



Enhancing CSOs' Contribution to Governance and Development
Process in Vietnam

Annex A – guidelines for sub-grant application

Reference:

EuropeAid/161707/DD/ACT/VN

“Win-Win for Vietnam - A cooperation mechanism between business sector and civil society organisations for corporate social responsibility and sustainable development goals in Vietnam”

Contract: CSO-LA/2019/413-456

A project implemented by:

Institute for Research on Development Communication (RED), Hanoi, Vietnam as contracting authority

& Pro NGO! e.V., Cologne, Germany

Deadline for submission of applications:

17:00, 15 June 2022 (Vietnam time)

1. GENERAL INFORMATION

1.1 Background

Over the past 30 years, Vietnam has had a remarkable development record. Economic and political reforms under Doi Moi, launched in 1986, have spurred rapid economic growth and transformed Vietnam from one of the world's poorest nations to a lower middle-income country¹. However, the country's rapid economic growth has created many challenging social and environmental problems, endangering the country's overall sustainable development including the economic as well as the social and environmental dimensions.

With support of UNDP, Vietnam's overall strategic plan was substantiated by a National Action Plan that sets 17 SDGs of Vietnam with 115 specific targets in corresponding with global SDGs, which is based on the Synthesis Report that has reviewed how Vietnam has performed with regard to the 17 SDGs and its specific 169 objectives. In addition, since 2010, the Government has approved to establish the Vietnam Business Council for Sustainable Development (VBCSD). VBCSD is an initiative aimed at enhancing connections within the business community to enable them to share and spread good practices, as well as to play an important role in realising the SDGs. It strongly shows Vietnam's ambition to take part in the global efforts to achieve sustainable development.

However, SDGs implementation demands huge resources while the State's budget remains limited, it requires the participation not only of government ministries but also of agencies at all levels, organisation, communities and the people.



Thus, with a win-win approach, that entails advantages and benefits for both private and non-profit sectors, the project seeks to improve the effective cooperation between Vietnamese CSOs and businesses in delivering SDGs oriented development initiatives (SDG 3, 4, 5, 11, 12, 13, 15, 16 and 17). Both parties will gain positive impact from the partnership thanks to the project. CSOs can scale their contribution to deal with the social and environmental challenges by utilising businesses' sources. At the same time, private sector with a strategic approach to apply CSR/CSV can strengthen their image and promote their reputation, as well as develop stable economic results.

The project foresees funding for 10 small-scale initiatives contributing to improve local CSOs' ownership and their financial independence from international grants by leveraging CSR and CSV financial sources of the corporate sector. In addition, it will also contribute to enhancing cooperation mechanisms between the business sector and non-profit sector in Vietnam, which, as a result, will lead to improve local CSOs' contribution to governance and development process in Vietnam.

In 2021, the project has released the first call for application and collected 31 proposals, in which, 6 proposals have been selected to support. This year, the project expects to support 4-5 proposals from CSOs.

The project is implemented by the Institute for Research on Development Communication (RED), Hanoi, Vietnam (<https://red.org.vn/>) & Pro NGO! e.V., Cologne, Germany (www.pro-ngo.org), co-funded by the Delegation of the European Union to Vietnam, the project is designed to run for 42 months and was launched in September 2020.

1.2 Objectives and expected results of the call for proposals

The overall objective is to strengthen the involvement and engagement of local CSOs in Vietnam in addressing social, institutional and environmental problems of the country toward achieving the selected SDGs (SDGs 3, 4, 5, 8, 13, 16, and 17).

- SDG 3: Good health and well-being.
Ensure healthy lives and promote well-being for all at all ages.
- SDG 4: Quality education
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.
- SDG 5: Gender equality
Achieve gender equality and empower all women and girls.
- SDG 8: Decent work and economic growth
Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.
- SDG 13: Climate action
Take urgent action to combat climate change and its impacts. (natural disasters, global warming)
- SDG 16: Peace, justice and strong institutions
Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.
- SDG 17: Partnerships for the goals
Strengthen the means of implementation and revitalize the global partnership for sustainable development.

The specific objectives are to:

- (1) enhance Vietnamese CSOs' capacities on project planning, proposal writing, project management as well as fundraising and partnership management skills via learning by doing approach.
- (2) reinforce business-CSO partnerships in Vietnam working for sustainable development of the country.

Expected results are:

- (1) increased awareness and behaviour change activities toward achieving one or more of the selected SDGs.
- (2) enhanced capacity of local CSOs through workshops, seminars, peer-learning visits, coaching and mentoring, train-the-trainer activities.

1.3 Financial allocation provided by the contracting authority

The total indicative amount available under this call for proposals is around €100,000 (according to the current VND conversion rate at the time of signing). The Contracting Authority reserves the right not to award all available funds.

The funds will be tendered in 2 rounds, one in 2021 with a total budget €50,000, and the second in 2022, with a total budget of around €50,000.

Size of grants: Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Minimum amount: around €8,000
- Maximum amount: around €10,000

Applicants will have to submit a detailed budget for their projects. Before signing a financing contract, their budgets will undergo a review, and if necessary, corrections will be done before the exact amount per contract will be fixed.

Important note: Project budgets are subsidised at 100% of the project's eligible costs. All costs exceeding the maximum agreed project costs must be borne by the applicant and its project partner(s).

1.4 Project finances (for the Seeding Fund)

• Payments

RED will make payments to the aid-receiver/project owner in 3 tranches (initial payment of 50% after the submission of the inception report describing the detailed implementation plan; interim payment of 30% after the approval of the interim report; and closing payment of 20% after approval of the final report and financial documents).

• Responsibility for submission and storage of financial supporting documents

Scans of all financial supporting documents must be submitted by aid-receiver/project owner to RED together with the financial report for each time of payment.

The aid-receiver/project owner will be responsible for keeping the original financial documents in accordance with the current auditing regulations of Viet Nam, as well as being fully responsible for the legality and accuracy of the financial documents belonging to the project/ Ideas implemented by aid-receiver/project owner.

2. Rules of the calls for proposals

The following guidelines set out the rules for the submission, selection and implementation of activities financed under this call.

2.1 Eligibility criteria

There are three sets of selection criteria relating to:

(1) Project applicant and partner:

- Applicant, i.e. the person submitting the application form (2.1.1) •
A partner acting in partnership with the applicant
- At least 1 applicant or 1 partner must be local CSO established in Vietnam •
An applicant must cooperate with at least 1 business partner

(2) Project:

- Projects for which a grant may be awarded (2.1.2)

• (3) Costs:

- The types of costs that can be taken into account when setting the grant amount (2.1.3)

2.1.1 Eligibility of Applicant

To be eligible for a grant, an applicant must

- a) To be a legal person or entity
- b) Do not aim to make a profit
- c) Be a registered organisation in Vietnam with one of the following statuses: NGO, research center, academic organisation, social organisation, etc.
- d) Be an organisation/initiative that has been operating for at least 1 year before contract signature
- e) Be directly responsible for the preparation and management of the project, not acting as an intermediary

A potential applicant may not participate in calls for proposals or be awarded a grant if it is in any of the situations listed in Annex D of the guidelines.

Participation in the tender requires active participation of the applicant/project owner in the project information and training programme offered by the contracting authority prior to the tender and during implementation.

In case of a grant contract being awarded, the applicant becomes the Beneficiary of the grant contract and is the main intermediary of the Contracting Authority. It represents and acts on behalf of any other partner organisation and coordinates the development, implementation and reporting of the project.

2. Eligibility of partners

To be eligible for a grant, a partner must be an organisation of a certain type, for example

- a) Registered commercial enterprise
- b) Business association

Important note:

- A statement on honour must be submitted together with the grant application form by the lead applicant entity and by all partners (Annex D)

2.1.3 Eligible projects

Duration

The duration of a project will be from 6 to 12 months.

Location

The action must take place within the territory of Vietnam.

Types of action and activity

Activities supported may include, but are not limited to, the following:

- Organisation of workshops and seminars, peer-learning visits, coaching and mentoring, train-the-trainer activities;
- Development and organisation of virtual, interactive training courses or webinars
- Design, production and application of tools and methodologies for capacity development (training curricula, handbooks for teachers and trainers, compendia of good practice, virtual libraries, guidelines etc.) and information materials;
- Production of innovative services or goods which contribute to address social, institutional and environmental problems in Vietnam; and
- Awareness raising and behaviour change campaigns toward achieving one or more of the selected SDGs.

This list of activities is not exhaustive. Relevant innovative activities initiated by the community that are not mentioned may also be considered for financial support.

The following types of action are not allowed:

- Actions involving only or mainly individual sponsorship for participation in seminars, conferences and congresses;
- Actions related only or mainly to individual scholarships for training or further education;
- Projects in support of political parties or electoral processes;
- Actions, including proselytising (the act of trying to convert someone from one religion, faith or opinion to another);
- Microfinance and microcredit;
- Actions related only to the purchase of equipment;
- Actions that consist exclusively or predominantly of capital expenditure, such as the purchase of land, buildings, offices, vehicles, except in special circumstances;
- Acts that discriminate against individuals or groups on the basis of gender, sexual orientation, religious beliefs or lack thereof, or their ethnic origin.

PROJECT VISUALISATION / VISIBILITY

Applicants should take all necessary steps to publicise (visualise) the fact that this is a project in which the European Union has funded or co-funded the Project. As far as possible, the successful applicant should ensure that sufficient time and resources are allocated to work with the Contracting Authority 'project team to raise awareness of the project's work.

1 video production must be submitted by the end of the project to summarise the project and its results (max. 5 mins). Professional or self-produced video (by mobile phone or personal camera, such as: GoPro or similar, etc.) Aspect ratio: 16:9 according to the following resolutions: HD720p (1280x720), HD1080p (1920x1080); Device: high resolution camera or phone; Have the script approved by the project, is acceptable. The video should clearly mention: *"The initiative was funded by "Win-win for Vietnam project" which is jointly implemented by [RED](#) (Vietnam) and [Pro NGO! e.V.](#) (Germany); co-funded by the Delegation of the European Union to Vietnam."*

Number of applications and grants per applicant

- An applicant may submit more than one application under this call for proposals.
 - No applicant may be awarded more than one grant under this call for proposals. •
- Partners may participate in more than 1 application under this call for proposals.

Units that have received the round 1 win-win support package can still submit a funding proposal for round 2.

2.1.4 Eligibility of costs: costs that can be included

The grant can only cover "eligible costs". The categories of eligible and non-eligible costs are outlined below. The budget is both an estimate of costs and a general ceiling of 'eligible costs'.

At the contracting stage, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget provided by the applicant, through analysis of the actual grant data carried out by the applicant or similar actions, as well as through inspections.

Recommendations for the award of a grant shall always be implemented provided that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and unallowable costs). The checks may lead to requests for clarification and may result in the Contracting Authority making changes or reductions to correct such errors or inaccuracies. As a result of these corrections, the grant cannot be increased.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Important note: In the course of the project, networking events will be organised by the contracting authority. Participation in these workshops is obligatory and for this reason 5% of the total budget should be earmarked for these purposes (e.g. for travel and accommodation costs). If these funds are not fully spent, remaining budgets - after consultation with the Contracting Authority - can be used for other project activities.

Eligible direct costs

Eligible project costs include:

- human resource costs (staff costs & expert fees)
- costs for accommodation & meals during missions and travel
- travel costs
- costs for equipment & supplies
- office costs, incl. stationery, consumables, communication, and copy
- bank-service costs

- visualisation/visibility costs (including advertising, website costs, vendor costs, etc.)
- event costs (rental of premises & catering)
- other costs (to be further described in annex C)
- costs for networking events
- taxes, including VAT, are eligible only when the beneficiaries make an effort and can show official evidence of failure to reclaim them.

Ineligible project costs

The following costs are ineligible:

- staff costs or expert fees of public authorities and business
- debts and debt service charges (interest)
- provisions for losses or potential future liabilities
- costs declared by the Beneficiary(ies) and financed by another action or work programme
- the purchase of land or a building
- currency exchange losses
- credit to third parties

Contribution of the business partner(s)

- Financial contribution
- In-kind contributions, such as human resources, office costs, equipment, services, products, etc.

Note: The contribution of the business partner(s) should be described further in the Annex C-Budget form.

2.2 How to apply and what procedures to follow

2.2.1 Application

- Applications must be submitted in accordance with the Grant Application Form attached to these Guidelines (Annex B).
- Applicants may apply in Vietnamese or English language (in case the application is submitted in Vietnamese language, an English summary must be submitted together with the application).
- Clarifications will only be requested if the information provided is unclear and thus does not allow the Contracting Authority to make an objective assessment.
- Handwritten applications will not be accepted.
- Please note that only the application form (Annex B) and the budget (Annex C) will be evaluated. It is therefore essential that these documents contain ALL relevant information about the action.
- Ensure that a statement on honour (Annex D) is signed by the applicant and each partner, stamped and attached to the application.
- No additional attachments should be sent.
- All applications and attachments are accepted by email only.

Accompanying documentation:

Applicant should additionally submit the following supporting documents:

- Copy of the decision of establishment of the local CSO
- Control of Operation mechanism
- Decision to appoint personnel of the organization
- Official Memorandum of Understanding or Agreement(s) with the business partner(s)
- Copy of Science Certificate (if any)

2.2.2 Where and how to send applications

Applications must be submitted by email using the email address: csvhub@red.org.vn

2.2.3 Deadline for applications

Deadline for submission of applications: **17:00, Wednesday 15 June 2022** (Vietnam time)

Any application submitted after this deadline will be automatically rejected.

2.2.4 Further information on the call for proposals / application process

Contact our project office by email: csvhub@red.org.vn

Invitation letters to submit proposals/projects will be officially posted on **26 April 2022**, on the website <https://csvhub.vn>; and [CSVhub fanpage](#); and [RED fanpage](#).

The information session will be organised at **15:00, Tuesday 10 May 2022 (Vietnam time)**, via Zoom and posted on [CSVhub Facebook page](#) (video clip).

Question can be sent to the contracting authority before **01 June 2022** and will be published on **08 June 2022** on [CSVhub's website](#).

2.3 Evaluation

To ensure a fair and transparent selection, an evaluation team of CSV Hub will conduct the following steps:

- 1) administrative check (eligibility of the applicant)
- 2) check if the deadline has been met (otherwise the application will be automatically rejected)
- 3) check if all criteria of the guidelines of the call have been met
- 4) If the application passed above steps, they will be further evaluated on their quality, including the proposed budget and capacity of the applicant and partner(s) (Screening process)
- 5) Only application in the shortlist would be invited for interviews to select 5 proposals to support this time.

Important Note:

In the second year (2022), the CSVHub Review Panel will:

- ✓ Select 05 proposals/projects that meet the criteria for financial financing;
- ✓ Support 10 proposals/projects that are non-success for financially sponsored, but meet the community-oriented criteria, to put on the [CSVhub website](#) - to support connect with the business community and other sponsors;

In the third year (2023), the CSVHub Review Panel will:

- ✓ Support 10 proposals/projects that are non-success for financially sponsored, but meet the community-oriented criteria, to put on the [CSVhub website](#) - to support connect with the business community and other sponsors.

The applications will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The 6 applications with the highest overall score will be offered a contract.

Section	Maximum Score
1. Relevance of the action	20

1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants?	5
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices, cooperation between sectors, sustainability and inclusivity)?	5
2. Design of the action	30
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
2.3. Does the design take into account external factors (risks and assumptions)?	5
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5
2.5. To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, youth, promotion of gender equality and equal opportunities, needs of disabled people, or rights of minorities?	5
2.6. Are the activities appropriately reflected in the budget, and is the ratio between the estimated costs and the expected results satisfactory?	2,5
2.7. Does the applicant mention clearly the communication plan and its media partner(s)? Is this feasible and well-planned?	2,5
Maximum total score	50

2.5 Indicative timetable (Vietnam time)

17:00, 15 June 2022	Deadline for submission of proposals/projects
August 2022	<p>Evaluation of proposals:</p> <ul style="list-style-type: none"> - Making decisions on 05 proposals/projects that meet the criteria for financial funding; - Make decisions on 10 proposals/projects that do not meet the criteria for financial support, but meet the criteria for community – driven benefit, to support uploading to CSVhub website, connecting with the community businesses and other sponsors

September 2022	<p>Preparation and signing of contracts</p> <p>Prepare and sign contracts with 05 proposals/projects that meet the criteria for financial funding; as well as 10 supported proposals/projects, to be posted on CSVhub website for connecting with business community and other donors</p>
October 2022	<p>Award Ceremony for 05 financially supported projects and starting the implementation phase;</p> <p>Starting promoting, communicating and connecting 10 projects posted on CSVhub with the business community and other sponsors.</p>

LIST OF APPENDICES:

Annex A - General guidelines

Annex B - Application form

Annex C - Budget

Annex D - Declaration on honour (by applicant and partner)