

# Funding Application Form

Global Standard for CSO Accountability – Extension Phase 2018/19

## SECTION 1: General Information

**Date of grant request:** 05/08/2019

**Name of organization requesting funding:** Australian Council for International Development

**Project title:** ACFID working with the Global Standard extension phase

**Wiring or Bank Information:**

Name: ACFID

Bank: Westpac

BSB: 032729

A/c: 295 639

IBAN: WPACAU2S

SWIFT: WPACAU2S

**Address:** 14 Napier Close, Deakin ACT 2601 AUSTRALIA

**Main contact person**

**Name:** Jocelyn Condon

**Position title:** Director of Development Effectiveness

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**Amount of funding request:** EUR 40,044

**Grant period:** 12 months

**Project period:** 2019-2020

**Key staff or volunteers leading the project:** *Project lead, relationship and outreach manager:* Jocelyn Condon (ACFID Director of Development Effectiveness)

*Project support, technical guidance:* Sophie Seck (ACFID Standards and Code Lead)

## SECTION 2: Achievements and Impact

Note: All suggested projects have to be in line with the agreed objectives of the *Global Standard* extension phase (Annex I) and will be assessed against the agreed criteria (Annex II).

### 1. Which objectives of the extension phase does this project aim to contribute to?

*As detailed below, ACFID's proposal is focused on advancing the first three objectives of the Global Standard extension phase:*

#### a) Promote the use of the Global Standard

**Activity 1:** Global Standard guidance materials for the Pacific

**Activity 2:** Adopting the Global Standard masterclass for South-East Asian platforms

#### b) Create a knowledge pool on the Global Standard

**Activity 1:** Global Standard guidance materials for the Pacific



**c) Strengthen CSO capacity to engage with the Global Standard**

**Activity 1:** Global Standard guidance materials for the Pacific

**Activity 2:** Adopting the Global Standard masterclass for South-East Asian platforms

*Taken cumulatively, these activities also contribute to the achievement of objective e) **strengthen the financial and organisational sustainability of the Global Standard**, with a view to involving suitable organisations in the partnership as a longer-term outcome of the initial 12-month activities.*

**2. Project description:**

Based on inception conversations that ACFID has had with potential partners in our region we propose three discrete but inter-related activities for this 12-month phase.

**ACTIVITY 1: GLOBAL STANDARD GUIDANCE MATERIALS FOR THE PACIFIC**

ACFID proposes to undertake a high-profile 3-day workshop in partnership with the New Zealand Council for International Development (CID) and the Pacific Island Association of NGOs (PIANGO). The purpose of this workshop would be two-fold. Firstly, participants will learn in-depth about the content and application of the Global Standard. Secondly, the participants will work with ACFID facilitators to articulate how the Standard would be applied in a practical way in the Pacific region. The proposed outcome of the workshop is guidance materials for the use of the Global Standard as a tool to advance CSO accountability and effectiveness in the Pacific.

ACFID has initiated conversations with both CID and PIANGO and both organisations have expressed initial enthusiasm for this concept and are interested to work with ACFID on the initiative.

This is a timely and strategic proposition for the partnership's regional outreach within the Pacific for a number of reasons. The Australian Department of Foreign Affairs and Trade (DFAT) has recently launched a new policy direction for the Pacific known as the '[Pacific Step-up](#)'. This will substantively expand the funding and resources directed into the region and brings an increased need to strengthen civil society capability in recipient countries. An activity of this nature serves to establish capacity and relevance within CSOs and their networks, as well as reach to engage policy setters and potential funding sources from within the Asia-Pacific region.

It is proposed that - additional to planning and delivery work to be undertaken by ACFID - the activity would comprise three key milestones:

- a. Face-to-face scoping and planning meeting between representatives of all three organisations;
- b. 3-day workshop; and
- c. Finalisation and layout of guidance materials

The workshop would accommodate up to 20 funded participants, with the possibility of additional participants to be funded by DFAT or the New Zealand Ministry of Foreign Affairs (MFAT). These representatives would comprise regional civil society representatives (such as PIANGO), national civil society accountability representatives (such as Fijian Council of Social Services, Vanuatu



Association of NGOs), domestic civil society representatives (from within the Pacific), as well as invited government representatives (MFAT, DFAT).

## **ACTIVITY 2: ADOPTING THE GLOBAL STANDARD MASTERCLASS FOR SOUTH EAST ASIAN PLATFORMS**

Adjacent to but informed by the above activity, ACFID proposes an additional activity to establish a pathway for platforms in Southeast Asia to align existing Codes to, or adopt the Global Standard. Building off a presentation of the Global Standard to an ACFID-hosted NGO fora event earlier this year, ACFID has worked with the (largely humanitarian relief focused) [International Council of Voluntary Agencies \(ICVA\)](#) to establish in principle support for ACFID to host a masterclass on adopting the Global Standard at ICVA's regional conference, to be held in Bangkok in November/December 2019 (final date to be advised) and attended by ICVA's approximately 100 member organisations of NGOs operating at the Global, regional, national and local level. Through conversations advanced to date, ACFID has established initial interest in understanding how to work with the Global Standard from a number of NGO platforms who are ICVA members. These include:

- The Korea NGO Council for Overseas Development Cooperation (KCOC)
- Japan NGO Centre for International Cooperation (JANIC)
- Japan Platform (JPF)
- The Asia Pacific Refugee Rights Network (APPRN)

Firstly, ACFID proposes to advance these initial conversations in one-to-one meetings held online with the relevant contact points within each organisation to build off the initial interest and enthusiasm to understand more about the Global Standard. Through these discussions, ACFID will:

- Establish the current state of each organisation's existing accountability mechanisms
- Generate agreement on whether the organisation is suitable to align with or adopt the Global Standard
- Begin initial stages of mapping current codes, or providing further information about becoming a Code-managing organisation using the Global Standard

These meetings will culminate in organisations being invited to attend the Bangkok masterclass as part of or as a side event to the ICVA conference to discuss and workshop with peer organisations and establish a clear set of steps to adoption of the Global Standard. As needed, this masterclass will be complimented by one-to-one meetings with ACFID representatives to offer mentoring and coaching to the adoption process as well as answer questions arising from the masterclass.

Additional to furthering discussions with the aforementioned organisations ACFID will also work with ICVA to understand which of the other invited member organisations are likely to be suitable to reach out to and invite to attend the masterclass. ACFID will initiate contact with these organisations in advance of the masterclass event, provide them with Global Standard materials to read, and then progress these conversations as part of the event. The purpose of focal points from these organisations attending the event would be to understand more about how the standard would work in practice. ACFID would follow-up with these organisations as an outcome



of the event to understand whether they would be interested to further the discussion and understand how to align.

*Additional to the specifics of the activities outlined above, ACFID proposes providing direct ad-hoc support to all organisations identified and arising throughout this 12-month period in the form of online mentoring and peer-to-peer technical support as appropriate to the organisation's capacity to work on the adoption/alignment process.*

### **3. Desired outcomes:**



Outcome	Strategy for Achievement	Measurements of success (numerical when possible)
<p>Guidance materials have been drafted for the Pacific that demonstrate the relevance and applicability of the Global Standard to the region.</p>	<p>Plan effectively and hold core advance discussions to enable highly useful dialogue at the workshop (Activity 1)</p> <p>Create a collective sense of ownership of the workshop and for success of the resulting guidance materials through early engagement face-to-face on its design and delivery (Activity 1)</p> <p>Hold an effective and productive workshop that provides the foundation for the drafting of guidance materials (Activity 1)</p> <p>Produce engaging and informative materials (Activity 1)</p>	<p>a) Guidance materials have been produced;</p> <p>b) At least one (1) case study is collected of a national platform in the Pacific that uses the guidance materials with their member organisations;</p> <p>c) At least one (1) external stakeholder (Government, other donor) endorses the use of the guidance materials and the Global Std to enhance CSO effectiveness</p> <p>d) At least one (1) code-managing organisation in the Pacific region has agreed a pathway to adopting or referencing the Global Standard</p>



<p>Global Standard guidance materials for the Pacific are being accessed and used by practitioners working in the region. This is resulting in higher levels of general engagement with the standard, and further examples of organisations adopting and working with the standard</p>	<p>Produce engaging and informative materials (Activity 1)</p> <p>Promote guidance materials in hard-copy and through online channels (Activity 1)</p>	<ul style="list-style-type: none"> <li>a) Guidance materials have been produced;</li> <li>b) At least one (1) case study is collected of a national platform in the Pacific that uses the guidance materials with their member organisations;</li> <li>c) At least one (1) external stakeholder (Government, other donor) endorses the use of the guidance materials and the Global Std to enhance CSO effectiveness; and</li> <li>d) Three (3) or more case studies have been collected of organisations generally applying the Global Standard in the Pacific.</li> </ul>
<p>ACFID has delivered a successful Global Standard masterclass at the ICVA regional conference</p>	<p>Hold online discussions with target organisations in advance of the event (Activity 2)</p> <p>Work collaboratively with ICVA to identify other appropriate organisations to invite directly to participate in the masterclass (Activity 2)</p> <p>Plan for and hold an effective and engaging masterclass (Activity 2)</p>	<ul style="list-style-type: none"> <li>a) The masterclass is well-attended (pending room capacity – up to 30 participants), with the targeted organisations represented;</li> <li>b) At least one (1) code managing organisation in the South East Asian region has committed to adopting or referencing the Global Standard;</li> </ul>



#### 4. Work Plan and Timeline:

Objective	Activities	Delivery Date
(refer objectives above from extension phase)	Hold face-to-face planning meeting with all three organisations.	Oct/Nov 2019
A, B, C	Plan for and hold 3-day workshop in Pacific Island country	Mar 2020
<b>Develop Global Standard Guidance materials for the Pacific</b>	Draft regional guidance materials	Apr 2020
	Finalise designed version of guidance materials	Jun 2020
	Publish hard-copy materials	July/Aug 2020
	Make resources available online	Sept 2020
A, C	Hold 1-1 discussions with identified organisations	Completed before Nov/Dec 2019 workshop
<b>Hold successful Global Standard masterclass event at the ICVA regional conference</b>	Invite other organisations as identified with ICVA	Completed at least 4 weeks before masterclass date
	Plan for and hold masterclass event	By end Dec 2019
	Conduct follow-up activities with identified interested organisations as needed	By end Mar 2019

#### 5. Who will benefit from this project? Direct, indirect?

**The Global Standard partners:** the project advances the partnership's overall objectives and raises the profile and brand of the standard, and in turn the partner organisations.

**ACFID:** ACFID's brand is built and promoted through increased engagement in our region, including with Government and other stakeholders promoting our role as a leader in standard setting in our region, and a capable implementer in this regard.

**Regional partners in the Pacific:** Identified organisations such as the New Zealand Council for International Development and the Pacific Island Association of NGOs benefit directly from the opportunities to engage in face to face meetings in Australia, as well as collaborate on the workshop to produce guidance materials for the Pacific. This builds their brands, legitimacy, accountability in their region. Longer term, these organisations benefit from the capacity building of adopting the Global Standard, should this eventuate. Indirectly, platforms that are members of PIANGO (for example, Fiji Council of Social Services, Vanuatu Association of NGOs) also benefit from being workshop participants.

**Targeted organisations in South East Asia:** Identified organisations such as KCOC, the Japan Platform and JANIC all benefit from the engagement and capacity building activities as well as from having their organisations attend and be profiled through the masterclass event.



## **6. How will you engage various stakeholder groups?**

ACFID has already engaged with all of the key stakeholders to this activity and established their initial agreement to this proposal. As needed, ACFID will now build off these relationships to establish the key and ongoing focal points within these organisations to arrange the activities detailed in this proposal.

Further to this, ACFID will work in collaboration with ICVA to identify the additional invitees to the masterclass to be held at the ICVA conference. To ensure the success of these activities, ACFID will also be able to utilise existing relationships, memberships and networks of our organisation and its members.

## **7. How will you monitor and evaluate your achievements?**

ACFID already has in place an extensive monitoring and evaluation framework that monitors key indicators relating to the success of ACFID-hosted events, engagement with our web and social media channels, and uptake of ACFID-produced resources.

ACFID's work on the Global Standard, and the success of our activities under proposals such as this one are specified and monitored through our annual operational plan. More information about ACFID's Planning, Learning and Accountability framework is provided with this proposal.

## **8. Have gender specific issues and programming/budgeting been included in developing this project? If so please explain how.**

In line with ACFID's organisational approach on gender, a gender lens will be applied to the design, planning and delivery stages of each of the activities identified. This process includes a cross-functional team evaluation of these activities, and consultation with ACFID's gender Community of Practice. In line with ACFID's commitment to the prevention of sexual exploitation, abuse and harassment (PSEAH) ACFID will also conduct a specific PSEAH risk assessment for each event in this proposal.

*ACFID can provide more information on our organisational approach to gender on request.*

## **9. Are there any environmental impacts of this project and/or the organisation? If so which and how are these managed with?**

The most significant environmental impact of regional collaboration for an organisation like ACFID, and especially when working with Pacific Island nations, is the carbon footprint of international travel. As a principle, and as detailed in this proposal, ACFID seeks to minimise its carbon footprint by minimising the amount of international travel undertaken to pursue organisational objectives. Accordingly, wherever possible ACFID is committed to holding meetings in a online setting and facilitating conversations that utilise this enabling technology. Further, ACFID will assess and hold our Pacific workshop in a country that minimises the number of flights required for attendees.



### **SECTION 3: Financial Information**

**10. Please list other key donors or sources of income:**

Source	Description	Amount (EUR)	Notes

**11. Due Diligence Documents: Please provide us with the following documents as attachments (if not applicable please state your reasons below):**

- 1.1 Description of organization/ entity/ their work and structure/ key objectives and mission / board and governance structure **ATTACHED – Strategic plan**
- 1.2 Legal registration status / **Certificate of incorporation**/ Articles of association **ATTACHED**
- 1.3 Current tax and VAT status **ATTACHED**
- 1.4 Most recent organizational financial audit **ATTACHED**
- 1.5 Specific anti-fraud and anti-corruption policies **ATTACHED**
- 1.6 Organigram or other staff/task structure **ATTACHED – includes governance structure**
- 1.9 Procurement policy **ATTACHED**

Note: Successful project partners might be asked to provide additional due diligence documents to assess their organisational capacity as laid out in Annex II.

**12. Please provide us with a detailed budget proposal, laying out all expected expenditures using the attached template.**

Note: Proposals of more than 40.000 € need to be audited. Audit costs can be included in the budget. The Review Panel will assess budget proposals against criteria 4. as listed in Annex II and might ask successful applicants to amend (parts of) the budget.

### **SECTION 4: Risk assessment**

Please provide us with a brief assessment risk of internal and external risks as perceived by your organisation. If possible also assess the possibility and impact of said risk and how these risks can be managed.

***Key risks to this project noted below. ACFID can provide our organisational risk framework on request***



Risk	Description	Possibility and Impact	Mitigation
Key personnel departure	Core persons working on the project from within ACFID leave before its completion	<b>Low likelihood</b> given low team turnover and short project timeframe <b>Medium impact</b>	<ul style="list-style-type: none"> <li>Internal HR management policies, succession planning</li> <li>If eventuated – ACFID internal processes for handover.</li> <li>Two internal staff working on the project</li> </ul>
Unresponsive partner organisations	Core partners to project success such as PIANGO and CID do not respond or deliver on their agreed project roles	<b>Medium likelihood</b> <b>Medium impact</b>	<ul style="list-style-type: none"> <li>Maintain relationship</li> <li>Scope includes very sufficient timeframes that allow for slower than usual timeframes</li> <li>Continuously scheduled catchups and check-ins on progress</li> </ul>
ICVA removes in principle support for GS masterclass	ICVA changes their support for the masterclass event	<b>Low likelihood</b> <b>Medium impact</b>	<ul style="list-style-type: none"> <li>Re-establish and document ICVA support on acceptance of proposal</li> <li>If eventuated, an equivalent event would be sought.</li> </ul>
Project overspend	Lack of budget monitoring results in costs overrun	<b>Low likelihood</b> <b>Major impact</b>	<ul style="list-style-type: none"> <li>ACFID establishes special project code to track spending against funds received</li> <li>Finance team provides quarterly reports to management team</li> <li>Responsible Director monitors spend against project plan on a quarterly basis</li> </ul>

### **SECTION 5: Comments**

Please provide any other information you think will help us understand the project you are proposing.



- Please see attached ACFID planning, learning and accountability framework document.
- Read about ACFID on our website here < <https://acfid.asn.au/> >

**ACFID would be happy to discuss this proposal at the convenience of the assessment team. Please contact ACFID Director Jocelyn Condon ([jcondon@acfid.asn.au](mailto:jcondon@acfid.asn.au))**

#### REALLOCATION DUE TO COVID

Due to the COVID-19 pandemic, some activities in this proposals were amended. The delivery period of the project was also extended to 30 November 2020. The affected activities are revised as below:

- Activity 1 (Workshop to develop Global Standard Guidance materials for the Pacific at the Pacific Forum in ICVA) could not take place due to inability to travel and congregate. Instead, ACFID shifted this activity line and proposed a collaboration with the Pacific Islands Association of Non-Governmental Organisations (PIANGO) to draft the guidance note for a Pacific Accountability framework. The framework will be based on the Global Standard, and the work will begin with Global Standard Cluster C “What We Do Internally”