

Guidelines Call for Concept Notes

Promotion of a Safe and Inclusive Society in BiH

Call opens: 26.01. 2024

Deadline for Submission: 12.02. 2024

Brief about Frieda

Frieda - the Feminist Peace Organisation (former cfd) is based in Switzerland. Frieda is active in international cooperation, migration politics in Switzerland, and the promotion of peace. We are independent of political and religious affiliation and oriented towards a vision of a good and self-determined life for every human being, regardless of gender, ethnic background, and religion. In international cooperation, Frieda is fostering long-term partnerships with local non-governmental organisations in the Middle East, the Maghreb region, and South-East Europe.

Background

Frieda's focus areas of work are sexual and gender-based violence (SGBV) in all its forms (physical, psychological, structural), social and political participation of women and youth, and economic empowerment of women.

Within the framework of its strategy 2023-2026 and the further development of its program, Frieda seeks to adapt its goals in South-East Europe to changing needs in society, with a focus on target groups, especially women and girls, who are affected by intersectional discrimination.

In order to reach broadly sustained and sustainable results, Frieda supports projects tackling challenges through approaches that target the individual (micro), the community (meso), as well as the political or society level.

Frieda defines peace not only as the absence of physical and / or psychological violence, but also as a state in which every individual is free to follow his / her own aspirations and dreams. Hence, peace encompasses the absence of discrimination and structural violence as well as the access to the necessary resources (financial, material, information / education, rights) in order to lead a self-determined life.

Part I: Description of the Process and Proposal Criteria

As a first step of the selection process, interested organisations should submit a concept note describing the proposed projects. Details concerning the project scope, the budget, selection criteria and the timeline are described below.

Based on the submitted concept notes, Frieda will select up to five concept notes and will invite shortlisted organisations to submit fully elaborated project proposals. Following the review of project proposals, interviews with short-listed organisations will be held prior to awarding the grant to one partner organisation.

The applicant's proposal should be within the below described scope, taking into consideration the following criteria:

1. Project Scope:

The project should address the following topics or should focus on:

- **Sexual and Gender-Based Violence (SGBV):** The proposal should include one or several of the following topics and aspects: prevention and response; violence in youth relationships, transgenerational trauma, online violence, harassment and abuse; legal and psychosocial support to survivors of violence or sexual harassment; hateful, discriminatory and biased narratives against women in public discourse and work with media to promote inclusive and safe environment/conditions for all.
- **Conflict Transformation:** related to violence against women and/or fostering dialogue and promoting joint actions on civil society level locally or regionally.

2. Frieda's approach:

Frieda is looking for projects that apply the following:

- **Holistic** approaches that promote safe and peaceful societies, recognizing the intersectional nature of issues that women face in Bosnia and Herzegovina.
- **Inclusive** approaches that involve and support local CSOs who work across generational, ethnic, or minority groups.
- **Innovative** approaches that try to test out and present new solutions.
- **Collaborative approach:** Grassroots organisations and networks are encouraged to apply (alone or in partnership).

3. Structure of the Concept Note:

The structure of the concept note along with the points awarded for the different sections are described in the template. The concept note is a short description of the project. It follows the structure of the project proposal, which short-listed applicants will elaborate in a second step. The concept note includes the following:

- **Context & Problem Analysis:** Presentation of an in-depth, facts-based problem analysis (please mention own research, if any) which shows the need of the planned project.

- **Theory of Change:** Explain the project’s envisaged long-term impact for the target group(s) and describe how you aim to achieve the relevant outcomes through your project outputs (following the logframe matrix).
 - **Project Management and Implementation Methodology:** Describe your project management system and the chosen methodology in order to guarantee an efficient and effective implementation of the project (including track record).
 - **Sustainability:** Elaborate on the sustainability of the planned project and its impact on the target group(s) on different levels (individual, collective) beyond the project duration; empowerment and capacity strengthening of the target groups as well as of other actors (including the implementing partner) should form an integral part of the project.
Cooperation between different actors of civil society, and government institutions are strongly encouraged.
4. **Target Group:**
Women and girls, survivors of violence or affected by intersectional discrimination, youth, men; their families, communities, and peers.
 5. **Project location:** Bosnia and Herzegovina; projects including less-developed areas of Bosnia and Herzegovina shall be given a priority.
 6. **Duration of the project:**
Inception phase: June 2024 – December 2025 (evaluation by mid-2025)
First project cycle: 1st of January 2026 – 31st of December 2028.
Upon project performance, a second and third project cycle can be granted.
 7. **Budget and eligible costs:**
2024: up to Euro 50’000 (6 months)
2025: up to Euro 80’000 (12 months)

The project will not cover expenses for infrastructure, vehicles, scholarships, travel abroad or extensive research.

Part II: Organisational Capacity Criteria for Eligible Organisations

- I. **Type of organisations:** Local women’s organisations, human rights organisations, organisations engaged in women’s peace and security and other interested NGOs with defined gender-sensitive and inclusive strategies. The interested organisations must demonstrate that they have qualified staff and proven experience in the field of gender, human rights, and women’s empowerment. Cooperation with other actors of civil society is highly encouraged.
- II. **Legal status:** Organisations must be registered as NGOs in Bosnia-Herzegovina and must have been operating for at least three years.
- III. **Budgetary requirements:**
The budget for the project should be similar to the projects the organisation has implemented so far. In case that the project budget exceeds the size due to upscaling, the organisation must demonstrate sufficient human resources, administrative and management capacities to implement it.
The budget for the project should not exceed 40 % of the overall budget of the organisation.

- IV. **Audit report:** Shortlisted organisations must present certified financial audit reports for the past 2 years.

Application process:

1. Interested organisations who meet the above-mentioned criteria are invited to fill in the following (see template):

Part I: Concept Note

Part II: Organisational Assessment

The application form must be submitted in word-format.

Part III: Cost breakdown

Official Registration: Only CSOs registered in BiH are eligible. The registration must be submitted as an annex.

2. Complete application consisting of filled in template should be sent to: friedabih@gmail.com
3. Please note that **only** organisations with completed application will be considered.
4. Inquiries about the **application process** should only be submitted **in English** to the email: friedabih@gmail.com until latest February 6, 2024. Please note that inquiry emails received after this date will not be answered.
5. Deadline for submitting the Concept Note is February 12.
Any proposals received after this deadline will not be considered.

Time-line selection process:

1) Publication of Call for Concept Notes:	26.01.2024
2) Online information session ¹	02.02.2024
3) Inquiries about application process until:	06.02.2024
4) Deadline for submitting concept notes:	12.02.2024
5) Organizations informed about the results of the call:	23.02.2024
6) Deadline for short-listed organization to submit the full proposal:	10.03.2024
7) Interviews with short-listed organisations	10.04.2024
8) Grant awarding:	End of April
9) Proposal adjustments, signing contract, start of inception phase:	May 2023

¹ To be joined via Zoom Link at 9.30h. Please register until Thursday, February 1st via: <https://us02web.zoom.us/meeting/register/tZMrdumpqj0oEt1JWKzJCKO45XR-C75nxmj1>