



Call for proposals

The Swiss Agency for Development and Cooperation (SDC) is the agency for international cooperation of the Federal Department of Foreign Affairs (FDFA). It implements the Federal Council's foreign policy on humanitarian aid and development cooperation. SDC focuses its activities on reducing poverty and distress, as well as curbing global risks. It also aims to preserve natural resources for future generations.

On behalf of SDC, the Swiss Cooperation Office (SCO) in Azerbaijan is calling for proposals by civil society organizations registered in Azerbaijan to submit ideas for projects that would start in spring/summer 2023 and last a maximum of 18 months. These projects should **contribute to multi-stakeholder dialogue** in one of the following areas:

- Environment and Climate Change
- Gender Equality

While projects are expected to be implemented in Azerbaijan, projects with cross-border activities and teams within the South Caucasus Region will be preferentially supported.

Projects should be designed to include knowledge exchanges, gender-balanced project teams and capacity building of NGOs and of their staff. Innovative, multi-stakeholder projects harnessing digital technologies will be specifically sought after.

The selection will be in two steps:

1. **Applicants submit a concept note on the proposed project by **16.10.2022, 23h59 (Baku time)**. (The SCO will evaluate concept notes by mid-November 2022).**
2. **Selected applicants submit of a complete project proposal by **31.12.2022, 23h59 (Baku time)**.**

Who can apply?

Applicants can be civil society organizations, NGOs or foundations registered in Azerbaijan which have been operational for at least one year at the date submitting the concept note. 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 comprehensive description of the idea;
- Expected results, project implementation strategy, possible risks for the implementation and mitigation measures, modalities to be applied, including project set-up;
- Brief analysis of partners that will be part of the project;
- Indicative budget as an annex. Procurements envisaged by the project need to be planned from the outset, properly substantiated in the concept note and serve the project's direct aim;
- Registration certificate of the applicant/s, relevant experience and two most recent references;
- Communication and visibility issues related to the project.

Financial and other conditions

- Grant provided by SDC is maximum CHF 25'000 per project. Co-financing of at least 20% from the applicant and/or other donor is a compulsory requirement. Projects with higher percentage of co-financing, especially in cash, are preferred. 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.
- The project implementation has to start in spring or summer 2023.
- Duration of the project should not exceed 18 months.
- The grant 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 the South Caucasus.

Submission

The concept note (incl. tentative budget) must be submitted electronically in PDF format to baku.applications@eda.admin.ch with the subject line "Small Action Proposal 2022" until 16.10.2022, 23h59.

The size of the attachments should not exceed 10MB. Receipt of the submissions will be acknowledged by e-mail. Only shortlisted applicants will be contacted by mid-November 2022. Questions will be answered only if submitted in writing to baku.applications@eda.admin.ch.

Award criteria

Relevance of the action: Relevance and practicality of the project and the project structure, to be applied for the announced topics of gender equality, environment and climate change. Projects with cross-border activities and teams are given a priority. *Weighting: 30%*

Quality of the concept note: Concise and clear presentation of the proposal, the addressed issue and the proposed solution. Innovative implementation approaches and modalities are given a priority. Comprehensive description of the expected results of the project is a must. Completeness and understandability of the budget. *Weighting: 25%*

Sustainability: Sustainable, scalable and replicable approaches will be given a priority. Co-financing will be considered in this criteria. *Weighting: 20%*

Inclusiveness of vulnerable groups: A successful project idea will suggest ways to empower marginalized and disadvantaged groups. *Weighting: 15%*

Capacity and experience of the organization: Capacities of applicant's staff, relevance of resources and stakeholders' participation, as well as expertise and experiences needed for the project. *Weighting: 10%*