



CALL FOR PROPOSALS
CIVIC ACTION FOR SECURITY AND ENVIRONMENT (CASE)
SMALL GRANTS PROGRAMME
OSCE OFFICE IN BAKU
No. AZE 8/2010

BAKU, AZERBAIJAN



**Organization for Security and Co-operation in Europe
Office in Baku
Fund Administration Unit**

The Landmark III, 96 Nizami St., AZ1010 Baku, Azerbaijan

Date: 25 May 2010

**Call for Proposals
No. AZE 8/2010
Civic Action for Security and Environment (CASE) Small Grants Programme**

The Office in Baku of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites sealed applications for the purposes of promoting civil society initiatives addressing environment and security challenges under Civic Action for Security and Environment (CASE) Small Grants Programme.

CASE-Azerbaijan Small Grants Programme provides grants with a maximum value of 12,000 AZN per grant to the civil society projects that address one of the following areas at the interface of environment and security: sustainable management of natural resources; combating land degradation; natural and man-made disasters; management of hazardous wastes and chemicals; mining; sustainable transportation; climate change; and energy.

In addition to this Call for Proposals, the current document also includes:

- Section I: CASE Programme Outline
- Section II: Thematic Areas
- Section III: Eligibility
- Section IV: Application Procedure
- Section V: Evaluation and Selection of Projects
- Section VI: Application Checklist
- Annex I: CASE Project Proposal and Budget Template
- Annex II: Certificate of Compliance for Potential Implementing Partner
- Annex III: Form of Agreement

Any Agreement reached as a result of this Call for Proposals shall be bound by the Form of Agreement contained in this document.

Proposals must be delivered at the following address:

**Organization for Security and Co-operation in Europe (OSCE)
Office in Baku
Attn: Fund Administration Unit
The Landmark III, 96 Nizami St.
AZ1010 Baku, Azerbaijan**

Applications must be delivered on or before **14 June 2010, 12:00 hrs (GMT+4)** in a sealed envelope marked with “**No. AZE 8/2010 – Proposal for CASE - Do Not Open Before 14 June 2010, 12:00 hrs (GMT+4)**”.

Applications sent by e-mail and fax will not be accepted. The prices shall be quoted in AZN.

A complete set of the Call for Proposals documents may be obtained at the OSCE web site (<http://www.osce.org/tenders/>).

Please address all your queries or questions to Ms. Zahra Ahmadova, Economic and Environmental Unit, OSCE Office in Baku, at zahra.ahmadova@osce.org.

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1. CASE PROGRAMME OUTLINE

1.1. Launching of the CASE Initiative by OSCE

Organization for Security and Cooperation in Europe (OSCE) is the world's largest security organization with 56 participating states from Europe, Central Asia and North America. Cooperation and security is at the centre of OSCE mandate. Its 19 field missions in South-Eastern Europe, Eastern Europe, the Caucasus and Central Asia act as pre-eminent instruments for early warning, conflict prevention, conflict management and post conflict rehabilitation. OSCE deals with three dimensions of security, namely the politico-military, the economic and environmental, and the human dimension.

Through its involvement in the Environment and Security (ENVSEC) Initiative covering the Central Asia, South Eastern Europe, the Southern Caucasus and Eastern Europe regions, OSCE has been addressing a variety of environmental problems which pose security risks to communities within and across national borders.

OSCE, within the framework of its mandate, has a growing engagement with Civil Society Organizations (CSOs) in both operational and policy work that cuts across the three dimensions of security, namely the politico-military, the economic-environmental and the human. Issues related to "environment and security" offers a distinctive entry point for OSCE to establish a strategic, mainstreamed partnership with CSOs as well as to facilitate partnerships of CSOs with Governments, academia, business community and donors.

In this respect, OSCE has developed and launched **CASE – Civic Action for Security and Environment**, which has been designed as a small grants programme.

The overall objective of CASE is to create an enabling environment for CSOs to be a strong partner primarily to the government as well as to other stakeholders in collaboratively addressing environment and security challenges. This objective is intended to be achieved primarily through awareness programmes on the linkages between environment and security, capacity building of CSOs and providing grants for their projects that demonstrate such linkages.

In line with these basic means of attaining its overall objective, the target outputs of CASE are identified as follows:

- Increased public and political awareness on the linkages between environment and security;
- Strengthened capacity of CSOs in the field of environment and security;
- Rendering financial and technical assistance to CSOs on projects demonstrating co-operation in the field of environment with government organizations, NGOs, private sector and international financial organizations.

1.2. CASE-Azerbaijan

OSCE Office in Baku started the implementation of the CASE programme in October 2009 with funding from Statoil and the Government of Austria.

CASE-Azerbaijan provides small grants to the civil society activities that address the priority themes at the interface of environment and security identified in the CASE-Azerbaijan National Strategy. **The maximum value of grants to be provided under CASE-Azerbaijan is 12,000 AZN per grant.**

The CASE National Screening Board was established as a participatory mechanism for policy guidance and project screening. Currently, the Board is comprised of the representatives of Statoil, Ministry of Ecology and Natural Resources, UNDP and OSCE Office in Baku.

Primary target beneficiaries of CASE are the Civil Society Organizations (CSOs), which are defined as non-state actors whose aims are neither to generate profits nor to seek governing power. They comprise the full range of formal and informal organizations within civil society, including but not limited to Non-governmental Organizations (NGOs), Community-based Organizations (CBOs), academia, journalist associations, trade unions, and trade associations.

1.3. Programme Timeframe

Provisional timeline of activities under the second phase of CASE-Azerbaijan Small Grants Programme are summarized below:

Activities	Date
Deadline for submission of applications	14 June 2010
Selection of grantees	Mid-July 2010
Commencement of project implementation	August 2010

2. THEMATIC AREAS

2.1. Priority Themes for Small Grants

Each project to be submitted under CASE-Azerbaijan should specifically target one of the priority themes delineated below, and display the explicit linkages of the targeted priority theme with the interface of environment and security issues:

- **Priority Theme 1: Sustainable management of natural resources** (including integrated water resources management, protection of water sources and water quality, fostering co-operation for river basin management, sustainable development of mountain ecosystems, biodiversity conservation, development of forest resources/reforestation, etc.)
- **Priority Theme 2: Combating land degradation** (including the improvement of soil management, preventing, controlling and reversing desertification/land degradation, combating soil contamination, combating salinization, promoting sustainable agricultural practices, improving soil fertility management, etc.)
- **Priority Theme 3: Natural and man-made disasters** (including earthquake-based environmental risks, potential impacts of disasters on migratory pressures, reducing flood risks, strengthening community-level disaster preparedness, reducing disaster-prone health risks, etc.)
- **Priority Theme 4: Management of hazardous wastes and chemicals** (including the mitigation of risks from cross-border wastes, reducing pollution from heavy metals, recycling/disposal of hazardous wastes and chemicals, reducing the pollution of soils due to oil exploitation/spills and toxic waste, etc.)
- **Priority Theme 5: Mining** (including the reduction of the negative impacts of mining on the environment, encompassing soils, water and vegetation, as well as air pollution, etc.)
- **Priority Theme 6: Sustainable transportation** (including the addressing of transboundary and country-level transportation security issues, promoting environmentally sustainable means of transportation such as bicycle pathways, pedestrian walkways, etc.)
- **Priority Theme 7: Climate change** (including the strengthening of partnerships that foster exchanges of experience and expertise on climate change, public awareness-raising, promoting carbon offsetting programmes, local climate change activities that are linked to market mechanisms and policy interventions, etc.)
- **Priority Theme 8: Energy** (including the improvement of energy efficiency in order to meet sustainable energy objectives, integrating policies on energy, focusing on alternative renewable energy resources, demonstrations of energy efficient technologies and practices at the community level, etc.)

2.2. Cross-cutting Themes

The project proposals shall address cross-cutting themes under the targeted priority theme. The cross-cutting themes on the role and participation of women and the youth are considered as a **precondition for the eligibility of projects**.

The followings encompass the cross-cutting themes:

- **Cross-cutting Theme 1: Support to Environmental Governance** may be addressed by the proponent CSOs through, *inter alia*, seeking improved dialogue between different stakeholders on priority themes, targeting incremental improvements likely to pave the way for longer-term institutional and policy changes, streamlining with the activities of the Aarhus Centres, stimulating the implementation of relevant UNECE Environmental Conventions, seeking tangible improvements in environmental governance, etc.
- **Cross-cutting Theme 2: Social Aspects of Environmental Security** may be addressed by the proponent CSOs through, *inter alia*, considering the potential impacts of environmental security on migration, seeking to contribute to the initiatives toward transforming environmental risks into co-operation in pertinent areas, introducing innovative tools and approaches to highlight social aspects of environmental security, etc.
- **Cross-cutting Theme 3: Role and Participation of Women** shall be considered not as an optional but as a pre-conditional cross-cutting theme in terms of the assessing the eligibility of projects. The proponent CSOs may address this cross-cutting theme through, *inter alia*, ensuring that women's organizations are consulted during the course of the project, ensuring that the project design provides opportunities for women to participate equally, highlighting the gender perspective in all events, incorporating gender perspectives/analysis in projects, obtaining women's opinions and perspectives on environment/security issues and concerns, etc.
- **Cross-cutting Theme 4: Role and Participation of the Youth** shall also be considered as a pre-condition for the eligibility of projects. The proponent CSOs may address this cross-cutting theme through, *inter alia*, ensuring that youth organizations are consulted/involved during the course of the project, targeting the youth as a major group amongst the beneficiaries of the project, obtaining the opinions and contributions of the youth on environment/security issues and concerns, involving special activities for awareness-raising and capacity building of the youth in pertinent priority themes, etc.

3. ELIGIBILITY

3.1. Civil Society Organizations Eligible for Application

As the primary target beneficiaries of CASE-Azerbaijan Small Grants Programme, a full range of Civil Society Organizations (CSOs) operating in the country is eligible to apply to the programme.

The primary eligibility criterion for a CSO is to be a **non-state actor whose aim is neither to generate profits nor to seek governing power**.

In this context, CASE-Azerbaijan Small Grants Programme is open to applications from CSOs comprising the full range of formal and informal (registered and non-registered) organizations within civil society, including but not limited to Non-Governmental Organizations (NGOs), Community-Based Organizations (CBOs), academia, journalist associations, trade unions, and trade associations.

However, with respect to the general framework of eligibility delineated above, the following points should be taken into consideration:

- In the case of "informal" CSOs that are not legally registered (such as "platforms" or "civil initiatives") that serve as an umbrella for individual (formal/registered) CSOs, due to the lack of a "legal personality" of such CSOs, the respective proposal should be submitted by a suitable legally registered CSO with the consent and on behalf of the whole platform.

- Besides local and national CSOs, the partnership of internationally recognized CSOs is also encouraged. On the other hand, such CSOs (particularly, local branches of international CSOs) are expected to be involved as supporting partners, and not as lead institutions and/or direct beneficiaries.
- In order to avoid potential conflicts of interest, albeit complying with the general eligibility criteria, project applications by CSOs that are constituents of National Screening Boards are not deemed as eligible.

3.2. Eligible Projects

CASE-Azerbaijan is open to project applications within the following context:

- The project is submitted by CSO(s) eligible for application, as identified above. (In case the project partners include institutions that do not have a CSO status, the lead/signatory institution should be an eligible CSO.)
- Problem to be addressed by the project is linked to **only one** of the priority themes identified in Section 2.1 (Projects should specifically focus on a **single priority topic**, and should not attempt to cover multiple topics at once.)
- The project adequately addresses cross-cutting themes, in particular the integration of youth and gender concerns under the targeted priority theme.
- In line with the principles endorsed by the CASE-Azerbaijan National Screening Board, there will be no limitations with regard to the number of projects that any eligible CSO may submit under CASE-Azerbaijan. However, regardless of the number of projects submitted, each eligible CSO shall be entitled to receive grants (if selected) for only one specific project in each project selection cycle under CASE-Azerbaijan.
- The nature of the project is either one or a combination of the following types of projects: “demonstration project”, “capacity building and networking project”, “awareness-raising project”, “dissemination of lessons learned project” and “policy dialogue project”.
- The project is developed (and designed to be implemented and monitored) through a participatory process involving the partner CSOs, as well as (to the possible extent) the representatives of target groups and stakeholders.
- The project incorporates mechanisms for “partnership” with other CSOs, private sector, academia, etc. (Such mechanisms are expected to be based on written agreements or protocols describing the nature and sustainability of partnerships.)
- The project provides a practical opportunity to build and strengthen a network of CSOs (also other stakeholders, as appropriate) around the targeted priority theme.
- The project complies with, and/or compliments, the respective policies of the Azerbaijan Government in the specific area of activity.
- The project aims at establishing direct linkages between CASE and ENVSEC¹ Initiatives.
- The project aims at contributing to the activities of the Aarhus Centres in Azerbaijan.
- The project does not duplicate other ongoing efforts. In particular, projects previously supported (or considered to be supported) by similar grant programmes shall not be deemed as eligible.
- The project introduces an innovative approach to the interface of environment and security issues, and has the potential of constituting a “best practice”.
- The project incorporates basic tools and mechanisms for ensuring the sustainability of its impacts.

¹ For information about ENVSEC Initiative, please visit www.envsec.org

4. APPLICATION PROCEDURE

4.1. Application

To respond to the Call for Proposals, interested CSOs must submit Project Proposals using CASE **Project Proposal Template**. Project Proposals must be submitted in Azerbaijani. Applicants must strictly comply with the project proposal and **budget** format and fill in the form as explained in the template. Project Proposal should not exceed ten (10) pages.

The project proposal should be formulated carefully and the respective forms should be completed as clearly as possible, so that the received project proposal can be assessed. The received application and the related material should be precise and provide enough detail to ensure the clarity of the project proposal. Wherever the proposal seeks to achieve project objectives through training activities, the applicants are expected to describe explicitly their training programme concept in terms of content, scope and delivery modalities.

The applicant should also fill in the **Certificate of Compliance**.

The applicant should also consider the **Form of Agreement**, which will govern the agreement to be signed between the OSCE and the Applicant.

The applicants must submit the following **supporting documents**:

- Copy of Certificate of the State Registration;
- A list of all key management personnel;
- CVs for the proposed project staff;
- Written agreement or protocol in case proposed project builds on partnership.

4.2. Submission of Project Proposals

The complete application package containing Project Proposal, Budget, Certificate of Compliance and the supporting documents must be submitted in a sealed envelope marked with “No. AZE 8/2010 – Proposal for CASE - Do Not Open Before 14 June 2010, 12:00 hrs (GMT+4)” before the relevant deadline:

Organization for Security and Co-operation in Europe (OSCE)
Office in Baku
Attn: Fund Administration Unit
The Landmark III, 2nd floor, 96 Nizami St.
AZ1010 Baku, Azerbaijan

The outer envelope must bear the full name and address of the applicant. It is in applicant’s interest to provide the OSCE with accurate contact details, preferably an e- mail address.

The applications must be submitted by post or by hand-delivery. Proposals sent by facsimile or e-mail will not be accepted.

4.3. Deadline for Responding to the Call

Project Proposals must be delivered to the address identified above **on or before 14 June 2010, 12:00 hrs (GMT+4)**.

Any application received after the deadline will automatically be rejected.

4.4. Technical Assistance to Preparation of Project Proposals

As part of the capacity building framework of the CASE Programme, guidance and technical assistance shall be provided to the proponent CSOs in the preparation of their Project Proposals, if required/requested. **However, such guidance and assistance will by no means be interpreted as an assurance for the selection of the respective Project Proposal.**

For any questions, guidance or technical assistance related to CASE-Azerbaijan Small Grants Programme, please contact Zahra Ahmadova, Economic and Environmental Unit, OSCE Office in Baku, at zahra.ahmadova@osce.org or telephone (012) 4972373 before the deadline for applications.

5. EVALUATION AND SELECTION OF PROJECT PROPOSALS

The submitted applications will be assessed according to the following steps and criteria:

5.1. Step 1: Opening Session and Administrative Check

Prior to their evaluation by the CASE-Azerbaijan National Screening Board, applications will be screened by the OSCE Office in Baku for their compliance with the eligibility requirements and adequacy vis-à-vis CASE priority themes.

Applications which do not meet the criteria set out in section 3 will be automatically rejected.

The application will also be immediately rejected if:

- the application is received after the closing date;
- the application does not comply with the requirements for maximum amount;
- the project proposal is not submitted in Azerbaijani language using the Project Proposal Template;
- the project budget is not submitted in the requested format.

5.2. Step 2: Evaluation by the CASE-Azerbaijan National Screening Board

Eligible proposals will be submitted to the National Screening Board for evaluation. Evaluation of projects by the CASE-Azerbaijan National Screening Board will be carried out in accordance with the scoring factors set out in the Evaluation Matrix below:

Scoring Factors	Overall Score
<p>1. Project Implementation and Methodology</p> <p>1.1 Does the project proposal provide sound description of the environment and security risks that the project will address?</p> <p>1.2 Does the project proposal provide clear description of what the project will do to produce the expected outputs and achieve the project objectives?</p> <p>1.3 Are the proposed activities appropriate, realistic in terms of timeframe, practical and consistent with the goal and expected results?</p> <p>1.4 Does the proposal contain objectively verifiable indicators for the outcomes of the activities?</p> <p>1.5 Does the project proposal adequately address the integration of youth and gender aspects under the targeted priority theme?</p> <p>1.6 Does the project proposal incorporate effective mechanisms for partnership with other CSOs, private sector, academia, etc.?</p> <p>1.7 Does the project introduce an innovative approach to the interface of environment and security issues?</p>	45
<p>2. Project budget</p> <p>2.1 Are the proposed expenditures in line with market prices?</p> <p>2.2 Are the proposed expenditures necessary for the implementation of the project activities?</p> <p>2.3 Are the proposed expenditures detailed and transparent?</p> <p>2.4 Are the proposed expenditures cost effective and adequate to attain projects' objectives and target outputs?</p> <p>2.5 Are the proposed own contributions relevant and sufficient?</p>	25
<p>3. Operational capacity of the Applicant</p> <p>3.1 Does the applicant have sufficient experience in project management?</p> <p>3.2 Does the applicant have sufficient operational capacity (including staff, equipment and ability to handle the budget for the action) to run the project?</p>	25

Scoring Factors	Overall Score
3.3 Does the applicant have relevant background and experience with the technical and substantive aspects of the proposed project?	
4. Sustainability	
4.1 Are the adequate means and mechanisms introduced to ensure the sustainability of the project subsequent to the termination of the CASE grant?	5
Total Score	100

The evaluation criteria will be scored on a weighted scale of 1 to 5 (1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good). Costs incurred for the preparation of the application will not be covered by the grant and will not be included in the budget.

5.3. Selection/Endorsement

Based upon its evaluation and discussion, the National Screening Board will decide to eliminate or endorse, as appropriate, the Project Proposals.

In relation to the Project Proposals selected/endorsed by the Board, the following alternative paths will be followed: (1) The Board will finalize its decision to award a grant to the selected project; or (2) the Board will only provisionally select the Proposal, subject to its reformulation for further improving its content and remedying the identified deficiencies.

In the latter case, the OSCE Office in Baku will notify the proponent CSOs of the Board's request and provide them with appropriate guidance and assistance for the reformulation of the Proposal within the specified deadline. Regardless of the extent to which the deficiencies are remedied, another request for reformulation will not be asked, and the Board will make its final decision on the basis of the reformulated Proposal as to select or eliminate the project, as appropriate.

The results of the selection will be announced only after the final selection of grantees.

6. APPLICATION CHECKLIST

Prior to sending the Application, check if you have all the needed documentation:

- Stamped project proposal and budget;
- Stamped and signed Certificate of Compliance;
- Copy of Certificate of the State Registration;
- A list of all key management personnel;
- CVs for proposed project staff;
- Written agreement or protocol in case proposed project builds on partnership.