



WE Act

Innovative Civic Engagement Mechanisms

Reference Number: APS-P4845-2019-001

Date of issuance: March 18th, 2019

Information Sharing Session: March 22nd and March 26th, 2019 at Pact Office (Phnom Penh Center, Building F, 5th floor) from 3.00 pm to 4.00 pm.

Due date for questions: March 29th, 2019

Question response: April 1st, 2019

Final submission of concept notes: April 10th, 2019

Applications (5-page concept notes using the specified template) are due by **11:00 pm Cambodia time on April 10th, 2019**, by email submission to procurementcam@pactworld.org.

Submissions must contain the subject "***APS-001_ concept note- name of submitting organization.***"

Estimated first award date: From June 1st, 2019 onwards

1. Background

1.1 Pact

Pact is an international NGO with offices throughout the world with a mission to enable systematic solutions that allow those who are poor and marginalized to earn a dignified living, be healthy and take part in the benefits that nature provides. Pact accomplishes this by strengthening local capacity, forging effective governance systems and transforming markets into a force for development.

1.2 WE Act

On August 15, 2018 Pact began implementation of the five year, USAID-funded, WE Act project. The project aims to achieve the following objectives:

1. Women and youth access the knowledge, tools, and resources necessary to succeed in the marketplace and labor force.
2. Young Cambodians increase their constructive civic engagement around socio-economic issues.

WE Act will primarily target young women between the ages of 15 and 35, with the aim of providing them with information, skills, and resources they require to be successful entrepreneurs and leaders, and to help break down the barriers that often prevent them from succeeding in the current context. The project will focus on urban and municipal geographies, starting in Phnom Penh and Siem Reap, and then expanding its geographic scope based on demand and opportunity. Very importantly, WE Act does not aim to recreate or establish new systems for supporting young entrepreneurs and leaders in Cambodia, but rather to provide holistic assistance (i.e. legal, financial, technical, networking, etc.) to the diverse organizations, institutions, companies, and other actors that constitute the women's empowerment system in Cambodia.

WE Act is looking for short and long-term partners with a vision that includes supporting urban Young Women Entrepreneurs (YWEs) between the ages of 15-35.

This Annual Program Statement (APS) is issued as a public notice to ensure that all interested, qualified, and eligible organizations have a fair opportunity to submit applications for funding. For the purposes of this APS, "organizations" are defined broadly as entities composed of an organized group of individuals which may include non-governmental organizations, civil society organizations, community-based organizations, or for-profit entities, but does not include individuals.

Pursuant to the authority granted under USAID award AID-OAA-A-16-00044, Pact is pleased to announce the release of this APS for funding provided to support Pact's implementation of WE Act.

2. Details of Innovative Civic Engagement - Call for Concept Notes

2.1 Why this call?

Youth engagement around social and economic issues

Current analysis of the Cambodian context highlights that young people, including young women entrepreneurs, face challenges interacting with key decision-makers in government, civil society, or other institutional structures. This includes when youth are faced with policy shifts that they don't understand, receive inconsistent or confusing information about a range of social or economic issues, or face implementation of policies or regulations that don't fully address their needs. Youth also report that it can often be difficult to have their voices heard, have their priorities acknowledged by decision-makers, or have the ability to influence those decision.

Certain mechanisms do currently exist that enable youth to engage with decision makers, including public forums or other formal meetings and working groups hosted by government officials. While these mechanisms do have an important function and purpose in Cambodia, many young people describe that they do not feel comfortable to give voice to issues through these platforms, limiting their effectiveness as mechanisms for meaningful civic engagement. The same challenges are faced by young people who are starting their own businesses, or who are engaged in entrepreneurial activities. Young women entrepreneurs and other experts that WE Act has consulted with have described the majority of existing mechanisms for engaging around business or entrepreneurship issues, as being overly ‘formal’, and at times only enabling space for discussing issues at a general or high-level of detail.

The opportunity:

Given this analysis, WE Act looks to support organizations that will *pilot or expand mechanisms for youth, and young women entrepreneurs in particular, to engage around key issues that are important in their lives*. The engagement mechanisms should aim to generate space for youth to engage around economic and/or social issues that may include their ability to start and grow businesses, access important social services, live in a clean environment, or other issues that they feel passionate about. *Engagement* in this call, is considered to include accessing and receiving relevant information, as well as participating in dialogue and influencing decision making. The engagement mechanisms that applicants propose can be new initiatives or may build upon existing mechanisms.

2.2 Intended results

The intended results for this call are **that more youth, and young women entrepreneurs in particular, access mechanisms that enable them to engage about issues that are important to them**. If young people are accessing relevant engagement mechanisms and building consensus about key issues that matter in their lives, WE Act believes that over time they will be able to effectively influence decision makers about a range of policies and institutional reforms.

The focus of this call is on supporting engagement mechanisms that are accessible, fun, and meaningful for youth. In future calls for concept notes and applications, WE Act will focus on enabling constructive engagement around specific economic and/or social issues that are most important to groups of youth.

2.3 Intended target organizations

WE Act is interested in partnering with a wide range of organizations that have a passion and vision for supporting youth to be informed and engaged about social and economic issues that impact their lives. The call is interested in potential partnerships with different types of organizations, including youth groups, university groups or clubs, youth-focused media organizations, or other formal or informal groups that promote youth engagement.

2.4 Expected roles of selected applicants

WE Act is looking for organizations to take on the following roles through this call:

- **Design or iterate upon innovative engagement mechanisms for youth**
This call seeks for organizations to **design new mechanisms or iterate upon effective existing mechanisms** that enable youth to engage around relevant social and economic issues in a way that is appropriate, inviting and accessible for them. WE Act is open to a wide range of concepts that would fit within the parameters of this call and encourages proposing organizations to be creative and innovative with their concepts. A few examples of the types of mechanisms that would be relevant, include:
 - Enabling engagement through social media;
 - Establishing open and creative discussion or information platforms;

- Using ICT to improve youth engagement;
 - Hosting innovative entrepreneur engagement forums;
 - Improving social accountability tools to be increasingly accessible for youth.
- **Pilot the innovative engagement mechanism(s) for youth**
Successful organizations may pilot an engagement mechanism that enables youth, and young women entrepreneurs in particular, to engage with relevant social and economic issues in a way that is appropriate, inviting and accessible for them. The focus for this call will be to demonstrate the effectiveness of the *mechanism* to enable youth to engage with issues that are important in their lives.

2.3 Geographic area

This call will focus on Phnom Penh.

2.4 Grantee eligibility

This call is open to **registered and non-registered entities**, including non-profit, or for-profit entities that have established activities in Cambodia. To be minimally eligible for funding, applicants must provide full, accurate and complete information and comply with the following conditions:

- Submit a concept note using the template indicated in Section 3.3, which can be ***no longer than 5 pages***. Pact will ***not review concept notes that exceed the 5-page limit***;
- Have previous experience of not less than one year working on relevant initiatives in connection to civic and youth engagement;
- Have ability to quickly begin implementation of activities within Phnom Penh;
- Must follow all instructions provided in this APS;
- Be submitted by the deadline as stated in the APS.

In addition, we seek partners who are ready to adhere to our partnership principles:

- Have expertise and experience in WE Act focus areas;
- Be willing to demonstrate impact of the activities undertaken during the partnership;
- Ensure sustainability of the network;
- Embrace learning and adaptation;
- Implement demand-driven approaches to ensure services are catered to YWEs;
- Willingness to engage into a strong cooperative working relationship with Pact.

2.5 Funding

Pact anticipates these awards will be cost-reimbursable, fixed amount award, or in-kind grants. Grant type will be based on the final scope of work and the results of the partner's pre-award risk assessment, which Pact will conduct prior to issuance of the award. Subject to the availability of funds, Pact intends to award with the minimum amount of **USD \$2,000 up to \$15,000.00** for a single award. Pact anticipates to award several grants within this call.

Award activities can be one-time events, or continuous activities within a **12-month period, starting on June 1st, 2019 and ending no later than May 31st, 2020**. The possibility of the extension for long-term partners will be assessed based on the performance of this award. Pact anticipates awarding more than one award to successful applicants. Negotiations will be conducted with successful applicants only. Pact reserves the right to award any or none of the applications submitted.

3. Application and Award Process

3.1. Points of Contact:

General inquiries about this APS and any questions during the APS process should be sent to the following email address:

- procurementcam@pactworld.org

3.2 Submission method for questions

Interested applicants may submit questions electronically to procurementcam@pactworld.org. The deadline for questions is **March 29, 2019 at 11:00 p.m. Cambodia time.**

The email subject line should read “**Questions –APS 001 - name of organization submitting application.**”

All questions and answers will be shared with all interested applicants.

3.3 Application Process

Step 1 – Submission of Concept Note

First, all applicant must submit a brief concept note using *the WE Act concept note template* provided at <http://www.pactcambodia.org/>. The concept note must be no more than **five (5) pages** excluding cover page and attachments using **Times New Roman font 11**, and funds requested from WE Act must **not exceed USD \$15,000**. Pact will review applications **on a rolling basis (first come first served)**. Applicants are encouraged to submit concept note at any time after this call till the closing date.

WE Act is interested in the quality of ideas, rather than length of concept notes!

Step 2 – Review by a Decision Panel – Find detail review process in section 4.1.

Pact reserves the right to ask clarifying questions and conduct discussions with those who submit the concept note. Asking clarifying questions and conducting discussions with one applicant does not obligate Pact to do so with all applicants.

Step 3 - Co-Creation of scope of work

For concept notes that Pact deems to have sufficient merit, the applicant will move to the Co-creation Stage or participatory planning. **This does not mean final selection**, but sufficient merit means that the activities are a fit with WE Act and have a high likelihood of being funded. Through a collaborative session, Pact will provide inputs to drive the potential applicant to develop a full scope of work for their proposed activity(ies). The goal of this stage is for Pact to work with applicants to clearly define activities, outputs, targets, work plan, staffing, and budget for the final award, resulting in a clear and detailed scope of work, including milestones and budget.

Step 4 – Pre-Award and Negotiations and Award

If the grant review committee selects a proposal for funding, it will move forward for final approval and award negotiation. During this stage, Pact staff will perform a risk assessment of the organization, and based on that assessment, determine any special conditions or capacity building measures that the organization may be required to adhere to in order to reduce risk. Pact will also finalize any outstanding negotiations on the program description, budget, targets, and work plan to finalize the award instrument. Finally, Pact will award grant that receive the necessary approvals successfully complete the pre-award and negotiation stage.

3.4 Concept note submission deadline

Concept notes must be submitted no later than **11:00 pm Cambodia Time on April 10th, 2019**.

3.5 Late submissions, modifications, and withdrawals of application

At Pact's discretion, any application received after the exact date and time specified for receipt may be considered ineligible for consideration. Applications may be withdrawn by written notice via email or in person by an organization or the authorized representative.

3.6 Conflict of interest clause

Applicants must provide disclosure of any past, present, or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Pact having to re-evaluate selection of a potential applicant.

3.7. Submission method for concept notes

Submit concept notes electronically to procurementcam@pactworld.org. WE Act will not accept hard copy paper concept notes for this APS.

The email subject line should read "**APS-001_ concept notes- name of submitting organization.**" Technical applications and attachments must be submitted in Microsoft Word or Adobe PDF.

3.8 Grant solicitation Info-session

Date(s): Grant information sessions will be held on **March 22nd and March 26th, 2019 from 3:00 pm to 4.00 pm**. All applicants are encouraged to attend, but no more than two people from one organization.

Location: Pact Cambodia office, Phnom Penh Center, Building F, 5th floor, room 561, Phnom Penh, Cambodia.

Confirmation: An email confirming attendance must be sent to procurementcam@pactworld.org

Language: The workshop will be held in both Khmer and English.

4. Evaluation of Concept Notes

4.1. Review process

The Evaluation Panel will include representatives from various Pact departments. All reviewers will be subjected to a screening process to eliminate any conflict of interest. The review panel, using the criteria detailed below, will rate concept notes and make award recommendations to the program's management unit.

4.2. Evaluation Criteria

In evaluating the concept notes, Pact will examine overall merit and feasibility, as well as the specific criteria relevant to each component, as elaborated in the table below. Applicants should note that these criteria both serve as the standard against which all applicants will be evaluated and serve to identify the significant matters that applicants should address in their concept notes.

Evaluation Criteria	Points
I. Past experience <ul style="list-style-type: none"> Applicant demonstrates experience in relevant work, subjects, or activities that align with the proposed concept 	15
II. Technical design <ul style="list-style-type: none"> Applicant demonstrates a clear and effective design for activities that will lead to the intended results Design demonstrates knowledge of the current context and responds to needs of the intended target group Design demonstrates innovation and application/intent to learn from past experiences 	60
III. Internal capacity <ul style="list-style-type: none"> Applicant demonstrates adequate internal capacity to implement the planned activities Applicant demonstrates the necessary institutional infrastructure to implement the planned activities 	15
IV. Alignment with partnership principles <ul style="list-style-type: none"> Applicant demonstrates clear alignment with WE Act partnership principles <ul style="list-style-type: none"> <input type="checkbox"/> Have expertise and experience in WE Act focus areas; <input type="checkbox"/> Have a vision and objectives in line with WE Act mission (supporting YWEs); <input type="checkbox"/> Be willing to demonstrate impact of the activities undertaken during the partnership; <input type="checkbox"/> Ensure sustainability of the network; <input type="checkbox"/> Embrace learning and adaptation; <input type="checkbox"/> Implement demand-driven approaches to ensure services are catered to YWEs; <input type="checkbox"/> Willingness to engage into a strong cooperative working relationship with Pact. 	10
Budget (reasonable scale)	No score
Total points	100

5. Terms and Conditions

5.1. Standard provisions

The Standard Provisions for Non-U.S. Non-Governmental Organizations as applicable will apply to these grants. Applicants can find the provisions at <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>. Printed versions of these provisions are available upon request.

5.2. Permission for use and disclosure

By submitting an application under this APS, the applicant consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

5.3. Disclaimers

- Pact may cancel this solicitation and not award any funds.

- Pact may reject any or all applications received.
- Issuance of this solicitation does not constitute an award commitment by Pact.
- Pact reserves the right to disqualify any application based on applicant's failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the activities in the solicitation or to issue multiple awards based on the solicitation activities.
- Pact reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact applicants to confirm contact person, address, and that the application was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the applicant. Pact also reserves the right to contact other past performance information sources that the applicant did not list in the application.
- By submitting an application, the applicants confirm they understand the terms and conditions.