



Australian Government

AusAID

## ADDENDUM 1

Date: 4 July 2012

Pages: 16

### Subject: Addendum 1 to the Civic Society Water, Sanitation and Hygiene (WASH) Fund Guidelines

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The AusAID Civil Society Water, Sanitation and Hygiene Fund - Guidelines and Templates document has been revised as of 4 July 2012. This addendum provides a record of changes made to the document. This addendum should be read in partnership with the revised document, which was made available on the fund's dedicated website on 4 July 2012, 5:30 pm Australian Eastern Standard Time.

### 1. Section 3, Table 2, p. 8

Delete existing heading for Table 2, Section 3 and replace with new Table 1, Section 3 heading as follows:

**Table 1: Indicative Regional Allocations**

### 2. Section 4, Table 1, p. 10

Delete existing Table 1, Section 4 and replace with new Table 2, Section 4 as follows:

**Table 2: Submission Requirements**

PART	TITLE	FORMAT
Part A	Cover Page	<b>Annex 1</b> to this Section
Part B	Applicant Declaration	<b>Annex 2</b> to this Section
Part C	Proposal Summary and Applicant CSO Capacity Statement	<b>Annex 3</b> to this Section
Part D	Country Specific Capacity Statement and Activity Concept (one for each country activity)	<b>Annex 4</b> to this Section
Part E	Standard Budget Format	<b>Annex 5</b> to this Section

### 3. Section 5, Clause 5.1 (g), p. 12

Delete existing Clause 5.1 (g), Section 5 and replace with new Clause 5.1 (g), Section 5 as follows:

- (g) A benchmark of 10% of individual applicant CSO budgets can be used for administrative costs associated with activities. Requests for an increase in this level will be considered on a case-by-case basis with possible justification including, but not limited to: expansion into a new geographic area<sup>1</sup> or working in a less secure environment.

### 4. Section 6, Clause 6.1.2, p. 15

Delete existing Clause 6.1.2, Section 6 and replace with new Clause 6.1.2, Section 6 as follows:

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<sup>1</sup> See Annex 3 for more information.

### 6.1.2 Organisation / consortia criteria

Following the conformity check, Submissions will be assessed first against the following criteria. Submissions that score less than 60% against these criteria may be excluded from assessment of the Country Specific Capacity Statement and Activity Concept(s) within the Submission.

#### 5. Section 6, Clause 6.1.2, pp. 15 and 16

Delete existing table headed “Selection Criteria”, Clause 6.1.2, Section 6 and replace with new table headed “Applicant CSO Capacity”, Clause 6.1.2, Section 6 as follows:

Applicant CSO Capacity	100%
<p><b>1. Understanding of the WASH Sector challenges and effective WASH program approaches.</b></p> <p>Does the CSO have a clear analysis of the strengths and challenges within the WASH sector, as well as current thinking of effective WASH program approaches?</p> <p>Does the CSO philosophy and approach to WASH reflect current best practise for sustainable WASH programming?</p> <p>How does the CSO stay up-to-date with current WASH thinking and practise?</p>	20%
<p><b>2. Capacity to achieve sustainable WASH outcomes for women, the poor and socially excluded groups</b></p> <p>What approaches has the CSO used to achieve sustainable WASH outcomes for women, the poor and socially excluded groups?</p> <p>How does the CSO apply its own learning as well as broader sector knowledge to its WASH approach?</p>	15%
<p><b>3. Demonstrated high quality implementation of key AusAID policies.</b></p> <p>How does the CSO address issues such as child protection, gender equality, disaster risk reduction and protection of the environment in its organisational policies and implementation practises?</p>	10%
<p><b>4. Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.</b></p> <p>What experience does the CSO have in managing programs of similar scope to the current proposal?</p> <p>How strong are the program planning, performance management and quality systems and how does the CSO ensure that learning is applied to ongoing program improvement?</p> <p>How strong is the evidence provided about the quality of management and support systems?</p> <p><i>For consortia:</i> details on the proposed process for management of the consortia and any prior experience working in a consortia.</p>	30%

**5. Capacity of Key Personnel, particularly the dedicated WASH Program Manager.** 25%

What are the qualifications and experience of key personnel who will have key roles in the management and support of the proposed activities, particularly the dedicated Fund Manager?

How strong is the evidence that these staff are up-to-date with current ideas about effective WASH practices and applying them in programs they are managing or influencing?

**6. Section 6, Clause 6.1.3, p. 16**

Delete existing Clause 6.1.3, Section 6 and replace with new Clause 6.1.3, Section 6 as follows:

*6.1.3 Country Specific Selection Criteria*

If a Submission scores adequately against the organisation / consortia criteria, each Country Specific Capacity Statement and Activity Concept within the Submission will then be assessed separately.

**7. Section 6, Clause 6.1.3, pp. 16 to 18**

Delete existing table headed “Activity Criteria”, Clause 6.1.3, Section 6 and replace with new tables headed “In-Country Delivery Capacity” and “Activity Concept”, Clause 6.1.3, Section 6 as follows:

<b>In-Country Delivery Capacity</b>	<b>50%</b>
<b>1. Understanding of the country context and WASH needs.</b>	15%
Does the CSO have a nuanced understanding of the complexities of the WASH sector in the target country?	
Does the CSO have a clear analysis of the strengths and weaknesses within the WASH sector, as well as the programmatic opportunities and risks?	
<b>2. Capacity to engage with local and national government and the broader WASH sector to influence WASH policy and approaches.</b>	10%
How does the CSO engage with the range of WASH actors, particularly the different levels of government in its WASH programming?	
How has the CSO engagement with the sector translated to influence of WASH policy and approaches?	
<b>3. Capacity to achieve sustainable WASH outcomes for women, the poor and socially excluded groups</b>	10%
What approaches has the CSO used to achieve sustainable WASH outcomes for women, the poor and socially excluded groups?	
How strong is the evidence provided that the achieved outcomes are sustainable?	
How does the CSO apply its own learning as well as broader sector knowledge to its WASH approach?	

<b>4. Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.</b>	10%
What experience does the CSO have in managing programs of similar scope to the current proposal?	
How strong are the program planning, performance management and quality systems and how does the CSO ensure that learning is applied to ongoing program improvement?	
How strong is the evidence provided about the quality of management and support systems?	
How strong is the evidence provided on achievement of outcomes/deliverables?	
<b>5. Capacity of Key Personnel.</b>	5%
What are the qualifications and experience of key personnel who will have key roles in the management and support of the proposed activities?	
How strong is the evidence that these staff are up-to-date with current ideas about effective WASH practices and applying them in programs they are managing or influencing?	

Activity Concept	50%
<b>6. The Theory of Change and implementation strategies are feasible and build on current knowledge of effective approaches for sustainable WASH outcomes</b>	10%
Is the theory of change realistic and achievable?	
Are there are a range of implementation strategies?	
To what extent do the theory of change and implementation strategies draw upon current understandings of effective WASH program approaches?	
To what extent is the theory of change and implementation strategies aligned with broad WASH sector policy and approaches?	
Is there a particular emphasis on sanitation given the poor levels of access in all relevant regions? Do the water supply projects incorporate a sanitation component?	
Do all activities incorporate a hygiene/behaviour change element?	
<b>7. The concept design is relevant to the country context and will contribute both to the achievement of Fund outcomes in that country and AusAID WASH strategies (where relevant).</b>	15%
To what extent does the concept design build on the strengths and address the weaknesses that were identified in response to Criteria 1 of the Capacity Statement?	
To what extent does the concept design take advantage of the opportunities and address the risks that were identified in response to Criteria 1 of the Capacity Statement?	
To what extent will the concept design contribute to the achievement of the CS WASH Fund objective and outcomes?	
To what extent is the concept design aligned with AusAID regional and country program priorities and delivery strategies?	

<b>8. Gender equality, poverty and social inclusion are an integral part of the concept design</b>	10%
To what extent does the concept design respond to the gender equality issues that were identified in response to Criteria 1 of the Capacity Statement?	
To what extent does the concept design respond to the issues of social inclusion that were identified in response to Criteria 1 of the Capacity Statement?	
Are there a range of strategies integrated into the concept design that address issues of gender equality, poverty and social inclusion?	
<b>9. The activity will contribute to the knowledge base for the development of sustainable WASH outcomes.</b>	5%
What are the main areas of enquiry and innovation that this activity will explore or test?	
How will the CSO share knowledge within its own team(s)?	
How will the CSO share knowledge more broadly within the sector?	
<b>10. The capacity building approach is likely to influence the sustainability of WASH outcomes.</b>	10%
How does the CSO plan to build the knowledge, skills and attitudes of individuals?	
What organizational/institutional development activities are included in the concept design?	
To whom will training and capacity building opportunities be offered?	
How will the CSO support the individuals and organizations to apply their new capacities to their roles in WASH implementation?	
How will the CSO monitor the effectiveness of their capacity building approaches?	

## 8. Section 6, Clause 6.2, pp. 18 to 20

Delete existing Clause 6.2, Section 6 and replace with new Clause 6.2, Section 6 as follows:

- (a) Submissions will be assessed by a Selection Panel convened in Canberra, comprising:
  - (i) a Chairperson - being an AusAID Officer;
  - (ii) at least one other AusAID nominee;
  - (iii) two other individuals or organisations AusAID deems appropriate who possess relevant technical skills and/or experience.
- (b) Applications received by the deadline will first be checked by AusAID to ensure the organisation and proposed activities meet the eligibility criteria detailed in Section 5. At AusAID's sole discretion, those Submissions deemed nonconforming may be excluded.
- (c) The Selection Panel will then assess submissions in a two-step process.
  - (i) The first step assesses the Applicant CSO's Capacity Statement (see Annex 3) against the criteria given in 6.1.1. Submissions that score less

than 60% against these criteria may be excluded at AusAID's sole discretion.

- (ii) The second step concerns an assessment of each of the Submission's Country Specific Capacity Statement and Activity Concepts (see Annex 4 - a Country Specific Capacity Statement and Activity Concept is required for every country that a CSO and its affiliates are planning to work in under the auspices of the Fund). Each of the activities will be assessed separately. While AusAID respects the integrity of the overall proposal, individual country activities will be assessed on their merits against the selection criteria with weightings given in Section 6.1.2 above. Those activities that score less than 60% against these criteria may not be considered for funding under the Submission. Note: AusAID will still consider funding any activities that score over 60% if one or more activities in the Submission score less than 60%.
- (d) The Selection Panel will provide the AusAID delegate with a Selection Report that summarises the Panel's assessment of each Submission against both the eligibility criteria and the selection criteria. The Selection Report will include the Panel's recommendations for Submissions to be funded in ranked order for the delegate's consideration and approval.
- (e) The Selection Panel is conducted on a confidential basis, and Selection Panel members must not discuss matters relating to the assessment of any Submission with any party. Applicant CSOs must not seek contact with any members of the Selection Panel, outside any Panel meeting, and any such contact will be considered a breach of confidentiality and may result in AusAID rejecting the Submission of the Applicant CSO concerned. Note: Selection Panel members will be required to declare any conflicts of interest.
- (f) Submissions will be assessed on the technical merits of their responses to the individual selection criteria as outlined in Section 6.1, and any other factors (see paragraph g) below), which at AusAID's sole discretion, may impact upon the suitability of any Submission or Applicant CSO. The Submission assessment will be based on the Applicant CSO's ability to fulfil the requirements specified in this Request for Submissions.
- (g) As part of the assessment process, AusAID may invite short listed Applicant CSOs to be interviewed, with any interviews being held by telephone. Applicant CSOs will be notified no later than one week before the interviews take place. Applicant CSOs should note that failure by an Applicant CSO to be available for the interview by teleconference might disadvantage the Applicant CSO. An Applicant CSO representative will be required to answer any generic and specific questions asked by the Selection Panel.
- (h) In making its assessment of a Submission, the Selection Panel may have regard to other factors relevant to the suitability, capacity and qualifications of an Applicant CSO including but not limited to:
  - (i) the Applicant CSO's declaration of intent (as referred to in Section 5 and provided in Annex 2) and the Applicant CSO's ability to comply with the conditions of this Request for Submissions;
  - (ii) checking with nominated referees and with other persons or organisations as AusAID chooses, the accuracy of information and quality of previous work performed including the resourcing of previous work;



- (iii) information obtained from any source, which is relevant to the capacity of the Applicant CSO. Such information may be the result of inquiries made by AusAID; and
  - (iv) the Applicant CSO's demonstrated understanding of the cultural environment of the work location.
- (i) Performance information may only be provided to Selection Panel members where it is considered relevant and where all other principles of natural justice have been followed. Selection Panel members may not introduce irrelevant issues into the assessment or base their assessment on information that is hearsay and cannot be substantiated.
  - (j) Panel members may adjust technical scores as a consequence of any interview and consideration of past performance. This will be done at the Selection Panel's sole discretion.
  - (k) Subject to budget, funding and other relevant approval, AusAID may enter into a short term agreement, or funded step, to resource successful Applicant CSOs to develop design products in the inception phase.

## **9. Section 7, Clause 7.12, p. 24**

Delete existing Clause 7.12, Section 7 and replace with new Clause 7.12, Section 7 as follows:

- (a) Accredited CSO applicants are required to comply with all provisions of the Accreditation Manual found on the AusAID internet site, as may be amended from time to time and the AusAID / Applicant CSO Umbrella Agreement (if in place). In the event of a breach of these requirements, AusAID may reject the Accredited Applicant CSO's Submission and / or consider further action as deemed appropriate at AusAID's sole discretion.
- (b) Where a consortium arrangement is proposed by the Applicant CSO, AusAID requires details of the other consortia organisations' corporate commitment and involvement in the Submission. This information shall be in the form of a single page Letter of Association included as an Annex to the Submission.
- (c) Where an Applicant CSO (or any other Agency in a consortium arrangement) is currently engaged in three or more NGO Partnership Agreements funded by AusAID they must demonstrate (in an Annex to their Submission) that they have the capacity and systems in place to meet the obligations and requirements of an additional agreement.

## 10. Section 8, pp. 25 and 26

Delete existing Section 8 and replace with new Section 8 as follows:

### 8 Detailed Activity Design for Successful Applicants

#### 8.1 Inception phase

CSOs successfully selected through the selection process will be invited to enter into a short term agreement, or funded step, to prepare a detailed design document and work plan for the proposed activities. This funded step will cover a three to six month 'inception phase' and will begin with a pre-design workshop (face-to-face and webinar options will be available). As part of the inception phase, CSOs will be expected to work with their local partners, AusAID monitoring and evaluation advisors and, in countries where WASH is a priority, the appropriate AusAID Post, to develop the detail of their activity designs. The templates for the detailed design document and first annual work plan will be developed by the Monitoring, Evaluation and Review Panel (MERP) in July 2012. The templates will take into account the recommendation from the WSI CS WASH Fund review which recommended the inclusion of specific plans for monitoring and evaluation, gender, disability and social inclusion, environment and climate change and institutional learning and knowledge management in the design products in order to ensure that these cross-cutting issues are managed and reported throughout program implementation.

The design documents will effectively form the scope of services for the full agreement under the Fund. Once the design documents have received successful approval from AusAID the CSOs will be invited to enter into a full agreement that will cover the lifetime of the Fund. The first tranche of funding under the full agreement will then be provided to cover the first financial year's implementation costs (2012/13).<sup>2</sup>

The proposal must provide a separate budget to cover the costs of the inception phase. This budget will be reviewed in terms of whether the funds requested are reasonable and proportional to the intended work. AusAID will resource 70% of the proposed budget, up to a maximum of \$70,000. Applicant CSOs are able to contribute in-kind resourcing however AusAID requires specific details on what those in-kind resources are and why they are needed. The budget for the inception phase should be considered separate to the actual proposal and activity budgets.

#### 8.2 Timeframes for the selection and inception phase processes

The selection and inception process and timeframe is summarised in Table 4 below:

**Table 4: Selection and Design Process Timeframe**

Event	Date
Call for proposals	22 June 2012
Briefing for potential applicant CSOs	28 June 2012
Final date for submission enquiries	10 August 2012

<sup>2</sup> Successful accredited Australian CSOs will be engaged through a Funding Order under the CSO Head Agreement and successful non-accredited and international CSOs will be engaged under a Funding Agreement.

<b>Proposal deadline</b>	24 August 2012
<b>AusAID conformance check</b>	Late August 2012
<b>Selection Panel assessment of proposals</b>	Late August – early September 2012
<b>Signing of interim agreements</b>	October 2012
<b>Design workshop for successful applicants</b>	November 2012
<b>CSO design process</b>	November 2012– February 2013
<b>Sign project agreement</b>	February 2013
<b>Activity completed and final report due</b>	February 2017

## 11. Annex 1, p. 27

Delete existing table titled “SUBMISSION SUMMARY”, Annex 1 and replace with new table titled “SUBMISSION SUMMARY”, Annex 1 as follows:

### SUBMISSION SUMMARY

<b>APPLICATION TITLE</b>	<b>Funding Requested</b>
<i>Country #1 &lt;INSERT NAME&gt;</i>	
<i>Country #1 &lt;INSERT NAME&gt;</i>	
<i>Country #1 &lt;INSERT NAME&gt;</i>	
<b>Total Funding Requested from AusAID</b>	For Inception Phase (approx):  For Implementation (approx):
<b>Applicant CSO in-kind contribution</b>	For Inception Phase (approx):  For Implementation (approx):

## 12. Annex 3, pp. 30 to 32

Delete existing Annex 3 and replace with new Annex 3 as follows:

### Annex 3: Proposal Summary and Applicant CSO Capacity Statement

For **each proposal** the applicant CSOs must include a Statement that responds to the following points. The Statement should be of **no more than FOUR (4) pages** in Arial (not Arial Narrow) and at least 10 Font, with the following margins: Top 2.54cm, Bottom 2.54cm, Left 3.17cm, Right 3.17cm with at least single spacing.

#### 1. SUMMARY DESCRIPTION OF PROPOSAL

##### 1.1 Overall program

Summary of overall proposal and if it is part of a regional or broader program, describe how the CSO has developed a coherent portfolio of country-level activities.

Explain why the activities have been selected and how the proposal will facilitate learning and collaboration that contribute to the objectives of the Fund.

### *1.2 Design Process*

Describe the proposed design process, including involvement of local partners and stakeholders.

## **2 APPLICANT PROFILE**

### *2.1 Profile of the applicant CSO and any proposed consortium partners*

Provide a concise profile of the applicant organisation, noting any priority sectors (eg food security, child protection or WASH) of focus (if any).

If the Submission is based on a consortium of organisations, describe the way in which each organisation will provide value and quality to the work. If possible provide a description of experience in working in a consortium arrangement and existing or proposed processes for management of the consortium.

### *2.2 Key personnel, particularly the dedicated WASH Program Manager.*

This should outline the qualifications and experience of the Lead Agency personnel who will fill key roles in managing and supporting the CS WASH Fund, particularly the dedicated WASH Program Manager. It should clearly demonstrate that they are up-to-date with current ideas about effective WASH practices and have applied them in programs that they have managed or influenced.

## **3 CAPACITY OF APPLICANT CSO**

### *3.1 Understanding of WASH sector context and effective WASH program approaches.*

This should demonstrate the CSO understanding of the successes and challenges facing the WASH sector and current thinking of effective WASH program approaches. Describe the CSOs philosophy and approach, and demonstrate how this reflects its understanding of effective WASH programming for sustainable change. Describe the systems and processes the agency uses to maintain an up to date understanding of the sector, identify the opportunities for programming and potential risks.

### *3.2 Capacity to achieve equitable and sustainable WASH outcomes for rural and/or urban communities*

Describe the strategies employed by the CSO to enhance sustainability of outcomes and how it ensures that women, the poor and other socially excluded groups benefit from their WASH program and are involved in WASH decision-making. Include an analysis of what have been the key successes, challenges faced and lessons learned.

Provide a summary analysis of how cross-cutting development issues such as creating demand for better governance, advancing gender equality and social inclusion, and environment and climate change have been integrated into the concept designs.

### *3.3 Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.*

This should clearly demonstrate how the CSO goes about program planning, performance management and learning. It should explain how the Head Office supports the field offices to ensure responsive, quality programs, particularly with respect to WASH activities. Include an analysis of what have been the key successes, challenges faced and lessons learned.

*3.4 Demonstrated high quality implementation of key AusAID policies.*

These specifically include the policies on child protection, gender equality, disaster risk reduction and protection of the environment. Applicant CSOs that have not previously been funded by AusAID need to demonstrate how they address and apply policies on these issues.

#### **4 APPLICANT CSO FUNDING HISTORY**

*4.1 Has previous funding been received for the proposed concept? If so, please provide details?*

*4.2 Is this concept linked to any other activity funded by AusAID or subject to another proposal for Australian Government Funding? If so, please provide details.*

*4.3 Are any other donors contributing to this program? If so, please provide details.*

#### **5 LETTERS OF SUPPORT (CONSORTIUM ONLY)**

Where relevant, a Consortium Agreement (signed by the Heads of each Consortium Agency) should be provided. Details of the Consortium members' corporate commitment and involvement in the Submission should also be described in the form of a single page Letter of Association included as an Annex to the Submission. *Note that this is not included in the four page limit for the capacity statement.*

#### **6 CURRICULUM VITAE OF CSO WASH FUND MANAGER (max. 3 pages)**

The curriculum vitae (CV) of the person who will fill the role of the dedicated WASH Fund Manager for the CSO. If there are multiple country activity proposals this should be the person at Head Office who will be the main AusAID contact point for program and policy issues and will be providing management oversight and support to field implementation.

*Note that this is not included in the four-page limit for the capacity statement*

### **13. Annex 4, pp. 33 to 34**

Delete existing Annex 4 and replace with new Annex 4 as follows:

#### **Annex 4: Country Specific Capacity Statement and Activity Concept Format**

For **each country activity** proposal the applicant CSOs must include a Capacity Statement and Activity Proposal that responds to the following points. The Capacity Statement and Activity Proposal should be of **no more than SEVEN (7) pages** in Arial (not Arial Narrow) and at least 10 Font, with the following margins: Top 2.54cm, Bottom 2.54cm, Left 3.17cm, Right 3.17cm with at least single spacing.

## 1. IN-COUNTRY IMPLEMENTATION CAPACITY

*CSOs are asked to provide description of their capacity against the following criteria using specific examples which illustrate their statement for each country. Excerpts from recent evaluation reports or other independent reviews which support such descriptions and examples should be included where available. The Past Experience Forms will provide additional evidence to support the capacity statement.*

*(i) Understanding of the country context and WASH needs.*

This should demonstrate a nuanced understanding of the country's WASH sector context. Applicants should include a clear analysis of the strengths and weaknesses of the WASH sector, the opportunities for programming as well as the potential risks.

*(ii) Capacity to engage with local and national government and the broader WASH sector to influence WASH policy and approaches.*

This should clearly demonstrate how the Applicant CSO engages with local and national governments and other WASH sector actors such as local CSO's, the private sector, bilateral and multilateral donors. The Applicant should show how they have influenced policy and implementation approaches at the national and/or local levels. Include an analysis of what have been the key successes, challenges faced and lessons learned.

*(iii) Capacity to achieve equitable and sustainable WASH outcomes for rural and/or urban communities*

This should demonstrate the approach of the in-country team to WASH implementation in the target country. Describe their strategies to enhance sustainability of outcomes and ensure that women, the poor and other socially excluded groups benefit from their WASH program and are involved in WASH decision-making. Include an analysis of what have been the key successes, challenges faced and lessons learned.

*(iv) Capacity to manage and support the proposed activities and ensure high quality planning, performance management and learning throughout the planning and implementation period.*

This should clearly demonstrate how the CSO goes about program planning, performance management and learning at the country level. It should explain how the in-country office or partner is organised to ensure responsive, quality programs, particularly with respect to WASH activities. Include an analysis of what have been the key successes, challenges faced and lessons learned.

*(v) Capacity of key personnel in country.*

This should outline the qualifications and experience of the personnel who will fill key roles in managing and supporting the CS WASH Fund in country. It should clearly demonstrate that they are up-to-date with current ideas about effective WASH practices and have applied them in programs that they have managed or influenced.

## 2. ACTIVITY CONCEPT

*The Applicant CSO is asked to present a broad description of the way in which they would utilise funds. Submissions may be refined during the design stage. This is intended to be an indicative proposal only and further negotiations and development of*

*the ideas, including locations and intended partners may be required during the design stage.*

- 2.1 Statement about the objectives and intended impacts of the proposed activity. Estimate the benefits of the activity in quantitative (indicative only) and qualitative terms.
- 2.2 A broad description of the Theory of Change and implementation strategies that will form the basis of the work.
- 2.3 Description of how the proposed activity is relevant to the country context and will contribute both to the achievement of Fund outcomes in that country and AusAID WASH strategies (where relevant).
- 2.4 Description of the capacity building approach of the activity and how that will contribute to sustainable WASH outcomes.
- 2.5 Description of how the activity will contribute to the knowledge base for the development of sustainable WASH outcomes and how they will be shared within the CSO, the Fund and the national WASH sector.

### 3. PAST EXPERIENCE FORM (ONE or TWO PER COUNTRY ACTIVITY – max 1 page)

Details of a relevant CSO program or project that demonstrates the CSOs ability to fulfil the objective of the Fund must be presented in the format outlined below. *Note that this is not included in the seven page limit for the capacity statement and activity concept.*

Activity Name:			
Activity Value:			
Activity Location(s):			
Activity Duration			
Donor (s):			
Year Completed:			
Brief description of the activity and the Organisation's role			
Brief description of activity outcomes:			
Statement of the similarities between this past activity and the activity currently being proposed. Clearly demonstrate how this is relevant.			
Nominated Activity Referees:			
1. Name:		2. Name:	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	

#### 14. Annex 4, pp. 33 to 34

Delete existing Annex 5 and replace with new Annex 5 as follows:

#### **Annex 5: Proposed Budget Format (Overall, Country Activities and Inception Phase)**

Indicative level of funding required for implementation for up to four years.  
Provide a summary of the total budget for the proposal with justification as well as individual budgets for each country activity and the inception phase (one page each).



	AusAID AUD	Implementing Organisation AUD	Other Funding Agencies AUD	Total AUD
<b>Direct activity inputs</b>				
Project management and coordination costs				
Staff costs				
Materials, equipment, freight, commodities, insurance ( <i>attach a separate list of assets</i> )				
Training material costs				
Other ( <i>specify</i> )				
<b>Administrative costs associated with activities</b>				
Office accommodation costs				
Travel costs (indicate in AUD and as a % of total costs)				
Communication costs				
Report preparation				
Asset maintenance costs				
Other ( <i>specify</i> )				
<b>Monitoring and evaluation costs</b>				
Performance monitoring costs				
Learning activities ( <i>specify</i> )				

## JUSTIFICATION OF BUDGET

Provide an explanation of all budget costs.

Indicate the proportion of budget allocated to water, sanitation and hygiene activities separately for the whole proposal.

Applicants are reminded that:

- Grants for individual CSO programs are expected to be in the order of AUD 7-10 million across four years with flexible arrangements to shift funds between years as programs develop. Proposals must have a minimum value of AUD 2 million.<sup>3</sup> Smaller values may be considered under special circumstances.
- A benchmark of 10% of individual applicant CSO budgets can be used for recurrent administration costs. Requests for an increase in this level will be considered on a case-by-case basis with possible justification including, but not limited to: expansion into a new geographic area<sup>4</sup> or working in a less secure environment.

<sup>3</sup> Specifically, if, at the end of the selection process, an unallocated amount remains (excluding any quarantined funds), and the proposal satisfies selection criteria, then the proposal would be considered for funding.

<sup>4</sup> See Annex 4 for more information.

- c) Up to 20% of individual applicant CSO budgets can be used for program monitoring and evaluation and learning activities.
- d) A budget must be provided for the four-month inception phase. AusAID will cover 70% of the costs for the inception phase with 30% by the applicant CSO. Although the MERP will provide formats and guidance to the CSOs to complete the required project design documentation, CSOs are expected to budget for this technical expertise if it is not already 'in-house'.

***All other information as set out in the AusAID Civil Society WASH Fund – Guidelines and Templates document dated 22 June 2012 and then revised on 4 July 2012 remains unchanged.***