



European Union



Government of Liberia

## **Supporting Effective Advocacy in Liberia (SEAL) Project Selection of Cohort Civil Society Organizations Request for Applications (RFA)**

Project: Supporting Effective Advocacy in Liberia (SEAL)

Project Locations: Montserrado, Sinoe, Grand Gedeh, Grand Kru and River Cess, River Gee & Maryland Counties

---

Issuance date	: May 3, 2019
Closing date	: May 31, 2019 (4:00 p.m.)
Anticipated No of Awards	: 11
Maximum Funding per CSO	: USD 60,000
Partnership Duration	: July 2019 - July 2022
Cost Contribution	: Not Required

Mercy Corps reserves the right to award one, several, or no grants from applications received.

Proposal Submission : Hard copies of application should be submitted in a sealed envelope to Mercy Corps Country Office, Sophie, Opposite SOS Clinic, Congo Town, and Monrovia and other partner offices listed below, no later than the date and time mentioned.

Any questions regarding this RFA must be submitted in writing via this email address [lr-tenders@mercycorps.org](mailto:lr-tenders@mercycorps.org) with the message title “**Selection of Cohort Civil Society Organizations**” not later than May 24, 2019. This will allow sufficient time for a reply/amendment to reach all potential applicants before the submission deadline. Answers to all questions will be sent to requestor by the date specified above. In addition to the email above, information sessions will be organized at dates and venues mentioned in the document below. Any information that substantially changes the requirements of this RFA shall be released through the issuance of an amendment to the RFA. Mercy Corps may, at its own discretion, extend the deadline for the submission of applications.

### **ABOUT SEAL Project:**

In a fragile context, still recovering from Ebola’s economic and social impacts, the *Supporting Effective Advocacy in Liberia* (SEAL) project will spark, scale and sustain nationwide advocacy efforts for inclusive wealth creation. Mercy Corps, Kvinna till Kvinna Foundation (KTK), the Government of Liberia and the European Union launched the four-year SEAL Project, aimed at promoting good governance and a vibrant civic sector during a critical moment in the country’s development. The project is financed by the European Union under the 11<sup>th</sup> European Development Fund.

The goal of the project is to strengthen the individual capacities and collective efforts of Liberian Civil Society Organizations (CSOs) to promote good governance and a vibrant civic sector during a critical moment in the country’s development.

The project will provide technical and financial inputs at key moments of selected CSOs’ organizational development while supporting gender mainstreaming in their daily operation and work. The SEAL project will target 11 national CSOs, the National Civil Society Council of Liberia (NCSCCL) and 15 Community-Based Organizations (CBOs). The Project is being implemented by Mercy Corps, in partnership with Kvinna Till Kvinna Foundation (KTK).

**Partnership with Cohort Civil Society Organizations**

To achieve the goals of the project, the SEAL Project seeks to recruit and partner 12 mid-level CSOs including the National Civil Society Council of Liberia, referred to as the “Cohort CSOs.” The project will provide technical capacity building as well as financial inputs in the form of core and advocacy grants at key moments of selected CSOs’ organizational development while supporting gender mainstreaming in their daily operation and work, so that they may develop internal controls, skills, and connections to enhance their credibility and legitimacy with constituencies and the government. Simultaneously SEAL will work with selected CSOs to promote accountability through monitoring of Public Financial Management processes and Governance in general for more efficient use of national resources. Gender equity in CSOs will be promoted. The CSO leaders to be trained in effective advocacy will work across seven counties in Liberia in the following sectors: Energy, Agriculture, Education, or Governance.

**Application Evaluation Process:**

Applications will be evaluated through a 4-stage process by a Selection Committee as detailed below.

**Stage 1: Compliance/Eligibility Checklist**

All organizations will have to meet these in order for the full application to be considered. Applying organizations are required to submit their completed application forms with the information in the checklist below.

<b>Organizations must have</b>	<b>Proof of Criteria</b>
Minimum of 4 full time employees	<ul style="list-style-type: none"> <li>• Payrolls for all full-time staff for the last 3 months</li> <li>• CV of full-time staff.</li> <li>• Submission of an organogram of all full and part-time employees.</li> </ul>
Business Registration	<ul style="list-style-type: none"> <li>• Copy of up-to-date business registration certificate and article of Incorporation</li> </ul>
Business Accreditation Certificate	<ul style="list-style-type: none"> <li>• Up to date re-accreditation issued by Ministry of Finance and Development Planning.</li> <li>• If re-accreditation is not up-to-date, signed proof (receipts) from the Ministry of Finance and Development Planning must be provided that the re-accreditation process is in process.</li> </ul>
Tax Compliance	<ul style="list-style-type: none"> <li>• Attach latest tax clearance certificate</li> </ul>
Have an active governing board of trustees or directors	<ul style="list-style-type: none"> <li>• List of board members with contact information.</li> <li>• Minutes from the last board meeting.</li> </ul>
Annual audited financial statements corresponding to their organization only	<ul style="list-style-type: none"> <li>• Annual audited financial audits from the last 2 years.</li> </ul>

A proven track record of 3-5 years in one or more of the following areas: Energy, Agriculture, Education, or Governance in the following counties Montserrado, Grand Kru, Grand Gedeh, Sinoe, River Cess, Grand Gee, and/or Maryland.	List of projects including title of project, dates of implementation, total budget, locations, partners (if applicable), donor(s), and contact (reference) information of donors.
An active Liberian bank account for the organization	<ul style="list-style-type: none"> <li>Bank statement for the last financial year</li> </ul>

### **Stage 2: Technical Application Review**

The completed applications forms of CSOs which passed the first stage will be evaluated and scored by the Selection Committee based on the following thematic areas.

- Previous experience partnering with other CSOs and/or CBOs
- A proven track record of 3-5 years of program design and implementation in one or more of the following areas: Energy, Agriculture, Education, or Governance
- A mission and vision statement
- Anti-corruption, Anti-Discrimination, and or Anti-Harassment Policies
- Gender Equal distribution of staff across all levels
- Technical Approaches employed by the organization
- Organizational Sustainability Strategy
- M&E Systems Capability
- Qualification and Experience of the Organization and Personnel

### **Stage 3: Face to Face Interviews**

The Committee will invite Directors of shortlisted organizations for interviews. The interviews will focus on organizational and sustainability strategies.

### **Stage 4: Organizational Due Diligence**

Programmatic, operational and financial due diligence will also be conducted on shortlisted organizations.

### **Guidelines for Application**

All interested applicants can request the full package of application materials by sending an email to [Ir-tenders@mercycorps.org](mailto:Ir-tenders@mercycorps.org) with the message title “**Selection of Cohort Civil Society Organizations**” or by pick up application forms from any of the following locations during weekdays between the hours of 9:00 a.m. to 4:00 p.m. Deadline for pick-up and drop-off of applications is May 31, 2019 (4:00 p.m.).

<b>Counties</b>	<b>Pick-up and drop-off points for Application forms</b>
Montserrado	Mercy Corps office at Sophie, Opposite SOS Clinic, Congo Town, Monrovia
Sinoe	Welt Hunger Htfe, Off Robert Street, Greenville
Grand Gedeh	Oxfam/LAST MILES HEALTH office, Hospital Road, Zwedru
Grand Kru	Superintendent’s Office, Administrative Building, Barclayville
River Cess	Mercy Corp local office, Cestos City
River Gee	Samaritan’s Purse Office, Pleebo Highway, Fish Town City
Maryland	Partners in Health Office, Baltimore Street, Harper City

All interested applicants are required to submit their application documents in accordance with the followings:

- All applications should be typewritten in English, Times News Roman Font, Font size 12, single spacing.
- Application must be submitted not later than May 31, 2019 (4:00.p.m). Late applications will not be considered.
- Each application document should be initialed or signed on by an executive of the CSO and be submitted in a sealed envelope to Mercy Corps Office in care of “Supporting Effective Advocacy in Liberia (SEAL) Manager”, Sophie, Opposite SOS Clinic, Oldest Congo Town, Monrovia, Liberia. Applications can also be submitted at the above locations in the selected counties.
- The full contact details of the contact person(s) for the application must be included: name, position, telephone contact, email address, and where possible Skype address or WhatsApp number, etc.

**All shortlisted applications (who passed the eligibility criteria) will be informed latest by June 30, 2019 and all successful CSOs will be informed latest by July 31, 2019. A list of all selected CSOs will be published in the major newspapers latest by July 31, 2019.**

### **Application Information Sessions**

Information sessions will be held at the following venues and dates.

<b>Counties</b>	<b>Venues</b>	<b>Date and time</b>
Montserrado	Sam’s Bar-b-que, Sinkor	May 8,2019 @10:00am
Sinoe	Sinoe Youth Center, Greenville	May 8,2019 @10:00am
Grand Gedeh	City Hall, Zwedru City	May 7,2019 @10:00am
Grand Kru	Silver Key Guesthouse, Barclayville City	May 10,2019 @10:00am
River Cess	Government Service Center, Cestos	May 6,2019 @10:00am
River Gee	City Hall, Fish Town	May 9,2019 @10:00am
Maryland	Front Push, Stadium Road, Harper City	May 11,2019 @10:00am

