



KINGDOM OF BELGIUM
Federal Public Service
Foreign Affairs,
Foreign Trade and
Development Cooperation

Call for proposals

Human rights and digitalization

Guidelines

A. In general

The conceptual framework of this call for proposals entitled '*Human Rights and Digitalization*' may be described as follows:

1. In the wake of '*digitalisation megatrends*' such as Mobile Internet, Digital Broadcast, Internet of Things or Big Data, digital innovations are creating development opportunities faster than ever. Digital is recognised as a crucial driver for employment, growth and well-being, with a profound impact across all economic sectors. The Internet and digital technologies can and will boost economic, social and political development, **including by vastly expanding the capacity of individuals to enjoy their rights**. This therefore includes human rights priorities as the defence of fundamental freedoms, the strengthening of civil society, the exercise of labour rights, migrant rights, children's rights and the support to equality between men and women.
2. The theme of '*Digital & Human Rights*' means that the call for proposals will be open to the submission of projects that use digital technology as a **lever for strengthening the exercise of human rights**.
3. The funding of such projects constitutes an instrument of the Belgian foreign policy. This instrument can in no way be combined with the other financial instruments available. Double financing of projects is by no means allowed.
4. The projects should have an added value on the ground. Particular attention is paid to initiatives that reinforce local capacities and institutions.
5. Any possible financing will take place only after a detailed project proposal is introduced along with a detailed earmarked budget.

B. Objectives

This call for proposals sets the following geographical and thematic policy priorities:

- The proposals will contribute to improve the current human-rights situation in the **Gaza Strip**;
- Among the **vulnerable target groups** that could be aimed, this call for proposals will preferably target on: Internal Displaced Persons (IDPs); young unemployed people; women and children; people with disabilities;
- In terms of **human-rights** and among the priorities of the Kingdom of Belgium, this call for proposals will especially target: the right of women and children in a

fragile context (right to education , right to physical and mental health); the fight against extreme poverty and insecurity (in particular: right to an adequate standard of living, to a healthy environment and use of natural resources, right to housing); the fight against impunity (accountability), to enable victims of human rights violations to be heard ; freedom of expression;

- The **digital technologies** must play a strategic role in the implementation of the proposed activities and will therefore facilitate: information sharing in order to bring data to the users; data analysis; planning (particularly for reconstruction or access to basic services, in compliance with the human rights and needs of communities); education; advocacy; empowerment and capacity building.

C. Competent service

6. All project proposals are to be sent or transmitted to the Consulate General of the Kingdom of Belgium which will function as 'one-stop shop'. After an initial selection by the Consulate-General, the remaining project proposals will be sent to DGD ('Directorate General for Development Cooperation and Humanitarian Aid' of the FPS Foreign Affairs, Foreign Trade and Development Cooperation) in Brussels which will operate as the designated contact point for all further proceedings.

D. Submission of project proposals and other documents

7. Each project proposal will **only be submitted by e-mail**, under electronic format, at the following email address: jerusalem@diplobel.fed.be. Emails should be sent indicating as object: "*Call for proposals Human Rights and Digitalization – Project submission*";
8. The call for proposals will be launched on April 11, 2016. Project proposals can be submitted until June 6, 2016. Projects submitted at a later date won't be considered as admissible.
9. For any project proposal, the soliciting organization will receive an acknowledgement of receipt.

E. Admissibility of the requests

10. A project proposal may only be introduced by:
 - International organizations;
 - International NGO's.
11. The application should contain a number of elements necessary for a prompt administrative processing:
 - Administrative information of the organization;
 - Motivation: context, problem setting, relevance from the perspective of peace building priorities and criteria as set out in the annex;
 - General and specific objectives;
 - Specification and timing of the planned activities;
 - General budget (in euro), requested amount, potential contributions from other donors and/or own contribution; any other financing previously received from Belgium and evaluation of these projects.
 - Partners and local institutions concerned; the local partner should clearly be specified, especially if at the end of the project he will become the beneficiary of material transfers.

- Anticipated results, success and risk factors, indicators;
 - Planned monitoring, evaluation and reporting;
 - Way in which the diplomatic post can be involved in monitoring the implementation of the project and enhancing the visibility of Belgium;
 - Bank account details: An official document from the bank confirming the bank account details must be provided;
 - Sustainability of the project;
 - Gender strategy;
 - Logical framework.
12. The maximum duration of a project is 36 months maximum. The subsidy granted per project will be between 400.000 EUR and 1.000.000 EUR.
13. Each funding is based on detailed project budgets, itemized per cost heading. Organization funding (“core funding”) is not accepted. The organization shall prove that for its general functioning it does not depend on the requested grant.
14. The general costs for the project (“overhead costs”) have to be defined and cannot amount to more than 10 % of the costs resulting directly from the implementation of the project.
15. Personnel costs cannot amount to more than 35% of the total budget of the project.
16. Project proposals obviously not matching with the thematic priorities of the Belgian foreign policy as expressed above will be considered not admissible.
17. If a project proposal is not admissible, the applicant will receive a communication from the diplomatic post by e-mail.

F. Assessment with respect to the content of requests

18. Once a file has been found admissible, it will be subject to an **internal analysis for preliminary assessment**.

First, the project file is assessed as a whole on the basis of the following criteria:

- **coherence:** the project must sufficiently correspond to the statutory objective, the mission and the experience of the organization or of the authority concerned.
- **relevance**
 - there must be an explicit link with the promotion or/and protection of human rights (see Section B above);
 - there must be an explicit link with digital innovation as a key strategic lever for the promotion or/and protection of human rights.
- **efficiency:**
 - there must be an explicit link between the concrete challenges in the field and the specific objectives of the project;
 - clear-cut results should be pursued (impact);
 - there must be an explicit link between the activities proposed and the expected results;
 - a conclusive analysis of the risk- and success factors should be made;

- **effectiveness:**
 - the main means must be clearly defined (budgetary, logistic, operational, ...);
 - there must be a clear link between these means and the activities proposed;
- **sustainability:** there must be sufficient guarantees that the results will persist after the end of the project (e.g. reinforcement of the institutional and management capacities of the local institutions and/or organizations);
- **synergy and complementarity:** there must be a useful link with other initiatives of (the Belgian) cooperation development;
- **administrative quality of the dossier:** the dossier must be presented according to a fixed format and must contain all elements necessary for allowing a rapid assessment and overview (summary, starting date, end date, contact details, bank account details, logical framework ...);
- **sufficient management capacity** which should allow the organization or authority concerned to implement the project and manage the resources;
- **Capacity of the organization concerned** to continue the project, once the funding has come to an end, using its own funds or alternative sources of financing, or at least to ensure autonomously its continuity as an organization.

An overall insufficient score for these criteria results in the rejection of the funding proposal.

Second, the projects selected on the basis of the preliminary assessment will be examined by the DGD in Brussels. A final selection will be made among the projects in the three participating countries (DRC, oPt and Tanzania). Within the limits of the available budget (3 million EUR), preference is given to projects that meet the largest number of priorities and objectives of the Belgian foreign policy, especially in the thematic areas of both human rights and digitalization.

The final selection will be made on the basis of the following criteria:

- The positive impact of the project to the beneficiaries (especially vulnerable groups);
- The use of digital technology in a transformational or innovative way in order to maximize the impact of the project;
- The coherence and relevance of the project to promote / protect human rights, considering the local context.

19. In case the request is rejected, the DGD will communicate the decision to the concerned organization as well as to the concerned diplomatic post.

G. Formalization of the grant

20. Positive decisions will be formalized as follows: internal financial control, signature of a Royal Decree, incurring on the budget of the State, agreement of the Incurring Controller and official notification to the beneficiary.

21. The Belgian State shall be committed as of the time of notification only. Any preceding statements can only be regarded as informal.
22. The official notification is composed of the modalities for the concerned grant and a copy of the Royal Decree. It shall take the form of an official notification by DGD along with a formal agreement.
23. At the official notification, the modalities are laid down in an agreement, the representative of the organization shall sign two identical copies of the agreement. One of the exemplars shall be returned to the DGD.
24. The agreement sets out the destination of the grant, the budget estimates, the timing for the payment and the reporting obligations.
25. The duration for this phase may take between one and three months.

H. Payment

26. The grant is paid in several annual instalments, except in special circumstances.
27. For each instalment, the beneficiary shall submit an official request for payment (statement of money owed – see template in Annex 2). The above-mentioned bank account details (see point 11) have also to be included in this document. This official request will be submitted to the following address: jerusalem@diplobel.fed.be in an e-mail with object: "Project Human Rights and Digitalization – Request for payment."
28. If so required, the beneficiary shall include with the first request for payment a revised budget covering the whole grant.
29. The payment of the second and possible following instalments is linked to the reporting obligation (cfr. Section J below).
30. The indicative time for each payment is six to eight weeks.

I. Adaptation on the use of the grant

31. The organization also has the possibility to make minor reallocations between budget items without any prior approval (provided not exceeding 10 % of the total amount of each budget item). Any modification or reallocation above 10% needs to be motivated and obtain the formal approval of the diplomatic post. The general costs for the project ("overhead costs") must not in any case exceed the percentage agreed upon.
32. When appropriate, the organization can extend the project, provided that the extension does not exceed the allowed thirty-six months for the implementation of the project.

J. Reporting and evaluation

33. The recipient organization commits itself to submit intermediate narrative and financial reports and a full end report. The report shall cover both the execution of the project (narrative part) and the use of the grant (financial part).

34. The reports are submitted by e-mail (object: "Project Human Rights and Digitalization – Transmission of report") at the following address: jerusalem@diplobel.fed.be.
35. The reporting scheme is communicated with the official notification. The calendar for the submission of the narrative and financial reports may vary.
36. The submission of an intermediate report is the preliminary condition for the payment of each instalment.
37. The narrative report describes the progress of the project, the objectives reached and the impact. The link between activities and expenses done must be clearly established.
38. The following information and supporting documents have to be part of the financial report:
- A table comparing the earmarking of the approved budget, the possible changes and the actual expenses;
 - An explanatory note for any change in the budget (in case of reallocations less or equal to 10%);
 - A list of all vehicles and consumer durables that have not been transferred to the local partner, with their total and depreciation values;
 - A formal declaration of the local partner listing vehicles and other durable goods received from the recipient organization;
 - A list for all supporting documents grouped by budget item, chronologically sorted and numbered in any budget item, with the date, the title and the amount;
 - All original supporting documents or certified copies sorted and numbered according to the list (proofs of payment, invoices, proofs of travel, salary payment excerpts, receipts,...). Any missing document must be duly motivated and indicated in the table. In certain circumstances, scanned copies of the supporting documents on electronic support (CD-Rom or USB stick) are accepted.

All amounts shall be indicated in euro, where appropriate in combination with another currency and stating the exchange rate used.

39. The beneficiary can communicate, in addition of the supporting documents, the report of a recognized and independent external auditor.

In case of certified copies, original supporting documents will be preserved in the head office or branch office of the beneficiary organization 5 years after the completion of the project. DGD can ask for one or more copies. Where appropriate they can consult the documents through a field visit.

K. Follow-up by the donor

40. The competent diplomatic post can carry out, in coordination with the concerned organization, a local follow-up mission and will report to the attention of the DGD.
41. Moreover, the DGD shall organize on an ad hoc basis follow-up and monitoring missions for supported projects in a given region. These missions will be done in close consultation with the diplomatic post and the organizations concerned.

L. Use of the grant / repayment

42. The beneficiary organization shall see to it that the laws and regulations of the country where the project is carried out are respected.
43. Transfer of claims can be allowed under no circumstance.
44. The part of the grant that has not been used and/or that could not be accounted for in a satisfactory way must be reimbursed. The two possibilities are:
- Spontaneous reimbursement in consultation with the diplomatic post and the DGD;
 - Recovery by the Administration with a procedure of “established entitlement” without mutual agreement or with contestation. In this case, the recovery is finalized by the State Property Administration (*“Administration des domaines”*).

M. Annexes and models

- Annex 1: Project template
Annex 2: Template of request of payment
Annex 3: Template of intermediary report
Annex 4: Template of final report

Annex 1: Project proposal Template

APPLICATION FOR PROJECT FUNDING IN THE FIELD OF HUMAN RIGHTS AND DIGITALIZATION

- **NAME OF THE PROJECT;**
- **REQUESTED GRANT** (in euro);
- **PROJECT DURATION** (number of months);
- **DATE OF THE APPLICATION** (most recent version).

1. Organization

- Full name;
- Abbreviation;
- Legal status;
- Official address;
- Contact address (if different from official address);
- Representative (name and function);
- Website;
- Contact person;
- Telephone number;
- Mobile phone;
- Fax;
- E-mail.

2. Bank account details

- Name of the bank;
- Address of the bank;
- Account number;
- Account holder;
- BIC / SWIFT;
- IBAN (EU);
- Reference for payments.

3. Motivation

- Context;
- Definition of the problem;
- Relevance for the human rights priorities and digitalisation criteria.

4. Objectives

- General objectives;
- Specific objectives;
- Target groups.

5. Activities and strategies

- Developed strategies;
- Planned activities;
- Time schedule;
- Indicative cost per activity;
- Logical framework (base lines, intended results, indicators ...);

- Antecedents: former results and “lessons learned” (within the current project/programme).

6. Partners

- Local and (inter)national partners;
- Method for identifying and consulting the local partners;
- Other donors;
- Synergy and complementarity with other actors.

7. Sustainability

- Success and risk factors;
- Planned strategies :
 - o financial sustainability;
 - o institutional sustainability (integration of local administrations);
 - o socio-economical sustainability;
- Former results.

8. Gender strategy

- Baselines, planned strategies and former results (if applicable);
- Cross-cutting approach.

9. Monitoring and evaluation

- Proposal to be formulated by the applicant.

10. Budget

- Overall budget (in euros) with indication of the amount requested and any contributions from other donors and/or own contribution;
- Specific budget (in euros): breakdown by cost category and activity;
- Description of the specific costs: price per unit, specific services, planned trips, local and international staff, etc.;
- Other funding previously received of Belgium and assessment / project (s) funded.

Annex 2: Statement of money owed / Request of payment template

In order to enable the necessary payments to be made, the beneficiary will provide the diplomatic post, by email* or by post, with an original statement of money owed on organisation stationery with official header duly dated and signed for each instalment, which can be formulated as follows:

STATEMENT OF MONEY OWED

The undersigned [name and surname of the responsible], who represents [full name of the organisation], declares that the Belgian State, PFS Foreign Affairs, owes the aforementioned organisation the amount of [amount in EUR in figures and letters], as [first/second/...] instalment of the subsidy granted for the implementation of the project [full name of the project + DGD reference number]. This amount can be paid into account nr. [XXX] of the bank (name + address + IBAN, Swift and BIC Codes)*.

**To the following email address: jerusalem@diplobel.fed.be, with subject "Project Human Rights and Digitalization – Request of payment".*

***Please note the bank account number here above has to be similar to the one transmitted with the project proposal and mentioned on the Royal Decree. If different, a motivated explanation must be joined.*

Annex 3 : Template of intermediary report

PROJECT FUNDING IN THE FIELD OF HUMAN RIGHTS AND DIGITALIZATION – INTERMEDIATE REPORT

- **NAME OF THE PROJECT:**
- **IMPLEMENTED BY:**
- **TOTAL SUBSIDY GRANTED:** (in euro)
- **INSTALMENT ACCOUNTED FOR:** (in euro)
- **JUSTIFIED PERIOD:** (first and last day)
- **DATE OF THE APPLICATION:** (most recent version)

1. Changes in the original project proposal (if applicable)

- In the organization;
- In the bank account details;
- In the duration of the agreement;
- In the expected results, planned activities and motivation;
- In the logical framework;
- Regarding risk and success factors;
- Any other relevant changes.

2. Progress of the project / sustainability

- Overview of the implemented activities;
- Overview of the remaining activities;
- Overview of the obtained intermediate results;
- Comparison with the expected results: better or worse than expected?;
- Discussion on the factors having led to better or worse results;
- Current and intended approach to confirm the better results or to remedy the worse results.

3. Partners

- Update of cooperation with local and (inter)national partners;
- Evolution in the contribution(s) by other donors;
- Update concerning the synergy and complementarity with other actors.

4. Gender strategy (if applicable)

- Results obtained;
- (Where applicable) revised base lines and results.

5. Donor visibility

- Implementation of what has been agreed.

6. Financial report

- Changes in the budget have to be motivated, even if they have been communicated to the donor before;
- If the instalment transferred has not been spent completely, this has to be justified.

Annex 5: Template of final report

PROJECT FUNDING IN THE FIELD OF HUMAN RIGHTS AND DIGITALIZATION – FINAL REPORT

- **NAME OF THE PROJECT:**
- **IMPLEMENTED BY:**
- **TOTAL SUBSIDY GRANTED:** (in euro)
- **AMOUNT ACCOUNTED FOR:** (in euro)
- **DATE OF THE APPLICATION:** (most recent version)

1. Changes in the original project proposal (if applicable)

- In the organization;
- In the banking data;
- In the duration of the agreement;
- In the expected results, planned activities and motivation;
- In the logical framework;
- Any other relevant change.

2. Implementation of the project

- Overview of the implemented activities;
- Overview of the non-implemented activities (explain why);
- Overview of the final results that have been reached;
- Comparison with the expected results: better or worse than expected?;
- Discussion of the factors causing worse results;
- "Lessons learned", main conclusions.

3. Impact

- Sustainability of the obtained results;
- Guarantees for sustainability;
- Intended continuity of the project;
- Impact analysis.

4. Partners

- Final report on the cooperation with local and (inter)national partners;
- Final report on the contribution(s) by other donors;
- Final report on the synergy and complementarity with other actors.

5. Gender strategy (if applicable)

- Results obtained;
- "Lessons learned".

6. Donor visibility

- Implementation of what has been agreed.

7. Financial report

- Changes in the budget have to be motivated, even if they have been communicated to the donor before;
- If the subsidy transferred has not been spent completely, this has to be motivated.

8. Annexes

- Declaration of the local partner stating that durable goods have been transferred + list of these durable goods;
- Internal evaluation reports.