligible to apply to this call for expressions of interest.

- ✓ State Institutions: Statutory bodies/public formed pursuant to the Constitution of the Republic of Uganda or acts of Parliament, which prescribe their functions and powers].
 - District local governments
 - Ministries, Departments, or Agencies (MDAs)
 - Institutions established by an Act of Parliament
- ✓ CSOs: Civil Society Organizations are defined as any non-state or not-for-profit organization. These include the types of organizations listed below.

Please see criteria listed below regarding what support documentation you must include with your EoI.

To be eligible, all applicants must meet the following requirements and provide supporting documents as needed and, as indicated in the application format, provide them in separate document(s):

2.2.1. FOR CIVIL SOCIETY ORGANIZATION APPLICANTS (NOT APPLICABLE TO STATE INSTITUTIONS)

DGF is aware that there are a variety of ways that CSOs (non-state/ not-for-profit organizations) can register in Uganda. For that reason, a variety of different registration types will be accepted as eligible. Specific criteria are listed below.

Specific eligibility requirements include the following³:

- ✓ **Community-based Organization (CBO):**
 - Certificate of registration issued by District Non-Governmental Organisations Monitoring Committee (DNMC) or one of the other registration types listed below
 - Permit issued by DNMC or a An Operating Permit issued by the NGO Bureau
- ✓ **Self-regulatory bodies** (as the term is defined in the NGO Act, arise where two or more organisations agree to form a self-regulating body.)
 - Certificate of registration issued by the NGO Bureau
 - NGO Bureau Operating permit Or a letter to DGF explaining why this permit is not needed

² Please note that CSOs is a generic term that is being used to encompass all non-state and not-for-profit entities that may apply.

³ Please note: for any documents that have an expiration date (NGO Bureau Operating permit, etc.), you must provide a valid/ current (i.e. not expired) document. If your document has expired but you have applied for a renewal, you may submit (and your organization will remain eligible) a copy of proof from the relevant department or agency (i.e. a receipt from them) showing that you have submitted the required documents to re-register/ renew the permit, etc. Please note that a letter from your organization saying that you have submitted the documents is not proof of submission.

- ✓ **An “Organization⁴”** (those entities that fall within the definition of organisation under the NGO Act and Non-Governmental Organisations Regulations of 2017 (“NGO Regulations”). The NGO Act defines an organisation as a legally constituted non-governmental organisation which may be a private voluntary grouping of individuals or associations established to provide voluntary services to a community or any part of a community, but not for profit or commercial purposes.
 - Certificate of registration issued by the NGO Bureau
 - NGO Bureau Operating permit
- ✓ **Trusts**
 - Registered trust deed
 - NGO Bureau Operating permit (required if the trust is providing a voluntary service to a community or part of a community) Or a letter to DGF explaining why this permit is not needed
- ✓ **Companies limited by guarantee**
 - Certificate of incorporation issued by the Registrar of Companies
 - NGO Bureau operating permit Or a letter to DGF explaining why this permit is not needed
- ✓ **Associations /sole proprietorships/firms trading under a business name**
 - Certificate of registration of business name
 - NGO Bureau operating permit Or a letter to DGF explaining why this permit is not needed
- ✓ **Partnerships**
 - Certificate of registration of business name
 - Partnership deed
 - Certificate of registration in respect of a limited liability partnership
 - NGO Bureau operating permit Or a letter to DGF explaining why this permit is not needed
- ✓ **Cooperative societies**
 - Certificate of incorporation issued by the Registrar of Cooperatives
 - NGO Bureau operating permit (required if the work you do is aimed at communities outside of your membership) Or a letter to DGF explaining why this permit is not needed – for example, explaining if the work is targeted only on their members.
- ✓ **Labour unions**
 - Certificate of registration issued by the Registrar of Labour Unions
- ✓ **Tertiary institutions** (Universities or other institutions of higher learning licensed by the National Council for Higher Education under the Universities and other Tertiary Institutions Act 2001)
 - Certificate of registration issued by the National Council for Higher Education
- ✓ **Religious institution / Faith Based Organization**
 - Registration as a trust, organization or company limited by guarantee; and the required documents as listed above. NOTE: On the Expression of Interest form, please indicate your registration type rather than your organization type (i.e. trust rather than faith based organization).

2.2.2. FOR STATE APPLICANTS

Statutory bodies/public formed pursuant to the Constitution of the Republic of Uganda or acts of Parliament, which normally prescribe their functions and powers. This includes:

- District local governments;
- Ministries, Departments, or Agencies (MDAs); and
- Institutions established by an Act of Parliament.

⁴ Usually referred to as an NGO, but not limited to those that consider themselves as such

Public or state institutions do not have to submit proof of ‘registration’ or mandate, relevant skill set and capacity but will be evaluated if selected to ensure that they do have a legal mandate and meet the legal requirements from the government of Uganda.

2.3. OTHER ELIGIBILITY REQUIREMENTS

Required Documents:

- ✓ EoI Application Form (all EoIs that do not meet this criteria will be disqualified)
 - Using the DGF form with all sections completed,
 - not exceeding 20 pages⁵ (NOTE: It is the responsibility of the applicant to ensure that their document does not exceed 20 pages - this includes blank pages within the document or the signature going onto page 21. All applicants should submit their EoI in PDF form to ensure that page limits and content are not accidentally altered during the review process,
 - not altering the format of the document (including changing font, margins or deleting sections),
 - following the specific directions in the EoI form (for example, EoIs that indicated a timeframe more than 3 years will be disqualified), and
 - signed (electronic signature within the document or scanned signature page – you do not have to scan the full proposal, but can scan the signature page separately. Please note, to avoid confusion, if you are including a scanned signature page and not including an electronic signature within the document please add the following explanation in the signature section of the proposal “Please see signature page attached as a separate document”). You may also replace the signature page in the EoI with the scanned signature page – but be sure doing this does not push your EoI over 20 pages.
- ✓ The Management response section of Audit reports (external institutional audits preferred, but if you do not have those, please include for any audits that were conducted):
 - Copies of last 3 management responses to audits. These do not have to be signed/ scanned (if the organization passes the evaluation and is required to do a pre-grant assessment, the FMU will request full/ signed documents at that time). Institutional audits preferred, but in the absence of institutional audits, a project audit is acceptable OR
 - a letter explaining why you have not had any audit and/or why these are not available and how you monitor and improve your financial systems without an audit OR
 - 2 management responses and a letter OR
 - 1 management response and a letter. Scanned copies of all audit related documents as individual files (ex. Management response to Audit 1; 2; 3; letter). Please do not scan the audit documents into the application form document or scan all audits together into 1 document. Note: If you are submitting a letter, please include this as a separate letter appropriately named so that it is clear in the attachments that it has been included to avoid being disqualified)
- ✓ Current DGF partners (those who were identified from the 1st CfP; those that have passed the pre-grant or are scheduled for a pre-grant assessment; those that have a signed agreement; and/or those that are in the process of preparing proposals) are not eligible and EoIs from them will be disqualified.
- ✓ Applicants that mark more than 2 priority areas in their EoI will be disqualified.

Expressions of Interest which do not include the items (specified in sections 2.2 and 2.3 above) will be disqualified.

⁵ See comment above – the 20 pages includes any document scanned into the EoI form document. It does not include any support document required that is scanned and included as a separate document.

SECTION 3. SELECTION PROCESS

Selection for funding will be based on the following process:

- Submission of an expression of interest (EoI) using the template provided in response to this Call, responding to the thematic areas above;
- Evaluation of the EoIs by panel(s) within DGF, including external experts against the criteria listed below;
- Short-listing of partners;
- Pre-grant assessment;
- Participation in a project development workshop;
- Preparation of a proposal and budget; and
- Review and approval of the project/ budget by DGF.

Final approval of a Partnership Agreement will be contingent on successfully passing the pre-grant assessment and submission of an acceptable, quality proposal and budget.

SECTION 4. FUNDING PARAMETERS

4.1. DURATION OF FUNDING

Initial funding for partners and projects selected under this call for expression of interest is anticipated to be for a minimum of 18 months (for organizations new to DGF) and a maximum of 36⁶ months (for organizations with which DGF has worked in the past).

Funding under this call is anticipated to begin between August-September 2018, depending on the pre-grant assessment and proposal development process for individual, selected partners.

Submission of an expression of interest or pre-selection during this first phase of the selection process is not a guarantee of funding. Approval of all selected applicants will be contingent on a satisfactory pre-grant assessment and submission and acceptance of realistic and highly relevant proposals and budgets.

4.2. SIZE OF GRANTS

As this is a request for an Expression of Interest and not a request for a full proposal, DGF is not listing a budget ceiling here. DGF will determine the specific ceiling parameters for each partner prior to the proposal development workshops based on the pre-grant assessment, organizational capacity, scope of project, etc.

SECTION 5. EVALUATION OF EOIS AND SELECTION OF PARTNERS

5.1. STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

Applications will be registered in the DGF database. Upon opening the applications, an eligibility/ administrative check of the eligibility criteria (listed below) will be undertaken and all applications that do not meet the basic eligibility criteria will be disqualified. This process will be conducted by at least 2 members of DGF staff overseen by a member of DGF senior management and all work will be spot checked to ensure transparency and equitable treatment of all applications.

⁶ Specific duration of funding will be communicated during the proposal development workshop for each selected partner and will be based on factors including organizational capacity, history, scope of work, area of work, etc.

5.2. STEP 2: EVALUATION OF THE EOIS

5.2.1. PROCESS

The evaluation of the Expressions of Interest that have passed the first administrative/ eligibility check will include the areas mentioned in the selection criteria below. Eols with an average score from the evaluation panel below 70 will not be considered.¹

Applications will be evaluated within their priority area. Applications will be reviewed by a panel; each member will each score the application individually. These scores will be tallied and the average used in a panel evaluation meeting. Within each priority area, applications will be ranked based on the priority(ies) to which they apply, in order to ensure adequate coverage of work within and under each priority area. Please note that applying to multiple priorities does not give additional points to an applicant and could, in fact, reduce an organization's chances of being selected. **Eols with more than 2 priority areas marked will be disqualified.**

While each Eol will be assessed on its own merits, DGF will ensure that there is maximum cumulative impact from the supported interventions in terms of improving governance in Uganda at national and sub-national levels. DGF reserves the right to rank Eols within a priority area.

The panel will recommend a long-list of organizations to the DGF Steering Committee for consideration and the Steering Committee will make the final decision on selection of partners⁷. All partners selected will be contingent on passing a pre-grant assessment and on the submission of a good quality proposal and budget that meets the DGF requirements.

5.2.2. REVIEW OF ELIGIBILITY REQUIREMENTS (ELIGIBILITY CHECK)

For an application to be complete and evaluated against the selection criteria (listed below), applicants must be sure to follow the instructions listed here and include the documents listed below. Due to the volume of expected submissions, DGF will adhere very strictly to these requirements.

Application Instructions:

- ✓ All documents sent by email to cfp@dgf.ug in 1 email before the deadline (within the 1 email, the support documents should be separate files and not scanned into the Eol form⁸. You may zip all submitted documents together).
 - Support documents sent separately (in a separate email) will not be considered.
 - Any application / email received after the exact deadline will be disqualified and will not be evaluated. It is the applicants' responsibility to ensure that they send early enough to meet the deadline. Problems with the applicants' email servers, internet connection, etc. will not be accepted as exceptions. Applicants will receive an automated reply which they should keep as proof of submission.
- ✓ One Expression of Interest application per organization or institution [For institutions with multiple departments, this will be 1 per department. For organizations/ institutions. If you qualify for this, please be sure to indicate the department or the coalition in the institution name and acronym (ex. SoandSO University – Department of Public Affairs) to avoid it being considered from the same institution and only 1

⁷ This Call for Expressions of Interest and identification of partners is not a commitment of funds by DGF. DGF reserves the right to select as many or few partners through this call as it would like.

⁸ NOTE: This is because (1) having them in 1 document hinders the eligibility check of all Eols with Eols with the documents scanned into the Eol form potentially being marked ineligible for missing documents incorrectly; (2) the 20 page limit on the Eol will include the whole document including any pages scanned directly into it, and (3) we do not want to share the audit documents with the selection panel members in order to protect the confidentiality of your organization or institution. If you scan into the Eol document itself you run the risk of being ineligible because the Eol form is over the 20 page limit.

being considered. If more than 1 submission (either on different topics or duplicates of the same EoI) are submitted, the most recent one will be considered the application and other/ earlier copies will be ignored/ disqualified.

- ✓ Including all required documents (as described in section 2.2 and 2.3 above)

5.2.3. SELECTION CRITERIA/ SCORE CARD FOR EVALUATION OF EOIS

All EOIs which pass the eligibility check will be reviewed by a selection panel consisting of 5 members and scored based on the following criteria.

		Total possible score	Minimum score
1.	Management Capacity and Experience/ Expertise		
1.1	Organizational Management	/ 5	
1.2	Financial Management	/ 10	
1.3	Audit history	/ 5	
1.4	Project management experience	/ 10	
	Sub-total	/ 30	20
2.	Relevance and technical expertise		
2.1	Relevance to DGF Priority areas	/ 15	
2.2	Technical expertise and capacity in areas proposed	/15	
2.3	Geographic experience	/5	
	Sub-total	/ 35	25
3.	Analysis and Learning		
3.1	Context and Problem Analysis	/ 10	
3.2	Methodology/Approaches and Interventions	/ 10	
	Sub-total	/ 20	15
4.	Cross-cutting Issues		
4.1	Collaboration, Partnerships and Networking	/ 5	
4.2	Participation and Inclusion (Youth and Gender, overall participation/ inclusion)	/ 5	
4.2	Quality/ coherence of the EoI	/ 5	
	Subtotal	/15	10
	Total	/100	70

Disqualifying factors (by the selection panel):

- Does not address the district(s) listed (if applicable)
- Does not meet the minimum score (listed above) in each scoring category⁹

Scoring and ranking will be done within priority areas by sub-priority area (for example, in Priority area B, ranked within B.1; B.2; etc.) For applications proposing to address multiple priorities, the FMU will determine based on a quick review which panel will review it.

⁹ DGF reserves the right if applicants within a priority area meet the minimum score per category to lower the minimum score for consideration across all EOIs.

SECTION 6. APPLICATIONS AND INDICATIVE TIMETABLE

6.1. INFORMATION

No information sessions will be conducted for this 2nd CFP. All questions regarding the EoI should be sent to the cfp@dgf.ug email.

Interested applicants should visit the DGF website at www.dgf.ug to download copies of the guidelines and application forms. If more information is needed email cfp@dgf.ug if you are unable to download the documents from the website or to ask questions.

No phone calls please. Specific questions related to the process can be submitted to: cfp@dgf.ug. Any contact (other than to the email address listed above) - i.e. contacting DGF staff to ask questions about the Call, discuss the application, and/or requesting DGF staff to influence the selection process - will lead to disqualification.

6.2. SUBMISSION OF APPLICATIONS (EOIS)

Applications (including all supporting documents) must be submitted electronically by email to: cfp@dgf.ug with the subject line specifying 'EOI' and the name of the organization.

NOTE: All required documents should be submitted in 1 email, together, and not in separate emails. Support documents submitted separately will not be considered.

Applications submitted through any other channel will not be considered. Applications made after the deadline will not be considered. Any applicant found to have submitted false or misleading information in an EoI (or subsequently evidenced during pre-grant assessment or project proposal) will be disqualified.

There are no fees associated with submitting EoIs to DGF. If you are requested to pay a fee for any reason in relation to the application or selection process, or experience any other form of undue involvement in the application process, please report to the DGF whistleblower email: whistleblower@dgf.ug or the Royal Danish Embassy at kmtamb@um.dk. In addition, DGF expects that the interested organisation(s) or institution(s) will complete the EoI themselves. Use of outside resources (consultants, etc.) to complete the EoI may lead to disqualification.

Please ensure that all files include your CSO's Acronym in the name of all documents sent. For example: ABC Application Form; ABC Registration certificate, etc.

6.3. FEEDBACK

All emails submitted to the cfp@dgf.ug email will receive an automated reply which should be kept as proof of submission. Given the anticipated volume of applications, DGF will only contact applicants (CSOs and state institutions) which have passed the first stage of the selection process which will then be asked to participate in the pre-grant assessment necessary for DGF to make a final decision. Successful candidates will receive information about their applications. DGF will not contact unsuccessful applicants.

6.4. INDICATIVE TIMETABLE

Activity	Date*	Time
Publication of the Call For Expressions of Interest	16th April 2018	
Deadline for questions to be submitted	25 th April 2018	
Deadline for Submission of the Expression of Interest	9 th May 2018	8am EAT
Information to applicants which have passed the first stage of selection on the results from the evaluation of the Eols	18 th June 2018	
Pre-Grant Assessment	June/ July	
Invitation to selected applicants to participate in the project development workshops and prepare full proposals	July	
Proposal development process	June - September	
Signature of Partnership Agreements	TBD	
Projects Commence	TBD	

* All dates provided are provisional and may be subject to change

SECTION 7. ANNEXES

You can find documents related to the DGF programme on the DGF website www.dgf.ug.