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CAAHT Grants Request for Applications

Directed to Previous CAAHT Grantee Organizations

Request for Application (RFA) #5

Guidelines for Applications

Issuance Date: Friday, 29 February 2008
Closing Date: Monday, 31 March 2008
Closing Time: 16:00 CET
Question's Related to RFA due: Friday, 7 March 2008
Responses to all applicants due: Friday, 14 March 2008

Introduction

This Request for Applications launches the final phase of the CAAHT Grants Program. The purpose of this final phase of grant awards is to promote sustainability of anti-trafficking awareness raising, prevention services and institutional capacity building. This will be achieved by CAAHT partners that

- a) integrate anti-trafficking work into their overall programming;
- b) secure multiple-donors or other cost-sharing mechanisms for the project to be supported by CAAHT funds; and
- c) demonstrate efficient use of human, organizational, and financial resources through strategic coordination with governmental and/or civil society partners..

The CAAHT Guidelines for Applications, issued in 8 November 2004, remain as the guidelines for grant application format and procedures. Phase 5 is an entirely new and separate process for accepting, evaluating and awarding grants. All applications to be considered in this phase must be submitted for this phase.

This Request for Applications 5 provides only updated criteria for this fifth phase of grants applications and awards.

The text below replaces section III: Grants Program Methodology, a) Grant Categories (pages 6 to 7 in the Guidelines)

Background

Since February 2005, a total of 247,154,000 Lek (**\$ 2,540,000**) has been awarded in grants to **24 local and international NGOs** in Albania in the first four phases of the CAAHT grants program. These USAID funds have been supporting a wide variety of anti-trafficking initiatives in local communities of 11 of the 12 *qarqe* of Albania. Activities span awareness raising programs, prevention services for women and children vulnerable to trafficking, assistance, and reintegration services for children and women who are victims of the crime of trafficking, as well as training of trainers and other capacity building efforts to improve local efforts contributing to the national effort to fight trafficking in human beings.

Grants Program Methodology

This final phase of the CAAHT grants program will be implemented to build on the successes of previous CAAHT grantees and continue to increase NGOs' levels of sustainability as anti-trafficking awareness raising and service providers. Approximately US\$ 110,000 will be allocated for projects addressing anti-trafficking awareness raising, prevention services, community-based reintegration services, and capacity building of local government and civil society. The maximum amount of grant award will be \$ 15,000. Programmatic coverage is developed both geographically and by specialization of needed service in the categories described below. Grants will be awarded for a maximum duration of 12 months per grant.

This fifth and final phase of the CAAHT program is designed to promote sustainability of anti-trafficking program by encouraging co-funding of projects as well as the integration of anti-trafficking work into wider program activities of relevant NGOs. Therefore, the CAAHT program will fund a maximum of 60% of each project budget. Complementary funds from the applicant agency and/or other donors must be secured before the CAAHT program can release grant funds for the project. All projects requesting funding from CAAHT will need to demonstrate their sustainability after the CAAHT funding.

A separate funding mechanism of the CAAHT grant program will ensure continued support for the shelters working directly with women and children victims of trafficking and/or at risk of being trafficked that are currently funded by CAAHT. No applications from new shelters will be considered under this final RFA.

RFA #5 Application Deadline

Monday, 31 March 2008

Review Process Deadlines

During the April 2008 CAAHT Program will be reviewing the applications received and making final recommendations to USAID. In May 2008, USAID will make the final determination of awards. The organizations selected for funding will be notified no later than 30 May 2008.

Grant Categories

Grants awarded under Amendment 5 of the CAAHT Grant Program will support projects in categories as described below:

I. Institution Building Grants and Technical Assistance (TA) will provide necessary support to NGOs to strengthen themselves as institutions or build up their capacity in targeted management and administrative areas. TA will focus on how to make NGOs sustainable, including long term programmatic and financial planning.

Under this category will be provided support to shelters working directly with women and children victims of trafficking and/or at risk of being trafficked.

II. Implementation Grants and Technical Assistance will be available to implement programs to prevent trafficking or to reintegrate returned victims of trafficking into society. Prevention Grants will allow groups to build upon lessons learned and best practices in Albania and in the region to more effectively target vulnerable groups, and create and disseminate messages that will resonate and help them to avoid the web of trafficking. Reintegration Grants will assist in the successful reintegration of returned victims of trafficking through, among others, vocational, psycho-social, and educational assistance by skilled providers.

Examples of possible types of Implementation Grants and TA include:

- ✓ Expansion of good practices in awareness raising and/or prevention programs to districts/regions/populations/boys as well as girls, men as well as women.
- ✓ Coordination with the local and/or national government actors enabling them to take the ownership of the project after the phase out of support, and, thus, ensuring the sustainability of the project related activities.
- ✓ Conduct or replicate school-level anti-trafficking activities and teacher training.
- ✓ Vocational training, employment advocacy and job placement.
- ✓ Supplementary/complementary educational services.
- ✓ Medical and legal assistance; psychological and social counseling on a variety of topics; psychiatric care; and mediation with families (by certified professionals).

III. Advocacy Grants and Technical Assistance will be provided to individual NGOs or groups of NGOs to implement national and/or local advocacy campaigns to address the root causes of trafficking.

Examples of possible types of Advocacy Grants and TA include:

- ✓ Public and media campaigns to increase awareness of the Albanian public and government about the trafficking of human beings.
- ✓ Informative sessions with women and girls.
- ✓ Awareness raising sessions with pupils and students in the 9-year and high secondary schools.
- ✓ House-to-house outreach in the coverage area.
- ✓ Workshops, seminars and training activities on human being trafficking related issues.
- ✓ Round tables organized on trafficking related issues, coordination of efforts in combating it.
- ✓ Media events and TV debates.
- ✓ Preparation and distribution of awareness raising materials i.e. brochures, pamphlets, leaflets, posters, etc.
- ✓ Group discussions with the community.
- ✓ Summer camps and other recreational activities.

The text below replaces section V. Grants Sizes, Duration, and Eligibility, (pages 11 to 12 in the Guidelines)

Grant Sizes, Duration, and Eligibility

IMPORTANT: The length of total project can not exceed 12 months.

Applicants may submit proposals with a budget appropriate to the nature and size of their projects. The minimum possible size of a grant award is LEK 500,000 (approximately \$6,000) and the maximum possible size of grant award for awareness raising/ prevention activities is LEK 1,500,000 (approximately \$18,000)

This final phase of the CAAHT grants program is open *only* to NGOs that have previously received a CAAHT grant; these organizations must be currently registered and working in Albania. Government of Albania offices and institutions, and international organizations are not eligible for grant awards.

Priority will be given to projects that demonstrate coordination with other anti-trafficking programs in their geographic areas of program implementation and cooperation with local government actors. Coordination with the Regional Committees in the Fight Against Human Trafficking is strongly encouraged with the focus to help achieving the goal to empower the sustainability of the anti-trafficking work in Albania. Priority will be given to applicants that mobilize cash and/or in-kind contributions for the proposed project from local and national government structures and/or the business community.

NGO/NPO Eligibility Criteria

Grantee agencies must meet the following criteria in order to apply for a grant:

The organization should be legally registered in the court as a non-profit, non-governmental organization in Albania at least for two years. Applicants must submit registration documents and statutes with their proposal.

The organization is neither a branch of a political party nor engaged in any partisan activities.

The organization applying should be a previous CAAHT Grantee.

Clear sustainability plans that demonstrate how anti-trafficking activities will be part of future activities that the organization will implement are required.

The applicant organization should demonstrate coordinated, verifiable support for the project by mobilizing a portion of the project funding through cash contributions and/or in-kind by the organization or other donors.

Applicants must submit staff CV's of the core staff involved in the implementation of the project.

The activities proposed should be anti-trafficking **operational** activities. Research projects are excluded from funding.

Proposal Documentation Required

Proposals may be submitted anytime before and up to to 31 March 2008. **Completed applications must be received in the CAAHT office no later than 16.00 CET 31 March 2008 in order to be considered.**

English is the official working language for the *Albanian Initiative: Coordinated Action Against Human Trafficking* project. Applications presented in English are preferable. However, organizations may submit proposals in Albanian, but the application **MUST** include a 2-3 page Project Summary in English. Albanian-language applications that make the final cut in the evaluation process will be translated in full at the expense of the CAAHT project in order for them to be thoroughly evaluated in the final step of grant award determination.

Checklist of the documentation required for Application to CAAHT Project

1. Legal Information
 - Copy of NGO's registration documents, (court verdict, NIPT)
 - Copy of the statute of the NGO
 - Declaration from the Court of the district that shows that there is no pending court procedure against the NGO raised from individuals or/and sub-contractors
2. Project Proposal
 - According to the headlines, including budget and timeline of activities
Submit 3 complete hard copies and 1 complete copy on floppy disk or CD
3. Experience of the NGO on Anti-trafficking and project management
 - Short description of the general experience
 - Previous experience that qualifies the organization to implement the project proposed

- Previous experience in managing grants, including total budget size of each grant managed.
- 3 written references, with contact information for follow-up, from previous project partners and/or donors concerning capacity of organization to implement the proposed project. (These can not be partners of the organization in the proposed project.)

4. Staff of the project

- List the names and functions of all project staff
- CV's of key management and program project staff

All the necessary forms needed for the preparation of your project proposals can be received from CAAHT office or can be downloaded from the CAAHT web-site as well. The CAAHT website is: www.CAAHT.com

CAI-Albania CAAHT Grants Application Evaluation Criteria

NGOs and proposals meeting the eligibility criteria and submitting the complete documentation above will be evaluated on the following criteria based in a 100 point scale:

- Technical aspects of the applications will constitute 50 points of the total evaluation
- Applicant's organizational experience and past performance will constitute 30 points of the total evaluation.
- The remaining 20 points will be based on the quality of the key personnel.

The review will also include an assessment of the likelihood that the proposed program will be successful in achieving its objectives and on the applicants' ability to achieve expected results within a reasonable time frame and at a reasonable cost

The CAAHT selection committee will review all proposals and will advise USAID in selecting projects for funding. USAID will make the final selections for all grant awards.