



Call for proposals

The Swiss Agency for Development and Cooperation's (SDC) overall objective in the South Caucasus is that people in Armenia, Azerbaijan and Georgia benefit from a sustainable and inclusive economic and social development, democratic public institutions, human security, peace and increased climate change resilience through enhanced regional dialogue and cooperation.

The Swiss Cooperation Office (SCO) for the South Caucasus is calling for proposals by Non-Governmental Organizations - NGOs (CSOs and foundations registered in Armenia; academia) to strengthen the civil society, to widen the civic space, as well as to deepen and expand knowledge in any one of the following priority areas:

- Media
- Environment
- Migration

Projects can be implemented only in Armenia, but the preference will be given to projects with a regional dimension, for example with teams comprised of staff from other countries of the South Caucasus region and/or activities also implemented in other countries of the South Caucasus region. To the degree possible, financing of the regional and multi-country projects will be preferred to foster exchanges and cross-pollination between the countries. Projects should be designed to include innovative policy solutions, knowledge exchanges, capacity building of NGOs and of their staff for greater sustainability, gender-balanced project teams. Multi-stakeholder projects harnessing digital technologies will be specifically sought after. Duration of projects must not exceed 18 months.

The selection will be in two steps: first, applicants should provide a concept note on the proposed project. Concept notes will be screened, and only selected applicants will be contacted to develop a complete project proposal as the final step.

Who can apply?

Applicants can be Non-Governmental Organizations - NGOs (CSOs and foundations registered in Armenia; academia) which have been operational for at least one year at the date of the application. Applicants should not be linked to a political party, nor should their proposal have any relation or interaction with political activities.

Requirements for the concept note:

Applicants shall submit a concept note in English of maximum 3 pages containing:

- Project context and description of the idea
- Expected results, project implementation strategy, possible risks for the implementation, and modalities to be applied, including project set-up
- Partners, stakeholders' brief analysis
- Indicative budget as an annex. Procurements envisaged by the project need to be planned from the outset, properly substantiated in the applications and serve the projects' direct aim
- Applicants' organizational development needs would be presented as need be
- Registration certificate of the applicant/s, relevant experience and two most recent references
- Project applications will be expected to include the communication and visibility issues related to the project.



Financial conditions/requirements:

- Maximum grant provided by SDC is equivalent to max. 30,000 CHF per project. Co-financing of at least 20% from the applicant and/or other donor/sponsor in cash or in kind, is a **compulsory** requirement where both, higher percentage of contribution and cash co-funding, will be prioritised during the selection process. Information on co-financing is to be provided in the concept note.
- Applicant shall be responsible for all taxes and social insurances of staff, in accordance with the relevant legislation
- Grants shall **not** be used to finance solely:
 - Scholarships
 - Consultancy work, researches and studies
 - Study tours, residencies
 - Charity events
 - Air tickets
 - Infrastructure work (repairs and construction)
 - Sub-contractors of ongoing projects financed by the SDC in three countries.

Submission:

The concept note and tentative budget must be submitted electronically in PDF format to yerevan@eda.admin.ch with the subject line "Small Action Proposal 2021" until 12.00, 27/07/2021. The size of the attachments should not exceed 10MB. Receipt of the submissions will be acknowledged by e-mail, only selected applicants will be contacted by 09/08/2021. No questions will be answered by phone or mail during the selection process.

Award criteria

Relevance of the action: Relevance and practicality of the project and the project structure, to be applied for the announced topics of media, environment and migration (new products, services, processes or organizational models). Projects with cross-border activities and teams are given a priority. *Weighting: 25%*

Problem analysis and Project objectives: Relevance of problems addressed and approaches proposed. Concise/clear presentation of the proposal. Quality of proposal, level of presentation of both a problem and solution. Concrete results (products, services, processes or organizational models) within 18 months through the project interventions/innovative approaches. *Weighting: 20%*

Implementation and methodology: How clear is the overall design of the proposal and presentation of actions and participation of key stakeholder groups and other partners? Results and sustainability of results/M&E in place/scalability/replicability. *Weighting: 20%*

Inclusiveness of vulnerable groups/gender perspective: Does the proposed project empower the marginalized and disadvantaged groups, especially women, in order for them to be able to make full use of their rights. *Weighting: 20%*

Capacity and experience of the organization: Capacities of applicant's staff. Relevance of resources and stakeholders participation. Expertise and experiences needed for the project. *Weighting: 15%*