

Basic Services Fund Interim Arrangement (BSF-IA) of the Government of Southern Sudan

Application Guidelines for Call for Proposals



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List of abbreviations

AES	Alternative Education Systems
ALP	Accelerated Learning Programme
ARI	Acute Respiratory Infection
BPHS	Basic package of Health Services
BSF	Basic Services Fund
BSF-IA	Basic Services Fund Interim Arrangement
CEC	County Education Centre
CPA	Comprehensive Peace Agreement
CHW	Community Health Worker
DFID	UK Department for International Development
ECHO	European Commission Humanitarian Office
EmONC	Emergency Obstetric and Neonatal Care
IDP	Internal Displaced Person
ITN	Insecticide Treated Nets
HMIS	Health Management Information System
GoSS	Government of Southern Sudan
LQAS	Local Quality Assurance System
MDG	Millennium Development Goal
NGO	Non governmental organisation
MDTF	Multi Donor Trust Fund
MoEST	Ministry of Education Science and Technology
MWRI	Ministry of Water Resources and Irrigation
OFDA	Office for Foreign Development Aid
PHCC	Primary Health Care Centre
PHCU	Primary Health Care Unit
PTA	Parent Teacher Association
SC	Steering Committee
SSRRC	Southern Sudan Relief and Rehabilitation Commission
TTIs	Teacher Training Institutes
WASH	Water Sanitation and Hygiene
USAID-SHTP2	USAID Sudan Health Transformation Programme (phase 2)

1 Introduction

The Basic Services Fund for Southern Sudan was launched in October 2005 with the organisation of the first Steering Committee meeting chaired by the Ministry of Finance and Economic Planning. The Department for International Development (DFID) of the United Kingdom was the main initiator of the BSF, seeing the fund as a bridging operation to deliver basic social services by non-state service providers while GoSS capacity to manage, finance and deliver social services was being built up. The objective of the Basic Services Fund is to support improved coverage of and access to basic education, primary health and water and sanitation services as an essential step in rebuilding the lives of communities recovering from prolonged periods of conflict. The BSF made grant to NGOs, who deliver the vast majority of basic services in Southern Sudan.

The initial design assumed that the BSF would be a short-term mechanism, with the activities, procedures and decision-making processes rolled into the Multi Donor Trust Fund - South as the major GoSS vehicle for funding service delivery. However, this has not materialised as the MDTF-S experienced delays with limited disbursements of the funds available and gradually shifted its focus towards physical and human resource infrastructure, rather than service delivery.

Generally speaking, three types of activity are being supported by BSF:

- Construction and/or Rehabilitation: of schools (class rooms), health centres and water facilities.
- Capacity Building/Training: of county health and education staff, of teachers and head masters, of nurses and mid-wives, of pump mechanics, of community groups, such as parent-teacher associations, community health associations and water user associations.
- Management and Operations: funding salaries, running costs and material supplies, such as drugs and text books.

Project allocations are made through competitive Calls for Proposals. These Calls are open to NGOs and other non-state actors. While BSF was initially funded by DFID, it generated wider donor interest in the course of 2008, due to delays with the implementation of MDTF-S. In late 2008, the Governments of Norway, Netherlands and Canada agreed to join DFID in funding a second phase of the BSF. This enabled the organisation of a substantially larger third round of BSF grants for the period to June 2010. Overall £39 million has been awarded, through competitive selection, to 26 lead NGOs providing basic services. There are BSF interventions in between two and five counties in all of Southern Sudan's 10 States.

The BSF is one of several funding instruments available to GoSS and the donor community for post-conflict Southern Sudan. The BSF closely follows government policy for basic services delivery and works in close collaboration with the three relevant line Ministries in planning, coordinating and monitoring basic service delivery through NGO channels. For the period 2008 – 2011 GoSS has identified six medium-term expenditure priorities of which three relate to basic services:

- To provide free primary health care to improve the health status of the population
- To provide equitable access to basic education
- To increase access to safe water and sanitation.

1.1 BSF Interim Arrangements

The previous BSF phases 1 and 2 have provided a template for systems and implementation that have been shown to work well. It has been assessed as meeting around 10% of all needs identified by the 2005 Joint Assessment Mission, also expressed as 5% of GoSS targets. The proposed new phase – the BSF Interim Arrangement (BSF-IA) - is therefore designed to provide an interim arrangement building on a functioning platform in order to ensure basic services continue to be delivered, allowing GoSS time to develop its plans and capacity for an enhanced leadership and management role post- 2011.

The BSF-IA's goal is to support GoSS in the expansion of primary health care, education, water and sanitation. The purpose is to expand coverage and use of these services in Southern Sudan. This will be done through actual delivery, and by strengthening Government capacity to plan, monitor, and co-ordinate non-state service delivery. The BSF-IA will continue to focus its activities towards delivering services, while GoSS and development partners initiate dialogue to develop sector plans to drive service delivery after the end of the CPA implementation period in December 2011.

The BSF-IA will continue to finance NGOs to deliver basic services. This will be undertaken in two ways: i) through the continuation of NGO service delivery projects meeting the standard and demonstrating value for money under the current BSF phase 2; and ii) a call for new proposals to expand basic service delivery coverage. As an indicative target, around 50% of BSF-IA financing will be allocated to health with the remainder split between education, and water and sanitation.

BSF-IA will be supported by the Governments of the Netherlands, Norway, Sweden and the United Kingdom. DFID will remain the lead donor during BSF-IA.

1.2 Scope and Structure

Despite the progress made in building GoSS systems and services since 2005, NGOs still deliver a large proportion of services in Southern Sudan, and are likely to do so for some time to come. At some point in the future, the GoSS will take over the delivery and financing of basic social services, but to do this effectively will require further capacity development, some of which BSF-IA aims to provide.

BSF-IA will continue to focus on providing grants to non-state service providers, and also to not for profit organisations with a proven track record and on the basis of robust proposals for service delivery in water and sanitation, primary education and/or primary health interventions. The emphasis of this fund will be on county based provision of health services, as well as continuing provision of basic education at county level, and water and sanitation services. An important issue will be local ownership. The recipients have to become the "owners" of the activities. Proposals must adhere to the core principles set out below.

Although non-state service providers are the implementing organisations of BSF funds, the GoSS is the owner of the fund. Projects funded by the BSF-IA should contribute to the GoSS's long-term vision of development in Southern Sudan and be closely aligned with the Sector Plans 2010-2012 as worked out in the Budget Sector Working Groups. BSF-IA projects should also look to work closely with the relevant GoSS line-ministries at all levels, cementing government and community ownership of development, and building government capacity for such development to be sustainable.

1.3 Core Principles

Projects receiving grants from this fund are expected to be consistent with a MDG-poverty reduction approach and with the core principles outlined below. The application guidelines and evaluation criteria are designed to reflect and reinforce these core principles.

- Work with the GoSS and local government authorities to design, implement, monitor and evaluate projects and programmes. It is especially important to:
 - Involve county departments for education, health and water and sanitation in the planning of projects (choice of location, choice of design, beneficiaries), and later in implementation and monitoring project progress.
 - Adhere to GoSS service standards and have local government administration agree on construction plans and detailed designs.
- Employment of Sudanese nationals should be prioritised where possible at all levels of implementing organisations.
- Employ a conflict-sensitive approach to service delivery projects and programmes. At a minimum, a 'do no harm' approach should be taken by not exacerbating existing tensions and ensuring equitable access to services by differing and potentially conflicting community groups. Ideally, basic service provision will build on conflict analysis to reinforce security and stability.
- Link service provision to community-level demand for services through processes of community involvement in and ownership of project formulation, active community participation during project implementation and control over the activities by the recipients.
- Seek to build accountability at all levels: between non-state service providers, clients, donors, local authorities and the GoSS. Secondment of local government staff in projects may be utilized to improve government involvement and capacity building.
- Ensure social inclusion by designing projects and programmes that address inequalities and are inclusive of women, the elderly, children, different ethnicities, returnees, IDPs and refugees.
- Promote partnership with, and build capacity of, local (Sudanese) non-state service providers (NGOs and private sector). Look for opportunities for collaboration and lesson learning.
- Work to integrate service delivery. Look for opportunities to link sectors and services. Water and sanitation, education and health are intrinsically linked to improving child mortality, morbidity, gender equality and security.
- Work to enhance sustainability, including environmental sustainability, of project impact and service delivery either through local government or local organisations.
- Partners will directly or through representation work with GoSS Budget Sector Working Groups to transfer interim financing onto government budgets.
- Partners will work with GoSS policies and plans as they develop (including the provisions of the Non-Governmental Organisations Act and Policy Guidelines).
- Develop an exit strategy where facilities constructed or rehabilitated and personnel trained can be handed over to local government. Assisting the process of government "entry strategy" through government capacity building at all levels is encouraged. In addition, capacity building of local partner organisations (who in a number of cases will be the long term custodian/manager of services and assets) should also be addressed. For example signed agreements on state budgets for salaries and running costs of facilities; MoUs; etc.

1.4 Definition of Basic Services

- Basic Services are understood to be primary level services provided in the Health, Education, and Water and Sanitation sectors.
- Basic Services refer to the minimum level of services:

- In the Health Sector, this includes community health, PHCU, and basic and comprehensive (EmONC) levels of PHCC delivery; according to BPHS. It does not include complex hospital treatment
- In the Education Sector, this refers to Primary Education, ALP and AES, plus related teacher education. It does not include secondary or tertiary education.
- In the WASH sector, this includes rural and peri-urban water supply. It does not include water for non-human purposes such as irrigation, and other more complex secondary or tertiary service levels.

2 Funding conditions for BSF-IA Grant Recipients

Section 2.1 describes the Funding Conditions and principles. The funding conditions are compulsory for all projects and applicants should therefore adhere in their Expression of Interest and their Proposal to these conditions. Any Expression of Interest or proposal not meeting the funding conditions will be disqualified without further assessment. Expressions of Interest that best reflect the funding conditions have a greater likelihood of being shortlisted and proposals which best meet the funding principles have a greater likelihood of being funded.

2.1 Funding Conditions

1. The fund is open to non-state service providers.
2. Projects must be related to the direct delivery of the basic services:
 - primary health
 - primary/basic education provision
 - water and sanitation

Proposals should be limited to one of the 3 sectors. It is recognized that in some cases cross-over activities are inevitable. For example, in schools and health centres water and sanitation infrastructure should always be included. However, to ensure efficient project coordination with GoSS, proposals that are limited to one sector are more likely to be funded.

3. Continuation of ongoing activities already funded by BSF is encouraged by GoSS, to avoid a drop in current service delivery levels. This is especially important for projects in the health sector.
4. In order to spread the benefits of BSF activities into new areas, the BSF-IA is seeking applications for service delivery in priority counties not previously funded by the BSF. New projects that duplicate existing BSF-funded activities in a certain area will not be considered.
5. Projects must follow existing and developing GoSS policies, plans, priorities, and (minimum) (service) standards (see section 2.2 and the annexes for more information). They must demonstrate clear linkages and support of local government plans (where existing) and inclusiveness, participation and capacity building of local government authorities in planning, implementation and monitoring.
6. All projects should be planned in consultation with the level of government most appropriate for the project to be implemented (GoSS, state or county level), as well as local civil society groups where relevant. Description and evidence to prove this consultation, must be provided as part of the application.
7. Capacity building and learning from experience gained in the projects will be an important component of projects funded by the BSF-IA. Applicants are encouraged to describe how the project is building on previous interventions and lessons learned (BSF and other, if any). Projects will be required to systematically gather, analyse and distribute relevant project information for the benefit of future service delivery policies, programmes and projects in Southern Sudan. The proposal should include a description how these elements are achieved during implementation
8. The BSF-IA looks to support state and county level capacity building training and lesson learning on service delivery planning, monitoring and coordination for government officials.
9. Applicants should include plans to include government officials on monitoring and evaluation visits, including supervision of borehole drilling activities.

10. All applicants must be legally registered with the Southern Sudanese authorities (Ministry of Legal Affairs and/or SSRRC) and must have been operating in Southern Sudan or with a Sudanese principal implementing partner for at least 3 years.
11. The Fund will consider proposals for funding between GBP 300,000 and GBP 1,500,000. The Fund will provide either full funding or top-up funding for projects. BSF-IA funding must constitute at least 50% of the total project budget, and preference will be given to applications for projects to be 100% funded by BSF-IA. If (part) co-funding is included in the proposal it should be made clear which parts are funded by other parties and what arrangements are in place in case this funding cannot be realised; consequences of this event must be specified in the proposal
12. The leading organisation of the consortium must have an annual turn-over during the last 3 years of at least twice the budget requested. This should be the turn-over of the entire organisation and not be limited to possible previous BSF activities only. Evidence to prove this must be provided as part of the application.
13. All proposals must clearly demonstrate their adherence to the Core Principles specified in section 1.3 above. Incompatibility with the Core Principles will result in disqualification.
14. Proposals for water and sanitation should include adequate (borehole drilling) supervision, even if the applicant owns its own drilling rig. This supervision should be directly coordinated with MWRI officials. Applicants should also include a budget line for geophysical siting including geo-electric profiling and soundings (especially if they are planning to drill in the basement foundation).

In addition to the conditions above, there are some guiding principles that are not compulsory but reflect the understanding of preferences and priorities of the Ministry of Education Science and Technology, the Ministry of Health and the Ministry of Water Resources and Irrigation. Proposals which best meet the funding principles have a greater likelihood of being funded. These principles are as follows:

1. Preference will be given to organisations based in Southern Sudan and to consortia combining international non-governmental organisations and Sudanese non-state service providers based in Southern Sudan. Either the international or local partner could be the leading organisation of the consortium.
2. Where Sudanese organisations are in partnership with international organisations, preference will be given to proposals which clearly demonstrate how Sudanese partners will gain experience that will lead to sustainable improvements in government's and/or civil society groups' capacity to deliver services in the future.
3. The applicant can be a single organisation or a consortium. Proposals submitted by consortia will be treated as a single application and funded through a single leading organisation. The name of the leading organisation agency must be clearly mentioned. The fund encourages local organisations to submit proposals and/or form part of a consortium.
4. Preference will be given to proposals which allocate a greater proportion of costs to service delivery, and in particular have a lower proportion of indirect costs. Preference will be given to proposals with low unit costs.
5. Staff proposed should be presented in a way that reflects which positions are to be filled by nationals and which positions are to be filled by internationals. Preference will be given to applications exhibiting significant employment of Southern Sudanese nationals at all levels.
6. Proposals should be realistic, deliverable and focused. Applicants are advised not to plan over-ambitious projects and budgets, especially given an 18 month grant period from July 2010 – December 2011, i.e. a period encompassing only one full dry season.

2.2 Duration

This is the call for proposals under BSF-IA, which follows the third call for proposals under the BSF. Grants made in response to this BSF-IA call will be for a maximum of **18 months**. Projects are expected to start on 1 July 2010 and to be completed by end December 2011, with all funds disbursed and reconciled by February 2012. It is expected that funding will be disbursed in arrears at monthly intervals. Organisations are expected to spend from their own resources and claim for reimbursement.

2.3 Grant Management

DFID has appointed BMB Mott MacDonald as managing agent for the BSF-IA. The grants awarded under this call for proposals will be set up and administered by BMB Mott MacDonald. BMB Mott MacDonald maintains a permanent office in Juba and delivers consultancy services to act as the Basic Services Fund Interim Arrangement Secretariat. BMB Mott MacDonald will report on a regular basis to DFID, other contributing Development Partners and GoSS.

2.4 Reference Material

On the BSF website www.bsf-south-sudan.org reference material can be found which includes:

- Project Documents
- BSF Documents
- GoSS Policies
- Other relevant reports

Specifically applicants are advised to consult the following documents which govern the management of the BSF-IA grant:

- BSF general conditions
- TOR expenditure verification, for conducting the financial audit at completion
- Asset management and hand over policy
- Standard Ministry of Water and Irrigation borehole drilling contract
- DFID guidelines for Logical Framework

2.5 Priorities under BSF-IA

Improving service delivery results up to and beyond 2011 is a priority for the Government of Southern Sudan (GoSS). In order to generate an improved sense of ownership of the BSF-IA, the technical secretariat has held in depth consultation meetings with all three line ministries to re-discuss the sector priorities as outlined in the GOSS BSF Strategic Prioritisation Paper of October 2009. Where possible, the Ministries also identified geographic priorities. The results of these prioritisations are presented in the following sections.

2.5.1 Geographic Areas

The priority geographic areas for the provision of basic services are those that have been under-served or neglected up to now for various reasons. Applicants are encouraged to propose projects in these priority areas.

The choice of geographical location for the project proposal should be guided by the following criteria:

- All counties under GoSS administration are eligible for BSF-IA funding.
- The minimum geographical area that may be covered by a project proposal is the county level. The project may encompass more than one county.

- Priority will be given to projects that provide services to vulnerable populations (which include in particular returnees and IDPs) in the most under-served counties, other than those counties with activities already funded by BSF.
- The BSF-IA will reject applications where duplication of service provision is apparent.

To avoid applicants duplicating activities in one county, applicants must clearly coordinate their planned activities (both technically and geographically) with other stakeholders in the relevant sector.

In particular with:

- Government officials at county, state and National level.
- Other NGOs that may apply for BSF funds through NGO forums or other existing forums.

2.5.2 Education Sector

The following targets were identified as being best supported by the BSF-IA within the Education Sector.

- Construct between 60 and 160 new child friendly primary schools and rehabilitate between 30 and 80 primary schools, based upon established MoEST criteria;
- Provide general in-service training for between 3,000 and 8,000 teachers, and course specific trainings for between 200 and 500 teachers;
- AES training for 100-200 AES teachers within Southern Sudan;
- Distribute learning materials within primary schools;
- Support MoEST in developing the professional capacity of state and county education departments to provide and monitor education services.

During a consultation meeting that was held with the Ministry of Education, Science and Technology in March 2010, the education sector priorities were re-discussed and further specified. An elaborated list of priorities per education sector department is attached in Annex 1. All applicants should familiarize themselves with this list and focus their proposals on these priorities to the maximum extent possible.

Annex 1 also presents a list of priority counties for construction of learning spaces and educational facilities. Applicants who are interested to propose new school construction should focus their interventions in the counties presented on that list.

2.5.3 Health Sector

The following targets were identified as being best supported by the BSF-IA in the Health Sector:

- Continued provision of basic package of health services within the 25 counties currently supported by the BSF;
- Provision of the Basic Package of Health Services to 10-17 new counties within Southern Sudan. This would involve coverage of primary health care provision, increasing to 50% in these counties by the end of the 18 month funding cycle;
- Support in-service and formal training of health workers within PHCC and PHCU (as currently provided under the BSF);
- To support the MoH in strengthening County Health Departments and community capacities for the supervision of health services (to be specified in conjunction with the MoH).

During consultation meetings between BSF and the Ministry of Health in March 2010, the following issues were added:

- Increase the awareness of communities on basic health. Awareness raising campaigns in rural areas through village health committees need to create demand of the communities to use the health services available.

- Strengthening of Governance structures such as the county health departments, village/Boma health committees. To create a well functioning health sector, capacity building of these departments is necessary, which should include the harmonization of the different interventions in the health sector through different funding mechanisms.

The Ministry of Health has identified 13 high-level impact indicators which describe the priorities in the delivery of the basic package of health services. All 13 indicators are equally important and the applicants are encouraged to plan their service delivery in such a way that these indicators are covered to the maximum extent possible in their proposals. This list of indicators is presented in Annex 2.

Currently, four states have Lead Agents appointed under the Umbrella Programme for Health Systems Development. These are Upper Nile state, Jonglei, Central Equatoria and Eastern Equatoria. The Ministry of Health wants to underline they want those organisations that are currently implementing health projects under BSF are able to continue their activities in which ever state they are located. This is to avoid a disruption in health service delivery and coverage.

New applicants are therefore encouraged to focus their proposals on:

1. States that currently do not have a Lead Agent – being Unity, Warrap, Northern Bahr el Ghazal, Western Bahr el Ghazal, Lakes and Western Equatoria.
2. States/Countries that are currently not served by BSF or any of the other 4 funding mechanisms (USAID-SHTP2, OFDA, ECHO and MDTF).
3. Counties under imminent threat of closure of health facilities due to funding gaps.

All applicants are advised to coordinate their plans with the Ministry of Health at GoSS-level and through the Sector Lead and/or Co-Sector Lead of the NGO Health Forum, which will have the latest summary information of main donor funding of basic health service provision throughout Southern Sudan.

2.5.4 Water and Sanitation Sector

All projects funded through the BSF will be compatible with the relevant GoSS sector priorities for basic services, which are summarised in the following sections.

The provision of clean water and sanitation falls under the GoSS' Infrastructure Sector. The 2010 Infrastructure Budget Sector Plan has set the following strategic objective; "Rehabilitate and provide infrastructure to enhance: investment, poverty reduction, economic growth and service delivery in a sustainable manner". In addition to the delivery of sanitation services and as part of the above mentioned objective, the Ministry of Water Resources and Irrigation (MWRI) constructs and maintains the water supply infrastructure, while also setting the policy on water resources management, development and utilization.

The following targets were set for the provision of water and sanitation within Southern Sudan during the interim period.

- Access to clean water – increasing from under 20% to over 40% by 2011;
- Construction of latrines – 4,300 new latrines to be constructed;
- Construction of boreholes and other water facilities – 6,500 new borehole schemes and 3,650 rehabilitated boreholes by 2011;
- Increased awareness – regarding the importance of hygiene and sanitation in rural areas throughout Southern Sudan.

The Ministry of Water Resources and Irrigation (MWRI) intends to contribute to the above targets in the next two years by undertaking the following activities:

- Continuation of policy development on water resources in Southern Sudan, and will be carrying out monitoring activities to ensure the quality of infrastructure constructed;
- Provision of pumps and utilisation of State transfers to provide operation and maintenance services for water and irrigation schemes;
- 1,290 new borehole schemes, rehabilitation of 520 boreholes, 600 schemes to be repaired, development of 92 springs/ wells, and 44 alternative water schemes to be financed and implemented through GoSS and donors.
- 12,000 co-financed household latrines, 250 institutional latrines to be financed and implemented through GoSS and donors.

The BSF's contribution to achieving the Infrastructure Sector's water and sanitation targets must sustain the current gains of the BSF while seeking expansion into underserved areas. Existing and expanded interventions will take the following form depending on resources available.

- Rehabilitate or construct between 900 and 2,500 latrines;
- Training of between 150-800 pump-mechanics (with particular attention for training female pump mechanics);
- Provision of 300-1,400 water points including new borehole schemes, rehabilitated boreholes, and other water intakes (e.g. hafirs, water harvesting etc);
- Consistent training, in line with GoSS policy, on hygiene and sanitation in rural communities (as currently being implemented under the BSF);
- Institutional support to state and county water and sanitation departments in conjunction with the MWRI (e.g. establishment of systems and procedures, capacity building, provision office equipment, spare parts)

Like in the rest of developing Africa, sanitation and hygiene promotion activities, to a large extent, were lagging behind. However, it should be noted that the trend in the WASH sector in Southern Sudan is, like the regional and worldwide trend, towards sanitation and water for all activities, with therefore more emphasize on sanitation and hygiene promotion activities.

Furthermore, an estimated 40 – 65 % of the current water points in Southern Sudan are out of order. Development of new water points should therefore not be prioritized above the rehabilitation of existing water points. Both activities should be planned parallel.

In the Water and Sanitation Sector, the coverage of basic water supply and sanitation needs to be increased significantly throughout Southern Sudan. The Ministry of Water Resources and Irrigation therefore welcomes BSF-IA proposals in all states and counties, without prioritising specific areas.

The Directorate of Rural Water Supply and Sanitation of the Ministry of Water Resources and Irrigation in Juba has appointed supervisors per state. These supervisors coordinate the water and sanitation activities in the states they are appointed to. A list of supervisors per state is attached in annex 3. In addition to coordinating their proposed project at county and state level, applicants that propose to work in the water and sanitation sector have to coordinate their plans with the state supervisors.

3 Application Procedure

The BSF-IA call for proposals distinguishes between two application categories.

- Category 1 consists of applications for new project proposals
- Category 2 consists of applications for the continuation of primary health care activities currently funded by BSF.

The two categories use different application procedures which are described below in section 3.1 and 3.2. Annex 4 presents a detailed timeline for both categories. Organisations that are eligible to submit applications under category 2 are waived from submitting an expression of interest and can directly go to section 3.1.3 on page 17.

3.1 Category 1: Application procedure for new projects

It is appreciated that the preparation of proposals is a time consuming exercise and a proposal should therefore have a reasonable chance of being selected. The tender procedure for new projects is therefore broken down in two stages, as described in the following sections.

3.1.1 Stage 1: Expression of Interest

After the date of publishing the announcement for the BSF-IA call for proposals, interested parties will have one week to submit an Expression of Interest. Applicants must adhere to the Format for BSF-IA Expression of Interests, as presented in Annex 5. Failure to do so will result in disqualification.

The expression of interest format consists of the following sections:

1. Project Synopsis for the project to be proposed, with approximation of funds to be requested. The project synopsis should be no longer than half a page.
2. Contact and registration data on all partners of the consortium
3. Information on financial capacity for the lead partner. This data needs to be substantiated by audited annual accounts. The leading organisation should have an annual turnover during the last three years, of at least twice the requested budget. The cash and cash equivalents should be positive at the beginning and the end of the year, for the last three years. **The Expression of Interests will not be evaluated further when these requirements are not met.**
4. Information on operational capacity of the different partners of the consortium.
5. Relevant previous project experience. A maximum of 5 project references per consortium of relevant projects carried out in the last 3 years must be submitted.

All Expression of Interests must be delivered by **17.00 hrs Sudanese time on 1 April 2010**. Four (4) hard copies and one (1) electronic copy must be submitted before the deadline. All late arrivals will be disqualified.

The four hard copies, must be sent to BMB Mott MacDonald c/o Basic Service Fund Secretariat , Plot 31-3K, South, 1st Class Residential Area, Juba town South, South Sudan (+256 477113944), in an envelope clearly marked: BSF-IA – Expression of Interest -{Name leading organisation }

The electronic copy in PDF format must be sent to: bsf-ia@mottmac.com (subject header: BSF-IA-Expression of Interest-{Name leading organisation })

3.1.2 Evaluation Criteria Expression of Interest

The evaluation committee comprising GoSS representatives, independent sector experts and BSF-IA Secretariat staff, will take one week to evaluate the Expressions of Interest. A separate meeting will be held per line ministry for these evaluations. The objective of these meetings is to agree upon a final shortlist presenting the applicants that will be invited to submit a full proposal.

The applicants on the shortlist will be notified within 1 week after submitting the Expression of Interest.

The different sections in the expression of interest format in annex 5 will be scored separately and can receive the maximum score presented in table below. The numbering is consistent with the proposal application format. The Evaluation Committee of BSF-IA will give priority to the applications with the highest scores while maintaining an overall, equitable, geographical balance.

SECTION	MAX POINTS
1 Project Synopsis and Funds Requested	45
1.1 Is the project synopsis relevant for BSF activities?	10
1.2 Is the project synopsis addressing sector priorities as described in the application guidelines?	10
1.3 Is the project synopsis targeting priority counties for the sector as defined by the different line ministries in the application guidelines?	10
1.4 Does the project synopsis mention capacity building, sustainability and exit strategy as a specific part of the project?	10
1.5 Is the proposed project 100% funded by BSF funds?	5
3 Financial Capacity	
3.1.1 Is the annual turn-over of the leading organisation in the last 3 years at least twice the funds requested?	YES/NO
3.1.2 Is the cash and cash equivalent of the leading organisation in the past 3 years positive both at the beginning and the end of the year?	YES/NO
4 Operational Capacity	20
4.1 Does the leading organisation have an office in Southern Sudan?	10
4.2 Does the consortium as a whole have a sufficient presence in Southern Sudan to be able to implement the proposed project?	10
5 Relevant Previous Experience	35
5.1 Does the leading organisation have experience managing projects with the requested budget	10
Per reference 1-5: -Is the applicant the leading organisation: -Is the geographic location relevant to the proposed project: -Does the project cover one of the BSF activities (Basic Education/ Primary healthcare/ Basic Water Supply and Sanitation) -Is the experience relevant for the proposed project: -Is the budget managed over £ 300,000	1 1 1 1 1 (5x5 = 25)
TOTAL	100

The organisations which are selected to write a full proposal will be allowed 4 weeks to finalise their project proposal. The proposals have to be in conformity with the Application Guidelines for the BSF-IA Call for Proposals and the proposal format that is presented in more detail in section 3.1.3.

3.1.3 Stage 2: Full Proposal

All applications must follow the format specified in annex 6 of this document. Applications departing from this format will be disqualified.

- A consortium must submit a signed partnership agreement with the full proposal.
- All proposals should be accompanied by recommendation letters from the relevant GoSS representative on county / state level in which the work is to be carried out, and from no more than two other referees per partner. If the proposal addresses cross-over issues between sectors, the applicant should provide proof of coordination between the different line ministries involved.
- To avoid duplication, all applicants must declare that they will not acquire funds from alternative sources for the same activity in the same location.
- **Deadline for applications in category 1: 17.00 hrs Sudanese time on 6 May 2010**
- **Deadline for applications in category 2: 17.00 hrs Sudanese time on 23 April 2010**
- The submission document must contain:
Five (5) hard copies and one (1) electronic copy, in Microsoft Word, Excel and/ or PDF format, must be submitted with a signed covering letter in PDF format before the deadline. An acknowledgement will be sent by email to the submitting party specifying the time and date the electronic application was received. Documents which do not comply will be disqualified.
- All five hardcopies must be delivered to the office of BMB Mott MacDonald, c/o Basic Service Fund Secretariat , Plot 31-3K, South, 1st Class Residential Area, Juba town South, South (+256 477113944). Envelopes should be clearly marked: BSF-IA -Proposal-*{Name leading organisation }*
- All applications should be electronically submitted to: bsf-ia@mottmac.com (subject header: BSF-Proposal-*{Name leading organisation}*) before the deadline.

The BSF Secretariat will work according to DFID procedures reporting and monitoring criteria which are available on the BSF website. These criteria must be adhered to.

Decisions of the BSF Steering Committee will be final and no appeal process will be allowed. In submitting an application to the BSF-IA, the applicant agrees to these conditions and rules. The BSF Secretariat may check the validity of any information submitted by applicants, at its own discretion.

3.1.4 Evaluation Criteria Proposal

The evaluation committee comprising GoSS representatives, independent sector experts and BSF-IA Secretariat staff will evaluate the proposals received. The outcome of the evaluation will be discussed for approval by the BSF Steering Committee comprised of officials from the GoSS, BSF-IA donor representatives and representatives from civil society,

The different sections in the proposal format can receive the maximum score presented in table below. The numbering is consistent with the proposal application format.

The BSF Steering Committee will give priority to the applications receiving the highest technical scores while maintaining an overall, equitable, geographical balance.

Section	Maximum points
3. Budget	5
3.1 Is the proposal funded by BSF for 100%?	5
6 Justification	40
6.2 Does the proposed project address the GoSS sector priorities as described in the application guidelines?	10
6.3 Does the proposed project target priority counties as defined by GoSS in the application guidelines?	20
6.5 Are woman and girls specifically targeted?	10
7 Activities	5
7.2 Are the roles of the international and local partners specified for each output and activities?	5
8 Methodology	35
8.1 Does the consortium present a clear method of implementation, reasons for the proposed methodology and how the project is intended to build on previous interventions and lessons learned (BSF and other, if any)?	5
8.3 Is the BSF programme manager capable to successfully lead the team to carry out the tasks?	10
8.4 Are strategic partnerships with government and other partners for effective project implementation defined, and do they play a major role throughout the proposal?	10
8.5 Does the proposal clearly describe an appropriate NGO exit-strategy and an entry-strategy for government or civil society partners to ensure that project activities be continued by in a sustainable manner after project closure?	10
9 Results/deliverables	5
9.2 Does the proposal describe a realistic plan to measure the indicators for project success?	5
10 Efficiency	5
10.2 Does the proposal include unit costs of main deliverables? (For example per classroom, borehole, PHCU, latrine, teacher training programme, community health committee training, etc.) Is the proposed expenditure in line with averages observed elsewhere in Southern Sudan?	5
11 Impact	5
11.1 How likely is the proposal to have a tangible impact on its target groups? Positive and negative, short-term and longer-term, direct and indirect, intended and unintended outcomes?	5
Total	100

3.2 Category 2: Application procedure for continuation of ongoing BSF primary health funded activities

To be able to ensure continuation of ongoing primary health care activities in the counties currently served under the BSF programme, a separate application procedure is set-up for those organisations that are currently implementing a contract in the health sector under BSF. The reason for this is to avoid a significant drop in service delivery level would these activities be discontinued, and to avoid losing trained staff and efficient working relations with local parties that have been established during the previous phase of BSF. In addition, the contracts

of the current organisations will expire on June 30 2010, and sufficient notice needs to be given for them to either demobilise or continue.

Leading organisations that are currently implementing health projects funded through the BSF programme, and are performing well, will be directly invited to submit a new proposal. These leading organisations will be exempt from submitting an Expression of Interest and are directly requested to submit a full proposal.

In the health sector we expect applicants to continue service delivery in the health units and centre that they have established under previous BSF funding.

The proposal submitted through this shorter application procedure must meet the following criteria:

1. The proposal must be submitted under the same leading organisation.
2. The consortium must propose a project that builds on the activities currently being implemented.
3. The proposal should clearly demonstrate the lessons learned from the previous phase and how these lessons learned are incorporated in this new proposal to strengthen the impact of the activities

3.2.1 Proposal format

For the submission of category 2 proposals, the applicant should adhere to the same procedures for proposal submission described in section 3.1.3 of this application guideline.

Throughout the proposal, the applicant should clearly demonstrate why there is a need to continue the services, what lessons are learned during the previous phase, and how these lessons learned are incorporated in the new submission.

3.2.2 Proposal Evaluation

The Proposals will be evaluated by a team comprising of GoSS representatives, independent sector experts and BSF-IA Secretariat staff.

To ensure an equal and transparent application procedure for both categories, the proposal evaluation grid used will be the same for both categories. For those organisations that have previously worked with BSF, their past performance will be taken into account as well as remedial measures taken to address performance issues.

There is no guarantee that proposals submitted under category 2 will be awarded a contract automatically.

Annex 1 Sector Priority list Ministry of Education Science and Technology

The following BSF-specific priorities and conditions should be targeted by NGO that apply for funds in the Education Sector:

Teacher Education:

Priorities to GoSS-MoEST:

1. English language training for Arabic pattern teachers
2. In-service teacher education modules, where NGOs target groups of trainee teachers that use successive modules that can be taught over an 18-month cycle, between 1 July 2010 and 31 December 2011.
3. NGOs to work through the CEC system when working in the area of in-service teacher education, if applicable
4. Support to training material printing and dissemination to be targeted by NGOs.
5. Pre-service teacher education in primary education (18-month course targeting secondary school graduates – at the end of the course, trainees are given a certificate in primary education.)
6. NGOs to work through the TTIs system in the area of pre-service teacher education.
7. Support to TTIs by NGOs encouraged – materials, professional skills development of TTI staff, enhancing communication between TTIs/SMoEST/GoSS level, etc.
8. Support to SMASESS roll-out at SMoEST and CED levels
9. Distance learning programmes for teachers to be considered, and possible support to developing distance learning policy

Conditions/cross-cutting issues for Teacher Education:

- NGOs to use only GoSS training manuals and guidelines (available from GoSS-MoEST)
- Selection of teachers for training should be done together with government at SMoEST and CED levels and in accordance with GoSS guidelines
- Inclusion of more management training / leadership formation at SMoEST and CED level, including provision for government personnel in the NGO monitoring process
- Monitoring of training activities must be done to GoSS criteria, together with SMoEST and CED level. Budget provision must be made for this process.
- Specific focus must be given to bring female teachers into the system

Construction of learning spaces and educational facilities:

Priorities to GoSS-MoEST:

1. Construction of primary schools as per the following guidelines:

Mandatory features to be included:

- 8 classrooms,
- office block (offices, staff room, 1 store/library),

- separate latrines for boys, girls and teachers,
- safe water source

Extra features to target gender equity in access / teaching quality (as applicable):

- fences,
- dormitories,
- comfort kit distribution,
- teachers' accommodation,
- management trainings,
- assistance with payroll,
- feeding programmes including kitchen/food store,
- access for special need students,
- school gardens/agriculture project
- guttering and facilities for water storage

Conditions/cross cutting issues for Construction:

- Use GoSS template design (available from GoSS-MoEST) and quality guidelines for permanent materials;
- Selection of sites must be by GoSS criteria at SMOEST and CED levels; NGOs should provide capacity building support to SMOESTs and CEDs in construction contracting processes
- Monitoring of construction quality must be done to GoSS criteria, together with SMOEST and CED level. Budget provision must be made for this process.

Alternative Education Systems (AES):

Priorities to GoSS-MoEST:

1. Expansion of pastoralist education programme across Southern Sudan; training of pastoralist teachers using ALP curriculum (one month training modules)
2. Printing and distribution of AES curriculum materials (ALP, Intensive English, Basic Adult Literacy Materials, Community Girls Schools materials)
3. Printing and distribution of ALP training materials and manuals
4. Provision of teaching equipment and materials (blackboards, ex. Books) for AES centers
5. Provision of mobile teacher kits for pastoralist teachers (gumboots, bedding, mosquito net, rain coat, etc)
6. Supporting girls' education advocacy and literacy campaigns (printing of materials, carrying out of workshops) in connection with state Steering Committees

Teaching and Learning materials:

Priorities to GoSS-MoEST:

1. Distribution of reference materials
2. Distribution of P1-P8 textbooks (Southern Sudan Curriculum)
3. Distribution of Primary school syllabus (Southern Sudan Curriculum)
4. Distribution of PTA and school management manuals
5. Distribution of stationeries and school equipment (blackboards, furniture, etc)

Capacity building*/cross cutting issues:

1. Grant Recipients to target PTA / Boards of Governors trainings at schools in counties operated in
2. Grant Recipients to target professional skills development for education management at all levels: inclusion of more management training / leadership formation at SMOEST and CED level, assistance in data collection, ICT training, etc.
3. The BSF Secretariat and the Grant Recipients should recognize their role in supporting GoSS-to-state and state-to-county communication and dissemination of government guidelines / documents, regulations, priorities, etc. (through the BSF Website and email) as part of the capacity building and government “entry strategy”.
4. Grant Recipients to support the payroll system roll-out where possible

* While institutional capacity building is a priority for the MoEST-GoSS, direct capacity building projects are not the mandate of the Basic Services Fund. However, BSF expects that all projects have a state and county capacity building component built in with regard to the other four priorities.

MoEST priority targeted counties for school construction 2010-2012

Central Equatoria:	Terekeka County Morobo County Kajo-Keji County
Eastern Equatoria:	Budi County Lapon County Kapoeta East County Magwi County
Western Equatoria:	Mvolo County Tambura County Nzara County
Lakes:	Rumbek East County Rumbek Centre County Awerial County
Jonglei:	Uror County Nyirrol County Ayod County Fangak County
Unity:	Pariang County Mayon County Rubkona County
Warrap:	Gogrial West County Twic County Tonj South County
Upper Nile:	Maiwut County Nasir County Ulang County
Western Bahr El-Ghazal:	Jur River County Raja County
Northern Bahr-EI Ghazal:	Aweil North County Aweil East County Aweil West County

Annex 2 Priority Indicators Ministry of Health

Indicator	Baseline ¹	Approximate Target ²	Means for Data Collection
1) % children 12 to 23 months old who received DPT3/measles vaccine before the age of 12 months	67.5%	85%	1) HMIS 2) LQAS 3) National HH Survey
2) % children under 5 sleeping under an ITN the night before the survey	9.4% ³	35%	1) LQAS 2) National HH Survey
3) Vitamin A coverage: among children 6-59 months % receiving it in the last 6 months	65.6%	80%	1) HMIS 2) LQAS 3) National HH Survey
4) Antenatal care from skilled providers %, among women giving birth in the last 2 years	27.5%	40%	1) HMIS 2) LQAS 3) National HH Survey
5) Skilled* birth attendance in a health facility.	15.2%	25%	1) HMIS 2) LQAS 3) National HH Survey
6) Family planning – Contraceptive** prevalence rate for modern methods.	1.6%	7%	1) LQAS 2) National HH Survey
7) Treatment of diarrhea, ARI, malaria – out-patient visits among <5 per capita	NA		1) HMIS 2) LQAS 3) National HH Survey
8) Underweight (Weight for age < -2 SD)	NA	TBD	1) HMIS 2) LQAS 3) National HH Survey
9) HMIS strengthening - % of health facilities submitting new, standardized HMIS monthly reports within one month of the reporting month	NA	60%	1) HMIS 2) QSC 3) health facility survey
10) Strengthen supervision - % of health facilities with structured supervision visit within a month before the supervisory visit (using quantified supervisory checklist [QSC])	NA (likely 0%)	50%	1) QSC 2) health facility survey
11) Staffing - % of PHCUs with at least one male and female trained health worker (CHW or higher)	NA	60%	1) QSC 2) health facility survey

12) Drug supply: % of facilities having 10 essential drugs*** at the time of supervisory visit.	NA	80%	1) QSC 2) health facility survey
13) Knowledge of health workers in managing important ailments as judged by clinical vignettes	NA	40%	1) QSC 2) health facility survey

Annex 3 State supervisors Ministry of Water Resources and Irrigation

STATE	SUPERVISORS
Central Equatorial	Alison Juma Dumuko (Team Leader) Charles Lado Brown (Member)
Warrap	Albert Aluzai Moni (Team Leader) Robert Mori Patrick (Member)
Unity	Ephraim Modi Loburang (Team Leader) Makal Ter Goach
Easter Equatorial	Achuoth Makwec Riak (Team Leader) Simon Nyagong Jubek (Member)
Lakes	Charles Loperio Mario (Team Leader) Mayom Tor Dau (Member)
Jonglei	Duku Kenge Stephen (Team Leader) Juma Makoi Yai (Member)
Upper Nile	Kuol Alwong (Team Leader)
Western Bahr El Ghazal	Flora Davit Paul (Team Leader)
Northern Bahr El Ghazal	Peter Jalyath Saveiro (Team Leader) Isaac Ishmail Jambi (Member)
Western Equatoria	Zainab Gailo Jambo (Team Leader)

Annex 4 Timeline for Application

Timeline for Category 1: New projects

Dates	Activity
26 February 2010	End grace period for contract award/ Start BSFIA
26/2-24/3	Drafting new application guidelines 4 th call for proposals for consultation with line ministries, DFID and other stakeholders
3 March	Arrival inception team coordinator
3/3-24/3	Consultations with line ministries/ DFID/ NGO Forum/ NGO Health Forum about application guidelines 4 th call for proposals in preparation of SC meeting
3/3-24/3	Adjustment General Conditions
22/3-24/3	Preparation of SC no. 24 meeting to discuss application guidelines for 4th call for proposals
24 March	SC meeting no 24 : Discussion of draft application guidelines and selection criteria
25 March	Launch of BSF 4th Round: Announcement of 4 th Call for Proposal on the BSF website: http://www.bsf-south-sudan.org
25/3-1/4 (1 week)	Period for NGOs to prepare Expression of Interest for 4th Call
1 April	Deadline for submission of Expression of Interests: all Expression of Interests to be delivered at BSF Secretariat in Juba
6/4	Consultations of GOSS officials and BSFIA consultants on assessment of Expression of Interests
1/4-6/4	Appraisal of Expression of Interests and Preliminary Ranking
7/4	Announcement of short-list
8 April	NGO information meeting
8/4-6/5	4 week Period for NGO's to prepare full project proposals
4/5-6/5	Training of assessment team that will score and rank proposals; assessment teams to be composed of mix of GOSS officials and BSF-IA consultants
6 May	Deadline for submission of Project Proposals: all Full Proposals to be delivered at BSF Secretariat in Juba
7/5-20/5	Scoring of proposals by BSF-IA assessment team and sub-committees per line ministry.
21/5-25/5	Preparation of SC no. 25 meeting to discuss Full Proposals; prepare summary report and PowerPoint presentation for SC
26 May (1)	SC meeting no 25: discuss preliminary ranking prepared by assessment teams and finalise the selection of organisations
28 May	Announcement of contract awards and invitation for contact negotiations to selected NGOs
	NGOs who are not selected will receive a detailed response why their proposal was not successful

Timeline for Category 1: New projects

Dates	Activity
31/5-11/6	Contract negotiations in Juba with selected NGO; review, amendments and finalisation of project budgets
5/6-11/6	Drafting of Inception Report
14 June	IMAC meeting in Juba: to provide a summary of BSF application process and a summary of projects to be funded during the Fourth Round.
15/6 – 30/6	BMB Mott MacDonald issues contracts to selected NGOs
	Preparation and Mobilisation time for NGOs
1 July 2010	Start of Fourth Round of BSF projects
7 July	Kick off meeting with NGOs

Time line for Category 2: continuation of primary health care activities currently funded through BSF

Dates	Activity
26 February 2010	End grace period for contract award/ Start BSFIA
26/2-24/3	Drafting new application guidelines BSF-IA call for proposals
3 March	Arrival inception team coordinator
3/3-24/3	Consultations with line ministries/ DFID/ NGO Forum/ NGO Health Forum about application guidelines BSF-IA call for proposals in preparation of SC meeting Adjustment General Conditions
22/3-24/3	Preparation of SC no. 24 meeting to discuss application guidelines for BSF-IA call for proposals
24 March	SC meeting no 24 : Discussion of draft application guidelines and selection criteria
25 March	Launch of BSF 4th Round: Announcement of 4 th Call for Proposal on the BSF website: http://www.bsf-south-sudan.org . Identification of NGO's interested to continue ongoing activities under the BSF programme.
	Invite the organisations identified to prepare a proposal.
8 April	NGO information meeting (this is a combined meeting for applications in Category 1 and 2)
27/3-23/3	4 week Period for NGO's with ongoing projects to prepare full project proposals
21/4-22/4	Training of assessment team that will score and rank proposals; assessment teams to be composed of mix of GOSS officials and BSF-IA consultants
23 April	Deadline for submission of Project Proposals for ongoing projects: all Full Proposals to be delivered at BSF Secretariat in Juba
26/4-7/5	Scoring of proposals by BSF-IA assessment team and sub-committees per line ministry.
10/5-11/5	Preparation of SC no. 25 meeting to discuss Full Proposals; prepare summary report and PowerPoint presentation for SC
12 May	SC meeting no 25: discuss preliminary ranking prepared by assessment teams and finalise the selection of organisations
14 May	Announcement of contract awards and invitation for contact negotiations to selected NGOs
	NGOs who are not selected will receive a detailed response why their proposal was not successful
17/5-31/6	Contract negotiations in Juba with selected NGO; review, amendments and finalisation of project budgets
1/6 – 15/6	BMB Mott MacDonald issues contracts to selected NGOs
14 June	IMAC meeting in Juba: to provide a summary of BSF application process and a summary of projects to be funded during the Fourth Round.
16/6-30/6	Preparation and Mobilisation time for NGOs
1 July 2010	Start of Fourth Round of BSF projects
7 July	Kick off meeting with NGOs

Annex 5 Format for Expression of Interests

Expression of Interest Checklist

- The dossier is complete and complies with Application Form requirements
- One hard copy original and 3 copies of the Expression of Interest is included
- One CD with digital (.pdf) copy of Expression of Interest is included or is provided via email to bsf-ia@mottmac.com
- Approximation of funds requested is in GBP

Supporting documents annexed:

- Annual audited accounts of the leading organization

Format for the submission of Expressions of Interest for BSF-IA

1. PROJECT SYNOPSIS, LOCATION and FUNDS REQUESTED

Describe briefly the proposed project. Include objective and purpose of the project, location of implementation (State and county) and state how capacity building for sustainability is addressed.

Refer to the list of sector priorities and the list of priority counties where applicable.

Also state the amount that the organization intends to request from the BSF-IA fund. As this is still the Expression of Interest stage, figures will be read as approximations. A full detailed budget is not necessary at this stage.

Name of Lead Organisation:		
Project Title:		
Location of Project:	State:	Counties:
Total eligible cost of the Project (£):	Amount requested (£):	% of total cost of the Project (£):
Project Synopsis (max 0.5 page)		

2. CONSORTIUM ORGANISATION

Please provide information on the organisation or consortium, according to the below given tables.

2.1 Leading Organisation

For the leading organisation of the consortium provide following information:

	Leading Organisation
Full legal name	
Acronym	
Nationality	
Year of foundation	
Main area of expertise	
Registration with SSRRC	
Registration with Min of Legal Affairs	
Contact person	
Telephone number	
Website	
Email address	

2.2 Partners in the consortium – other than the leading organisation

The following table has to be completed for each member of the consortium; fill out 1 table per consortium member. Please provide the following information:

	Partner 1	
Legal or business name		
Acronym		
Legal status		
Nationality		
Year of foundation		
Main area of expertise		
Contact person	Name:	Email:
Chief Executive Officer or Director and duty station (as applicable)	Name:	Email:
Chairman of the Board of Trustees/Governors (as applicable)	Name:	Email:
Telephone numbers		
Website address		

(Add/delete as many tables as necessary for all partners of the consortium)

3. FINANCIAL CAPACITY

This information will be used to assess whether the applicant has sufficient and stable source of finance, and whether the applicant has sufficient operational and management capacity to manage a project for which the applicant is requesting a grant.

3.1 Financial management experience leading organisation

For the leading organisation only, complete table below:

Leading Organisation			
Main funding sources (donors, donations), provide list starting with main source	1. 2. 3. 4.		
2.1.1 Annual turn-over during last three years	2007	2008	2009
2.1.2 Cash and cash equivalent at the beginning and the end of the year, for the last three years.	2007	2008	2009

3.2 Externally audited accounts

Include the externally audited accounts for the leading organisation, for any of the years 2009, 2008 or 2007. The document should be attached to this application form.

4. OPERATIONAL CAPACITY

Information in this section will be used to assess whether applicants have sufficiently qualified staff to manage and carry out the operations in Southern Sudan.

Provide details on the different locations the leading organisation is based, and on the number of permanent staff resources by category in each of those locations. Please add all offices in Southern Sudan, including field bases. Mention all locations in Southern Sudan separately. Add rows for more locations when necessary.

Leading Organisation		
<u>Location Head Quarters:</u>		
Staff category:	Number:	Number of which have Sudanese nationality:
-Management / Financial Staff:		
-Technical Staff:		
-Support Staff:		

<u>Location (other) office in South Sudan:</u>		
Staff category:	Number:	Number of which have Sudanese nationality:
-Management / Financial Staff:		
-Technical Staff:		
-Support Staff:		

Partner 1:		
<u>Location Head Quarters:</u>		
Staff category:	Number:	Number of which have Sudanese nationality:
-Management / Financial Staff:		
-Technical Staff:		
-Support Staff:		
<u>Location (other) office in South Sudan:</u>		
Staff category:	Number:	Number of which have Sudanese nationality:
-Management / Financial Staff:		
-Technical Staff:		
-Support Staff:		

(Add/delete as many tables as necessary for all partners of the consortium)

5. RELEVANT PREVIOUS EXPERIENCE

Provide a maximum of 5 project references of the whole consortium (Leading organisation and other partners together) relevant to the fields covered by BSF-IA, namely Primary Education and/or Primary Health and/or Water & Sanitation. The selection must be limited to projects implemented in the last 3 years (2007, 2008, 2009). If a reference is for a project in Southern Sudan, specify which counties were targeted.

The information in this section will be used to assess whether the consortium has sufficient experience of managing project in the relevant sector and of a comparable scale to the one for which the consortium is requesting a grant.

Use the format below for the selected references:

Reference 1				
Name of consortium partner implementing this project:				
Brief description of project: (State the objective, main results and lessons learned. Do not use more than 0.25 page)				
Were you lead (state yes or no)	Location	Funding source	Amount managed by your organisation (£)	Start date- end date

Reference 2				
Name of consortium partner implementing this project:				
Brief description of project: (State the objective, main results and lessons learned. Do not use more than 0.25 page)				
Were you lead (state yes or no)	Location	Funding source	Amount managed by your organisation (£)	Start date- end date

Reference 3				
Name of consortium partner implementing this project:				
Brief description of project: (State the objective, main results and lessons learned. Do not use more than 0.25 page)				
Were you lead (state yes or no)	Location	Funding source	Amount managed by your organisation (£)	Start date- end date

Reference 4				
Name of consortium partner implementing this project:				
Brief description of project: (State the objective, main results and lessons learned. Do not use more than 0.25 page)				
Were you lead (state yes or no)	Location	Funding source	Amount managed by your organisation (£)	Start date- end date

Reference 5				
Name of consortium partner implementing this project:				
Brief description of project: (State the objective, main results and lessons learned. Do not use more than 0.25 page)				
Were you lead (state yes or no)	Location	Funding source	Amount managed by your organisation	Start date- end date

Annex 6 Format for Project Proposals

Full Proposal Checklist

- The dossier is complete and complies with Application Form requirements
- One hard copy original and 4 copies of the Project proposal is included to be submitted to BSF Secretariat in Juba
- One CD with digital (.pdf) copy of proposal and the requested budget as excel file is included or is provided via email to bsf-ia@mottmac.com
- Completed and signed declaration by the Leading Organisation /BSF Grant Applicant
- Budget in GBP is completed and presented in requested format
- Logical Framework is completed and presented in requested format

Supporting documents annexed:

- Registration with Ministry of Legal Affairs (MoLACD) and/or SSRRC of Leading Organisation and each consortium member
- References (supporting letters) from GoSS representatives on County, State or National level approving the proposed project.
- CV of the proposed BSF Grant Project Manager
- Completed and signed statement of BSF Grant Consortium partnership is included
- Signed Statement of single funding source (Annex 3)

Format BSF-IA Project Proposal - Call for Proposals Application Form

IMPORTANT:

- Fill out the form below and answer each question separately in this format.
- Use margins of 2.5 cm (1 inch) and arial font size 11 point. The maximum allocated space per section is based on this margin and font size.
- Where reference is made to population data, applicants must use the figures from the “5th Sudan housing and population census 2008”.

Overall BSF Objective:

The overall objective of the Basic Services Fund of the Government of Southern Sudan (BSF) is to increase the coverage of, access to and use by the population of Southern Sudan – in particular vulnerable groups of female members of the households, IDPs and refugees – of basic services in Primary Education, Primary Health, and Water & Sanitation, in a sustainable way. It therefore aims to strengthen the capacity of communities and the GoSS (central, state and county level) to plan, monitor and co-ordinate this service delivery through non-state actors.

This purpose is consistent with BSF’s overall goal, namely GoSS’s poverty reduction agenda within the six year interim period of the CPA (January 2005 – July 2011).

BSF’s main expected results are the establishment of operational primary schools, primary health clinics, drinking water points and latrines in parallel to capacity building, including training of teachers and health professionals and management training of local beneficiary groups, county authorities and the Steering Committee.

1. Project Name:

2. Project Location:

	State (s)	County (ies)	Payam (s)
2.1			
2.2			

(Add rows as required)

3. BSF Grant amount requested in GBP

Maximum 5 pts

Total Project Budget	Amount Requested	Amount requested as percentage of Total Budget (%)
GBP	GBP	%

3.1 When the requested BSF Grant is 100% of the Project Budget please justify this request.
 3.2 When the requested BSF Grant is less than 100% please name source(s) of this additional funding and specify what arrangements are in place in case this funding cannot be realised; consequences of this event must be specified
 3.3 When the requested BSF Grant is less than 100%, please specify the approximate timing of spending the BSF grant.
 3.3 When the project proposal includes more than one sector please give indicative amount per sector including all training for that sector.

Maximum 0.25 page

4. Project Summary:

Maximum 0.5 pages.

Include information on where, what and how, with targets, including training targets and emphasis on working with government and/or civil society and sustainability.

5. Project Objective:

Maximum 0.25 pages.

Objective must be Specific, Measurable, Attainable, Realistic and Time-bound (SMART)

6. Justification:

Maximum 40 pts

Maximum 2 pages

Provide information on:

- 6.1 Relevance of the project to BSF's overall objectives.
- 6.2 What GoSS sector priorities as described in the application guidelines will the project

address?

- 6.3 What underserved / priority counties as identified by GoSS and described in the application guidelines are targeted?
- 6.4 The different target groups and beneficiaries of the project and the specific needs and constraints of these groups.
- 6.5 The extent to which women and girls are specifically targeted.

7. Description of activities per result and sector:

Maximum 5 pts

This must match the logical framework

Maximum 3 pages

- 7.1 Include detailed description of each project output and the corresponding activities
- 7.2 Specify the role of each partner per output, if applicable, and describe the added value of each member of the proposed consortium.

8. Methodology:

Maximum 35 pts

Maximum 3 pages

Provide information on:

- 8.1 Method of implementation, reasons for proposed methodology and whether the project is building on previous interventions and lessons learned (BSF and other, if any)
- 8.2 How will the proposed consortium function as a cohesive unit; describe lines of responsibility, supervision and management.
- 8.3 Team proposed for implementation. Present the full team and describe who will fulfill which position, where appropriate per project location. For each team member specify his/her responsibilities in this project and duration of input. Also specify whether the position will be filled by a national or international expert. (Attach the CV of the proposed BSF Grant Project Manager to this application).
- 8.4 Describe the partnership arrangements with government and other possible implementation partners (e.g. civil society) for effective project implementation.
- 8.5 Describe the NGOs *exit* strategy (and therefore a government/civil society *entry*-strategy): Specify a training and capacity building plan to ensure that project activities be continued by government or civil society partners in a sustainable manner after project closure?

9. Logical Framework:

Maximum 5 pts

- 9.1 Complete the logical framework for the proposed project. Use the format attached to this document in annex 2 to this application form
9.2 Related to this logical framework; describe how the indicators will be measured to monitor project success. (*Maximum 0.5 page*)

10. Efficiency:

Maximum 5 pts

Maximum 0.5 page.

Efficiency in this context is a measure of how economically resources and inputs, funds, expertise, and time etc. are converted into results or deliverables.

10.1 Relationship between direct and indirect costs

10.2 Include unit costs of main deliverables – e.g. per classroom, borehole, PHCU, latrine, teacher trained, village health committee member trained, etc.

11. Potential Impact:

Maximum 5 pts

Maximum 0.5 page.

Describe short-term and long-term effects of the BSF intervention. Define both positive and negative, both direct and indirect, and both intended and unintended effects. Include environmental, gender and conflict prevention aspects.

12. The Lead Agent or BSF Grant Applicant:

12.1 Identity

Legal or business name		
Acronym		
Legal status		
Official address		
Postal address		
Chairman of the Board (if applicable)	Name:	Email:
Chief Executive Officer (if applicable)	Name:	Email:

Contact person for the BSF grant	Name:	Email:
Telephone numbers		
Fax numbers		
Website address		
MoLACD and/or SSRRC registration (Attach a copy of the registration certificate(s))		

12.2 Bank Details

Account name	
Account number	
Sort code	
IBAN / BIC	
SWIFT	
Bank name	
Bank address	
Name of signatory (ies) (Add rows as necessary)	
Position of signatory (ies) (Add rows as necessary)	

13. Members of the Consortium (other than the Lead Agency):

This section must be completed by each member of the Consortium.

Fill in one table per consortium member – make as many copies of this table as needed.

Legal or business name		
Acronym		
Legal status		
Nationality		
Official address		
Contact person	Name:	Email:
Chief Executive Officer or Director and duty station (as applicable)	Name:	Email:
Chairman of the Board of Trustees/Governors (as applicable)	Name:	Email:
Telephone numbers		
Fax numbers		
Website address		

ANNEX 1: Budget format

Please adhere to the budget instructions below this table. This budget format is also available in excel format on the BSF website. Please submit the excel version of your budget with the full application.

1	2	4	5	6	7	8	9	10	
Code	Description number 1, 2 ,3 4, 5 and 6 are Main Budget Headings	Unit	Nr Unit	Unit cost	Total expenses	Total health	Total education	Total watsan	Comments
1	Human Resources; management and administrative staff								
1.1	Salaries and other emoluments local staff (gross amounts)								
1.1.1	Project Manager (1, 50%) ; this is only an example!	Month	9.0		0				
1.1.2	Logistics Officer (1, 100%), this is only an example	Month	45.0						
1.1.3	etc.								
1.1.4									
1.1.5									
1.1	Subtotal								
1.2	Salaries and other emoluments international staff (gross amounts)								
1.2.1	Country Manager (1, 30%); this is only an example!	Month	5.4						
1.2.1	HQ-based Technical Expert (1) on mission in South Sudan (example)	Month	2.0						
1.2.3	etc.								
1.2	Subtotal								
1	Subtotal Human Resources				0				0
2	Travel and Per Diems								
2.1	International air travel:								
2.1.1	From - To: {Indicate departure and destination}	single/return							
2.1.2	From - To: {Indicate departure and destination}								
2.1	Subtotal International air travel								
2.2	National air travel								
2.3.1	From - To: {Indicate departure and destination}	single/return							
2.3.2	From - To: {Indicate departure and destination}								
2.2	Subtotal national air travel								
2.3	Transport by road	ticket							
2.4	Per diems	PD rate							
2.4.1	{Indicate place where per diems are incurred}								
2.4	Subtotal Per diems								
3	Subtotal Travel and Per Diems				0				0
3	Equipment and supplies (initial purchases)								
3.1	Purchase of vehicles	no.							
3.2	Rent of vehicles	rate							
3.2	Computer equipment	no.							
3.3	Furniture & Fittings								
3.4	Motorbikes	no.	5						
3.5	Bicycles								
3.6	Communication equipment								
3.7									
3.8									
3	Subtotal Equipment and supplies				0				0

Code	Description number 1, 2 ,3 4, 5 and 6 are Main Budget Headings	Unit	Nr Unit	Unit cost	Total expenses	Total health	Total education	Total watsan	Comments
4 Project and base office running costs (indicate locations)									
4.1	Base (coordination/administrative office in South Sudan) maintenance								
4.2	Base (coordination/administrative office in South Sudan) running								
4.4	Field office maintenance								
4.5	Field Office running costs								
4.5									
4.6	Airtime								
4.7	Other communication								
4	Subtotal Project office				0				0
5 Direct service delivery costs									
5.1	Education								
5.1.1	Construction/rehabilitation of primary schools								
5.1.2	School furniture								
5.1.3	Pupils' and teachers' learning and teaching materials								
	others								
5.1	Subtotal Education								
5.2	Health								
5.2.1	Construction/rehabilitation of health facilities								
5.2.2	Furnishing and equipment of health facilities								
5.2.3	Drugs, medical materials, IEC materials								
	others								
5.2	Subtotal Health								
5.3	Water and sanitation								
5.3.1	Borehole drilling/installation								
5.3.2	Repairs of boreholes; spareparts, materials, tools								
5.3.3	Latrine construction; materials, tools								
5.3.4	Hygiene promotion materials etc.								
	others								
5.3	Subtotal Water and sanitation								
5.4	Training and capacity building Education								
5.4.1	Training of community organisations (PTAs)								
5.1.4	Incentives/allowances for teacher trainers								
5.1.5	Incentives for teacher in pre-service training								
5.1.6	Incentives for teachers in in-service training courses								
5.1.7	Incentives for teachers in any other teacher training courses								
5.1.8	Teacher training facilitation costs e.g. feeding, accomodation								
5.1.9	Capacity building of County or State education offices; training								
5.1.10	Capacity building of County or State education offices; equipment								
	others								
5.4	Subtotal Training and capacity Building								

Code	Description number 1, 2, 3, 4, 5 and 6 are Main Budget Headings	Unit	Nr Unit	Unit cost	Total expenses	Total health	Total education	Total watsan	Comments
5.5	Training and capacity Building Health								
5.5.1	Training of community organisations (Boma Health Committees etc.)								
5.2.4	Salaries of health professionals; based in health facilities								
5.2.5	Salaries/allowances of community-based health workers (TBAs, HHPs)								
5.2.6	Formal training courses of health professionals								
5.2.7	in-service training of health workers (e.g. refresher courses)								
5.2.8	Capacity building of County or State education offices; training								
5.2.9	Capacity building of County or State education offices; equipment others								
5.5	Subtotal Training and capacity Building health								
5.6	Training and capacity Building WATSAN								
5.6.1	Training of community organisations (water users' committees etc.)								
5.6.2	Salaries of watsan professionals; drillers, technicians, trainers etc.								
5.6.3	Incentives of community-based volunteers e.g. pump mechanics, hygiene promoters								
5.6.4	Formal training courses of watsan professionals								
5.6.5	in-service training of watsan staff/volunteers (e.g. refresher courses)								
5.6.6	Capacity building of County or State watsan offices; training								
5.6.7	Capacity building of County or State watsan offices; equipment								
5.6	Subtotal Training and capacity Building WATSAN								
5	Subtotal Direct service delivery costs								
6	OtherCosts								
6.1	Any other project-related costs that cannot be included under line items 1 - 5								
6.2	Bank charges								
6.3	Visum								
6.5	Insurances (not related to staff or cars)								
6.6									
6	Subtotal OtherCosts								
7	Subtotal costs of the Project (Items 1-6)								
8	Administrative costs								
	Maximum 7% of budget line number 7								
9	Professional Audit Fees								
10	TOTAL COSTS (Items 7+8+9)								

Instructions for Budget format completion

INSTRUCTIONS

- 1 The BSF-IA General Conditions (see www.bsf-south-sudan.org) apply; in particular see par 9.2 for budget revision rules;
- 2 The budget is in Pound Sterling and it includes all project costs; separate the costs per sector (Primary Education, Primary Health , WATSAN).
- 3 The description must be sufficiently detailed to be informative (transparency) and should clearly link to the activity schedule and should provide a clear insight in the direct service delivery costs;
- 4 Always identify the unit, give the number of units and unit costs; for example 5 motor bikes (make, model if possible) at GBP 1500; total GBP 7500;
- 5 The proposed staff list should clearly identify between international and local positions in the field and in Juba/regional office(s). Include only staff positions that directly contribute to the objectives of the proposed project.
- 6 Office costs and staff that are not based in Southern Sudan are non-eligible and can only be funded through Administrative Costs (Main budget line 8).
- 7 Staff not based in Southern Sudan on supervision/training missions can be included.
- 8 The Unit Rate for staff positions is always the monthly gross salary (including all costs). Do not adjust monthly salary for part-time staff; for example: a 50% position
- 9 Over a 18 month period is recorded for 9 month (nr of units) with the full monthly salary; use gross salaries because they can be verified with staff contracts
- 10 Incentives for government staff should be clearly identifiable through a separate budget line.
- 11 Separate Human resource costs between indirect costs (for management, coordination; finance and other administration, logistics etc.) and direct human resources costs (under education, health and WATSAN) sectors
- 12 Provide always the number of staff positions and the percentage of input into this project; for example 4 midwives at 50% each;
- 13 For travel indicate place of departure and the destination. All travel outside Southern Sudan is International travel (no distinction between regional and international travel).

- 14 Indicate the place for which the per diem rate applies. Per diems should not exceed MoFeP rates
- 15 Provide SUBTOTALS for main and subcategories where relevant (in the form examples are given but delete or add where relevant)
- 16 Insurances should as much as possible be included in relevant headings e.g medical in gross salaries, car insurance in road transport etc.
- 17 Please indicate in the observations what costs will be included under relevant description (especially for running costs)
- 18 Please ensure that pages (when printing) have a logical pages cut off at main subtotals.
- 19 Depreciation costs are non-eligible costs.
- 20 Costs of offices and positions outside Southern Sudan are non-eligible. These can only be funded in main budget heading 8 (Administrative Costs)
- 21 Transaction listings will provide a simple listing of each individual transaction in the original currency on the relevant date with a clear description and reference to the relevant budget line.

ANNEX 2: Logical Framework

Please Logical Framework format as shown below. Please note that the results listed here are examples, add as many as appropriate for your proposed project. The format can also be found on the BSF website: <http://www.bsf-south-sudan.org>

Project description	Indicators	Means of verification	Assumptions
BSF's overall objective			
Increase the coverage of, access to and use by the population of Southern Sudan – in particular vulnerable groups of female members of the households, IDPs and refugees – of Basic Services in Primary Education, Primary Health, and Water & Sanitation, in a sustainable way. It therefore aims to strengthen the capacity of communities and the GoSS (central, state and county level) to plan, monitor and co-ordinate this service delivery through non-state actors.	Indicators for MDGs 2 (universal primary education), 3 (gender equality), 4 (child mortality), 5 (Maternal mortality)	South Sudan second Household Health Survey 2010; census 2008 data.	CPA holds
Lead Agent's project Objective (SMART):			
Results in Primary Education:	Gender disaggregated enrolment	EMIS	GoSS's 2010 and 2011 budgets realistic/supportive for free Primary Education (teacher payroll) Curriculum primary education officially approved and available.
Results in PTA training:	Gender disaggregated data on trainees, training days and type of training		
Results in Primary Education teacher training:			
Results in Primary Health Care:	Selected ones from GoSS's Basic Package Health Services ¹	Baselines HMIS,LQAS, national HH survey	GoSS's 2010 and 2011 budgets realistic/supportive for free Primary Health care (payroll, drugs , handing-over)
Results in Primary Health Care training			
			GoSS Drug supply regular and sufficient Spare parts supply by MRWI (Unicef) assured
Results in Drinking Water & Sanitation (Wash)			
New water points:			
Rehabilitated water points:			
Results in Training Water Point committees	Gender disaggregated data on trainees, training days and type of training		
Results in Training Pump technicians	Gender disaggregated data on trainees, training days and type of training		
Results in Sanitation			
Institutional Latrines			
Household latrines			
Training in Sanitation	Gender disaggregated data on trainees, training days and type of training		

¹ Annex 2 of the Application Guidelines list these indicators

ANNEX 3: Statement single funding source

(Fill out and print the following statement on your organisations letterhead and attach a signed copy to this application)

STATEMENT

Hereby, as the leading agency of the consortium, I declare that none of the partners of the consortium have applied for funding from other sources, or is planning to apply for funding from other sources in the future for any of the activities proposed in this document.

Name:

Signature:

Date:

Location: