



NASSEEEJ

Building, Connecting & Unifying

Request for Applications
for a **capacity building** organization

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GENERAL INFORMATION SYNOPSIS

Request for Application (RFA) Number:	NASSEEJ-RFA-2407A-CB
Issuance Date:	Friday, July 5th, 2024
Closing Date:	23:59 pm Tunis Time on Monday, July 21, 2024
Deadline for Questions:	23:59 pm Tunis Time on Sunday, July 14, 2024
Description:	Request for Applications for a capacity building organization
For:	NASSEEJ Project
Grants Ceiling:	185, 000.00 TND
Submission:	infotun@democracyinternational.com
Funded By:	United States Agency for International Development (USAID), Cooperative Agreement No. 72066423CA00001
Implemented By:	Democracy International, Inc.

SECTION 1 – PROGRAM DESCRIPTION

IA. INTRODUCTION

The NASSEEJ project is a United States Agency for International Development (USAID)-funded project that aims to partner with and support Tunisian initiatives on priority issues of local concern to advance Tunisia's development in different sectors and effect change at the local, regional, and national levels. As part of this, the project aims to build the capacity and sustainability of the development sector in Tunisia to address issues of primary importance to citizens and build linkages across and within sectors to foster better collaboration, cooperation, and unity. The multi-year project works to empower Tunisian citizens to promote their own priorities in advancing Tunisia's development through three linked objectives:

- **Objective 1:** Increase the engagement and agency of citizens to act and advocate for specific issues of public interest.
- **Objective 2:** Strengthen the institutional capacity of civil society organizations to promote positive change on citizen and constituent priorities.
- **Objective 3:** Promote effective partnerships (intra- inter- and multi-sectoral) at local, regional, and national levels (e.g., government, civil society, citizens, private sector) to act and advocate for specific issues of public interest.

Under Objective 2, the NASSEEJ project is aiming **to build the capacity of organizations and civic actors to mobilize citizens around issues of public priority.**

IB. STATEMENT OF WORK

Democracy International with its NASSEEJ project invite legal registered Local Non-Governmental Organizations (CSOs, Academic institutions, Research Institutions, and Consultancy Firms) to submit their RFA for the implementation of a specific capacity building program on at least one of the priority themes mentioned below. The purpose of the RFA is to implement a CB program that supports 15 NASSEEJ grantees and local partners in strengthening their capacity and knowledge in the mentioned themes, thereby enhancing their success in addressing citizens' priorities and mobilizing citizens effectively, targeted, and sustainably.

This specific RFA will support activities around the following priority themes:

- 1) Communication and public image
- 2) Fundraising
- 3) Advocacy

"Networking" and "Mis-Disinformation" could be cross-cutting themes intersecting with one or more of the priority themes mentioned above.

Interested organizations should have the capacity and experience in implementing activities in one of the three priority themes.

Period of implementation: One year (Starting from August 2024 to August 2025).

Target: 15 NASSEEJ's partners and grantees that're working on projects in inequalities affecting women working on agriculture.

Governorates: For the 24 Governorates

The selected Capacity Building (CB) organizations are responsible for designing and executing CB programs for designated NASSEEJ local partners, emphasizing the mechanisms and tools required for effective implementation. The CB program could be implemented through diverse activities such as: training workshops, events, meetings, and others.

The selected CB organizations will collaborate closely with NASSEEJ capacity building team to ensure the successful implementation of the capacity building program, thereby enhancing the efficacy of NASSEEJ second objective.

The CB program will include:

- Developing tailored CB plans for our 15 local partners and grantees in their respective regions, tailored to their specific needs and objectives. This will include specifying the mechanisms and tools that will be implemented to achieve the program's objectives.
- Identifying the methodology and activities materials that will be used to achieve the program's objectives.
- Following up with our local partners and grantees during and after the CB program implementation to ensure its effectiveness.

The CB plans should :

- Address capacity building on one of the three priority themes mentioned above and their sub-sections.
- Tailor interventions to address issue-based needs, particularly related to the issue Inequalities affecting women working in the Agricultural Sector.
- Be implementable **from August 2024 to August 2025**, aligning with our partners' project timelines.
- Incorporate diverse and innovative activity formats.
- Embrace a participatory and interactive approach.
- Maintain flexibility to adapt to potential project flow and needs changes.
- Establish a follow-up process for monitoring CB activities.
- Utilize the Tunisian dialect for all the CB activities.

The chosen CB organization must submit the following documents periodically during their assignment:

- An "Individual Monthly Dashboard" detailing:
 - Support and coaching activities undertaken for each local partner.
 - Identified shortcomings and challenges encountered during activities.
 - Recommended guidelines and advice for improving activities.
- A "Summary Dashboard" consolidating and summarizing the data from the individual monthly statements by the end of the grant period.

SECTION 2 – AWARD INFORMATION

NASSEEJ anticipates awarding up to 185, 000.00 TND under this RFA for each theme, although the final amount will be based on the discussions with selected organization and the scope of the proposed program. The period of performance of the grant awarded under this RFA is expected to be from August 2024 to August 2025.

NASSEEJ encourages organizations to apply collaboratively with others to leverage their expertise in the mentioned themes.

SECTION 3 – ELIGIBILITY

Generally, NASSEEJ’s grant support is for legal registered organizations currently operating in Tunisia. Illustrative types of organizations may include:

- Civil Society Organizations (CSOs);
- Non-Governmental, or Not-for-Profit Organizations.
- Private Sector Organizations; and
- Inter- and Multi-Sectoral Collaborative Partnerships and Mechanisms (e.g., between CSOs and private sector etc.).

The selected organization should:

- Possess an extensive network of Tunisian trainers and expert coaches, with substantial experience in capacity building within civil society, particularly in the theme mentioned above.
- Have a strong familiarity with the Tunisian civil society landscape and context.
- Demonstrate previous experience collaborating with local civil society organizations across various regions of Tunisia in themes related to women, inequalities and/or agriculture.
- Exhibit proven expertise in designing and developing content for capacity building actions and activities in a creative and efficient approach to address CSOs needs.

Please note that interested organizations should have a proven track record in successfully implementing similar activities. Additionally, they should be able to provide clearly documented evidence to demonstrate the points mentioned above, which will aid in the evaluation process.

The following entities are **not eligible** for funding:

- Political parties and their subsidiaries or affiliates;
- Individuals;
- Organizations that appear on the SAM List and Non-Procurement Programs, U.S. Government’s “Excluded Parties List System” (EPLS), found at: www.sam.gov; or the UN Consolidated Sanctions List, found at: <https://scsanctions.un.org/search/>; or the OFAC Sanctions List, found at: <https://sanctionssearch.ofac.treas.gov/>;
- Organizations that promote or engage in illegal activities or anti-democratic activities;
- Faith-based organizations whose objectives are for discriminatory and/or religious purposes, and whose main objective of the grant is of a religious nature¹;
- Entities or employees affiliated with NASSEEJ, or Democracy International, Inc.; and
- An organization that prohibits the participation of minority and marginalized groups or the organization expresses what is referred to as hate speech.

For any grant award resulting from this RFA, the organization will be required to submit a Unique Entity Identifier (UEI) at the time of award. If an applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to obtain a UEI number before an award is made.

¹ Faith-based organizations may apply, but may not use award funds for religious worship, education, or proselytizing nor acquiring equipment for this purpose.

SECTION 4 – APPLICATION AND SUBMISSION INFORMATION

Applications should be submitted electronically to infotun@democracyinternational.com with the subject line “**NASSEEJ-RFA-2407A-CB-Organization Name**”. Applications must be submitted no later than **23:59 pm local Tunis time on July 21, 2024**. Paper applications will not be accepted. NASSEEJ reserves the right to exclude any applications received after this deadline, those that do not meet the eligibility criteria, or that are not relevant to the RFA requested.

Please submit all questions regarding the RFA via e-mail to infotun@democracyinternational.com no later than **23:59 pm local Tunis time on July 14, 2024**.

Applications can be submitted in **English or French or Arabic** using the templates provided in Attachments 1 and 2 of the RFA.

The application comprises four component pieces:

- 1) The application form (Attachment 1),
- 2) The illustrative budget (Attachment 2),
- 3) Organizational/institutional documents,
- 4) A proven track record in successfully implementing CB programs,
- 5) CVs and signed letter of availability of experts and trainers who will be engaged in the CB activities.

Applications must include ALL sections as outlined within the Application Form:

1. Completed Application Form (Attachment 1) in the Microsoft Word template provided, including:
 - a. Section 1: Organizational Background,
 - b. Section 2: Themes of Capacity Building Strategy,
 - c. Section 3: Methodology and Support Framework,
 - d. Section 4: Follow up and coordination process.
2. Illustrative Budget & Notes (Attachment 2) in the Microsoft Word template provided.
 - a. The illustrative budget must be calculated in Tunisian Dinar (TND) and not exceed 185,000.00 TND. All costs funded through this RFA must be allowable, allocable, and reasonable. The United States Government (USG) defines these costs as:
 - i. *Allowable*: “A cost is allowable only when the cost complies with the following requirements: a) reasonableness, b) allocability, c) standards promulgated by the CAS Board, if applicable, otherwise, generally accepted principles and practices appropriate to the circumstances; d) terms of the contract; d) any limitations set forth in this subpart.”
 - ii. *Allocable*: “A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.”
 - iii. *Reasonable*: “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”

- b. The illustrative budget must include notes explaining the cost basis and application.
- c. No fee is to be included and no profit is to be generated by the applicant under this award. Prior to award, successful applicants will be required to submit a letter certifying that they are not collecting profit as part of their budget.
- d. Applicants may recuperate administrative/operational costs through a 10% de minimis rate. An explanation of what overhead costs the 10% covers and the base to which indirect costs rates are applied (Modified Total Direct Costs) should be provided in the budget notes columns. MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 (77,345.5 TND) of each subaward. MTDC excludes equipment, capital expenditures, charges for rent, tuition remission, participants support costs and the portion of each subaward in excess of \$25,000 (77,345.5 TND).

SECTION 5 – SELECTION CRITERIA

All applications will be reviewed by an Evaluation Committee comprised of NASSEEJ’s capacity building team and recommendations may be vetted by a larger group at Democracy International, Inc. The selection criteria are as follows:

Evaluation Criteria	Maximum Score
Experience in supporting capacity building within Tunisian civil society	20 Points
Presentation of team and expert/trainers' profiles.	20 Points
Comprehension and Experience covering of one of three priority themes of the capacity building program.	20 Points
Presentation of the methodology, materials, and support resources	20 Points
Reasonable and allowable budget for the capacity-building program.	20 Points
	100 Points

SECTION 6 – AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in Tunisian Dinar (TND).

All costs funded by the NASSEEJ project must be allowable, allocable, and reasonable.

As noted above, for any grant award resulting from this RFA, organizations will be required to provide a Unique Entity Identifier (UEI) at the time of award. If an applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to obtain a UEI number before an award is issued. The project will work with successful applicants on the UEI process.

Issuance of this RFA does not constitute an award commitment or obligation on the part of the NASSEJ project. It also does not commit NASSEJ, Democracy International, Inc., or USAID to pay for costs incurred in the preparation and submission of applications.

SECTION 7 – LIST OF ATTACHMENTS

- **Attachment 1** – RFA Application Form in *Microsoft Word*
- **Attachment 2** – Budget Application Form in *Microsoft Word*
- **Attachment 3** – Organizational/institutional documents
- **Attachment 4**– A proven track record in successfully implementing CB programs
- **Attachment 5** – CVs and signed letters of availability of team members, coaches, and experts, including references and contact information for supported associations.

ATTACHMENT 1 – RFA APPLICATION FORM

Background Information		
Date of Application		Implementation Period:
Amount Requested in TND		
Requesting Organization	Organization Name:	
	Contact Person:	
	Physical address:	
	Telephone:	
	E mail:	
Project team members	Name & responsibility [member 1]:	
	Name & responsibilities [member 2]:	
	What is the size of the organization? (Number of staff - permanent and temporary)?	
Managerial and financial Capacity	List main donors/Client of your organization's activities.	
	What are the main thematic areas of focus?	
	What is the geographic coverage of the organization' activities?	
	List major partners that your organizations is working with (CSOs, public institutions, private sector, etc)	

SECTION 1: Organizational Background

Provide a brief description about your previous support and/or coaching experience with civil society organizations and geographical location of interventions (500 words maximum)

Provide a brief description of the team who will work with you (including staff members and experts) (500 words maximum).

SECTION 2: Themes of Capacity Building program

Provide a brief description of the opportunities and challenges that the Tunisian civil society is facing, including insights on the consequences of this problem – 500 words maximum (single spaced).

What is your understanding for the following CB themes (you can select only one of the themes that you have the expertise in). 1500 words maximum.

Communication:

Advocacy:

Fundraising

What is the best capacity building approach to fulfill the civil society needs and priorities? – 500 words maximum

What will be your strategy to integrate one of the following themes (Networking and Mis-Disinformation) into one of the priority themes below? – 500 words maximum

SECTION 3: Methodologies and support activities

Please describe the main activities that you will implement to strengthen the capacity building of Nasseej's local partners and grantees in one of the mentioned themes (1000 words maximum).

Describe the impact of the suggested activities (500 words maximum)

Identify the mechanisms and tools that will be implemented to achieve the CB's objective (500 words maximum)

Present the timeline that needs to be started in August 2024 and be finalized in August 2025 (An excel document is an asset)

SECTION 4: Follow up and coordination

Describe your strategy for following up with the targets during and after the implementation of your activities (500 words maximum)

Describe the best coordination method with the capacity building team (500 words maximum)

DOCUMENTS TO BE ATTACHED

- National Register of Enterprises (RNE less than 3 months old)
- Patente
- Unique Entity Identifier (UEI), **if available**
- Executive summary of the organization (vision, mission, its structure and members)
- Track record in successfully implementing similar activities in the past three years. This could include narrative reports, social media links and videos.
- CVs and signed letters of availability of team members, coaches, and experts, including references and contact information for supported associations.

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Date Received:

Date Approved:

The undersigned hereby certifies that: (a) the applicant has received an official delivery receipt for its RFA Application, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened.

NASSEEJ Point of Contact:

Date:

ATTACHMENT 2 – ILLUSTRATIVE BUDGET & NOTES

ITEM	COST CATEGORY	DESCRIPTION/SPECIFICATIONS	QUANTITY	UNIT PRICE IN TND	TOTAL PRICE IN TND	Budget Notes Explaining Cost Basis and Application
A.	Personnel			TND	TND	
B.	Travel, Transportation, & Per Diem			TND	TND	
C.	Equipment and Supplies			TND	TND	
D.	Catering			TND	TND	
E.	Other Direct Costs (ODCs)			TND	TND	
F.	Total Direct Costs (sum of A,B,C,D, E)			TND	TND	
G.	Total Indirect Costs (10% de minimis)			TND	TND	
H.	GRAND TOTAL (sum of F, G)					TND

Illustrative Budget Instructions:

- The budget must be calculated in Tunisian Dinar (TND) and not exceed 185,000.00 TND. All costs funded through this RFA must be allowable, allocable, and reasonable. The United States Government (USG) defines these costs as:
 - *Allowable:* “A cost is allowable only when the cost complies with the following requirements: a) reasonableness, b) allocability, c) standards promulgated by the CAS Board, if applicable, otherwise, generally accepted principles and practices appropriate to the circumstances; d) terms of the contract; d) any limitations set forth in this subpart.”
 - *Allocable:* “A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.”
 - *Reasonable:* “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”
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- Applicants may recuperate administrative/operational costs through a 10% de minimis rate. An explanation of what overhead costs the 10% covers and the base to which indirect costs rates are applied (Modified Total Direct Costs) should be provided in the budget notes columns. MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 (77,345.5 TND). of each subaward. MTDC excludes equipment, capital expenditures, charges for rent, tuition remission, participants support costs and the portion of each subaward in excess of \$25,000 (77,345.5 TND).