



Call for proposals

The Swiss Agency for Development and Cooperation's (SDC) overall objective in the South Caucasus is that people in the region 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) in Azerbaijan is calling for proposals by civil society organizations registered in Azerbaijan to submit project ideas in the following areas:

- Environment and Climate Change
- Gender Equality

While projects are expected to be implemented in Azerbaijan, 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 that are also implemented in other countries of the South Caucasus region as well. 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 provide a concept note** on the proposed project (*deadline 09.08.2021*). (SCO will evaluate concept notes by the end of August 2021)
2. **Submission of a complete project proposal** by selected applicants (*end of September 2021*).

Who can apply?

Applicants can be civil society organizations, NGOs and foundations registered in Azerbaijan 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, 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 projects' 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 60'000 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.
- 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 the South Caucasus.
- The project implementation has to start in autumn 2021.
- Duration of projects should not exceed 18 months.

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 2021" until 09.08.2021, 12h00.

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 the end of August 2021. 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/clear presentation both of the proposal, the addressed issue and the proposed solution. Concrete expected results (products, services, processes or organizational models) within 18 months through the project interventions. Innovative approaches are given a priority. *Weighting: 25%*

Sustainability: How sustainable will be the results? Scalable and replicable approaches will be given a priority. Co-financing will be considered in this criteria. *Weighting: 20%*

Inclusiveness of vulnerable groups/gender perspective: Does the proposed project empower the marginalized and disadvantaged groups, especially women? *Weighting: 15%*

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: 10%*