**Proposal form**

*May 2021*

The Call is offered by the Caucasus Research Resource Centre in Georgia and facilitated by Eurasia Partnership Foundation in Azerbaijan in the framework of “Peacebuilding through Capacity Enhancement and Civic Engagement: Phase 2” (PeaCE-2) programme funded by the European Union under the Instrument contributing to Stability and Peace (IcSP).

The call aims to re-engage people and communities from geographic areas affected by the Nagorno-Karabakh conflict and facilitate the engagement of interested civil society actors and grassroots organizations in improving human security and a future-oriented, peaceful outlook.

The Call will be open for applications from May 2021 through September 2021. Applicants are invited to submit their Full Proposals in the requested format (Annex 1: Proposal Form) to info@epfound.az **before one of the two interim submission deadlines:** June 15, 2021; and September 15, 2021. This notice is subject to availability of funding.

The applications will be reviewed in accordance with the following criteria:

1. To what extent is the initiative relevant to the aims of the call? To what extent does the initiative address the needs of people and local communities affected by conflict, and provides tangible impact on improving their lives?
2. To what extent is the initiative feasible? Is there evidence for the ability to contribute to solving the identified problem? Are external stakeholders (gendered dimension) analyzed properly? NOTE: Feasibility also refers to the possibility of the proposed proposal’s implementation under the continued COVID-19 crisis.
3. To what extent does the initiative focus on target groups and areas mentioned above on page 1?
4. To what extent does the applicant demonstrate adequate capacity to implement the initiative? It also refers to the peacebuilding capital an organization/individual brings to the initiative.
5. To what extent are risk factors and their mitigation strategies well explored?
6. To what extent does the initiative provide measurable and realistic long-term results/outcomes and sustainability of one or more of the initiative’s components?
7. To what extent is the initiative cost-efficient? Is the budget realistic and relevant to the activities proposed?
8. To what extent does the initiative respect the do-no-harm principle in its objectives, implementation approach and communication?
9. To what extent is the initiative creative and innovative, and different from existing initiatives?

Before you start writing your proposal, please read carefully the ***Call for Proposals***. Please pay special attention to the ‘Budget and Timeframe’ section of the Call (on page 2).

Also, please read carefully the *blue-highlighted instruction* for each section of this Form, and make sure the text of your proposal addresses all major points in the instruction.

1. **Initiative Title**
2. **Name of the Applicant** (organisation/individual)
3. **Contact Details of the Applicant**

Postal address:

Telephone number:

Name of the contact person in charge of the proposal:

Contact person’s mobile phone:

Contact person’s e-mail address:

Head of the organisation (if any):

Website of the organisation (if any):

1. **Goal and Objectives**

*Please describe the* ***overall goal*** *of your proposal (one sentence), as well as the* ***objective(s)*** *(one sentence for each objective; three objectives maximum) that you are going to accomplish to contribute to the goal.*

*(no more than 0.5 page)*

1. **Activities and Outputs**

*Please describe your* ***activities*** *in detail including their duration. You may want to group your activities under your objectives, e.g. Objective 1 comes with Activity 1.1, Activity 1.2 and Activity 1.3; Objective 2 comes with Activity 2.1 and Activity 2.2; etc. There might be cases when one activity contributes to more than one objective.*

*Please formulate a measurable* ***output*** *for each activity. Ideally, a combination of outputs under an objective should contribute to the accomplishment of that particular objective.*

*(no more than 2 pages)*

1. **Expected Outcome**

*Please describe an* ***outcome*** *that you expect to have by the end of the initiative or beyond the initiative’s term as a result of the successful accomplishment of your objectives. Usually one outcome per initiative is enough but you can propose more. This outcome(s) should be commensurate to the overall goal of your initiative.*

*(no more than 0.5 page)*

1. **Problem Statement and ‘Theory of Change’**

*Please provide a brief snapshot of a* ***problem****(s) your initiative is going to address; the soundness of analysis of the identified problem(s) and of methods of their management. Please describe what in particular the initiative is trying to change/achieve and how, which will become the* ***Theory of Change*** *of your initiative, while articulating the assumptions that may hinder or support your strategy.*

*(no more than 1 page)*

1. **Target Groups and Beneficiaries**

*Please describe the* ***target groups*** *and/or the* ***beneficiaries*** *of your initiative (also in numbers wherever possible). Describe the extent to which the initiative will (a) address the needs of people and local communities affected by conflict, and (b) promote interaction among conflict affected groups and communities.*

*(no more than 1 page)*

1. **Risks and mitigation**

*Please describe possible* ***risks*** *associated with the implementation of your initiative, and the* ***risk mitigation strategy****. Please indicate who could be the spoilers, what can backfire.*

*(no more than 0.5 page)*

1. **Sustainability**

*Please indicate if you expect any component of your initiative (any of your outputs or outcomes) to continue beyond its duration. Examples of sustainability may include an opportunity to replicate initiative activities or outputs in other regions and/or by other actors.*

*(no more than 1 page)*

1. **Complementarity**

*Please briefly describe how your initiative complements and is different from existing initiatives of local and/or international stakeholders who may do similar work. What is the value added of your initiative?*

*(no more than 1 page)*

1. **Capacity to Implement the Proposed Initiative**

*Please explain how your initiative correlates with the* ***experience of your organization*** *or* ***your own experience****? Please describe the institutional capacity (operational and financial) that your organization has or you personally have to implement the initiative, e.g. the qualifications and the number of staff that will be involved in the implementation, the networks your organization is involved in, etc.*

*(no more than 1 page)*

1. **Amount Requested (in EUR)**

*Please indicate the overall requested amount in EUR. Also, please provide your detailed budget in the requested Excel format (****Annex 2****: Budget).*

*(no more than 1 page)*

**Requested amount**: EUR

1. **Initiative duration in months**

*Please note that 12 months is the maximum duration of the initiative. Please also indicate the expected start- and end-dates.*

**Initiative duration**: months

**Approximate start date**: month/year

**Approximate end date**: month/year

1. **Required documents**

*Please provide the following supporting documents:*

* In case you are an individual applicant please provide a copy of your CV and CVs of the other members of the implementing team.
* In case you represent an organisation please provide:
* Certificate of legal registration (in native language)
* Charter of the organisation (in native language)
* CV’s of the head of organization / director of the initiative / accountant

\*NOTE: In case any information provided by the applicant turns out false or incomplete, the application will be disqualified.

Date of submission:

Signature:

Seal of organization (if applicable):