



Australian Government

Department of Foreign Affairs and Trade

WATER FOR WOMEN FUND Request for Proposals

Applicant Briefing – 25 August 2017
Department of Foreign Affairs and Trade
Victoria State Office
Level 14, 55 Collins Street, Melbourne

WELCOME TO THE APPLICANT BRIEFING

Water for Women Fund

DFAT Victoria State Office

2.00 to 4.30 pm

Friday 25 August 2017



AGENDA

Time	Item	Presenter
2.00 – 2.15 pm	Opening and outline of meeting	Gerard Cheong WSH Section
2.15 – 3.00 pm	<ul style="list-style-type: none"> • Background to Water for Women Fund • How it works • Proposals 	Marcus Howard WSH Section
3.00 – 3.15 pm	Selection process: <ul style="list-style-type: none"> • Probity • Conformance check 	Liz Jucha Contracting Services Branch
3.15 – 3.35 pm	Application process: <ul style="list-style-type: none"> • SmartyGrants form • Feedback and troubleshooting 	Glenn Williams SmartyGrants Administrator
3.35 – 3.45 pm	Inception Phase: <ul style="list-style-type: none"> • Purpose and timeframes • Grant arrangements 	Gerard Cheong
3.45 – 4.15 pm	Question time	Marcus Howard
4.15 – 4.30 pm	Wrap-up and close	Marcus Howard

APPLICANT BRIEFING ARRANGEMENTS

- Presentations and a summary of questions and answers provided during this briefing will be published next week.
- The link is on DFAT's Business Opportunities page:
<http://dfat.gov.au/about-us/business-opportunities/tenders/Pages/water-for-women-fund-request-for-proposals.aspx>
- Further questions should be directed to
WaterforWomen@dfat.gov.au

SETTING THE SCENE

- Announced by the Prime Minister at the High Level Panel for Water in September 2016
- Builds on the Civil Society WASH Fund

Minister Bishop

'Australia's Aid Policy ... establishes gender equality and women's empowerment as a priority for development, and sets an ambitious target requiring that eighty per cent of all Australia's aid, regardless of objectives, perform effectively in promoting gender equality.'

Gender Equality and Women's Empowerment Strategy, 2016

SETTING THE SCENE – TIMELINES

Date / Time	Event
18 August 2017	Request for proposals
25 August	Applicant briefing in Melbourne
22 September	Deadline for applicant questions
29 September	Deadline for DFAT response to questions
6 October (17:00 AEDT)	Proposal submission deadline
October – December	Assess proposals
December	Sign inception Agreements
March 2018	Inception workshop in Canberra
April	Sign implementation Agreements

KEY FEATURES OF WATER FOR WOMEN

- 5 year program with 3 year option
- AUD 110.6 million includes AUD 10.6 million for research
- Research Component (to be announced later in 2017)
- Partnership between DFAT, Civil Society Organisations and Fund Coordinator
- Gender Equality and Social Inclusion is front and centre
- Strong Knowledge and Learning focus
- South Asia, South-East Asia and Pacific region – 21 countries
- Fund Steering Group an important part of governance arrangements

FUND THEORY OF CHANGE

Goal

GOAL: Improved health, gender equality and well-being of Asian and Pacific communities through inclusive, sustainable WASH

End of
program
outcomes

Outcome 1: Strengthened national and subnational **WASH sector systems** with greater emphasis on gender, social inclusion, safely managed WASH and water security

Outcome 2: Increased equitable, universal **access to and use** of sustainable WASH services, particularly for marginalised communities and community members

Outcome 3: Strengthened **gender equality and social inclusion** in households, communities and institutions

Outcome 4: Strengthened use of new **evidence, innovation and practice** in sustainable gender and inclusive WASH by other CSOs, national and international WASH sector actors

Intermediate
outcomes

Increased **capacity and agency** of governments, private sector, community-based organisations and communities, in **planning, investing and delivering** sustainable, inclusive WASH services

Greater **integration of gender and socially inclusive approaches** by governments, private sector, community-based organisations and communities

Documentation and sharing of gender and socially inclusive **evidence** and **effective practices** with other CSOs, national and international WASH sector actors

Strategies

Funded **collaboration between multiple CSOs** (and strategic partners) **implementing projects** on agreed gender and socially inclusive WASH priorities

Facilitated **learning and exchange** on gender and socially inclusive WASH

Targeted **research** on gender and socially inclusive WASH and other sector research gaps

GOAL AND END OF PROGRAM OUTCOMES

Goal

Improved health, gender equality and well-being of Asian and Pacific communities through inclusive, sustainable WASH



End of Program
Outcomes

Strengthened national and subnational **WASH sector systems** with greater emphasis on gender, social inclusion, safely managed WASH and water security

Increased equitable, universal **access to and use** of sustainable WASH services, particularly for marginalised communities and community members

Strengthened **gender equality and social inclusion** in households, communities and institutions

Strengthened use of new **evidence, innovation and practice** in sustainable gender and inclusive WASH by other CSOs, national and international WASH sector actors

INTERMEDIATE OUTCOMES AND STRATEGIES

Intermediate
Outcomes

Increased capacity and agency of governments, private sector, community-based organisations and communities, in planning, investing and delivering sustainable WASH services	Greater integration of gender and socially inclusive approaches by government, private sector, community-based organisations and communities	Documentation and sharing of gender and socially inclusive evidence and effective practices with other CSOs, national and international WASH sector actors
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Strategies

Funded collaboration between multiple CSOs (and strategic partners) implementing projects on agreed gender and socially inclusive WASH priorities	Facilitated learning and exchange on gender and socially inclusive WASH	Targeted research on gender and socially inclusive WASH and other sector research gaps
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HOW IT WORKS: Organisation Eligibility

Australian civil society and not-for-profit organisations currently promoting access to water, sanitation and hygiene services in Asian and Pacific countries that are:

- Accredited by DFAT for the Australian NGO Cooperation Program (ANCP); and/or
- Signatory to the ACFID Code of Conduct.

Non-Australian civil society and not-for-profit organisations engaged in the sector (including international and partner country organisations). The following information may be requested:

- a copy of the organisation's constitution or articles of association;
- evidence that the organisation is signatory to an equivalent to the ACFID Code of Conduct;
- an audited annual financial statement;
- a copy of the organisation's annual report; and
- an outline of the organisation's work program.

HOW IT WORKS: Multiple Proposals & Consortia

Multiple Proposals

- CSOs are eligible to submit multiple proposals – one for each project in a specific country. Each project may be implemented across a number of sites in the country.
- CSOs submitting multiple proposals are making commitments to each proposal – irrespective of any decision on any other proposal.

Consortia

- DFAT also invites proposals involving consortia.
- Membership of consortia may include DFAT accredited CSOs, universities, private enterprise, regional organisations, inter-governmental organisations and other international organisations.
- Consortium proposals must be accompanied by a Consortium Agreement signed by each consortium partner.

HOW IT WORKS: Grant Funding

- Inception grants are up to AUD\$100,000 for each proposal.
- Grants for each proposal (inclusive of inception and implementation) are expected to range from AUD\$2.5 million to AUD\$10 million across five years.
- Proposals below or above this range will be considered in exceptional circumstances, explained clearly in the respective proposal.
- Up to 10% of the grant can be allocated to administrative costs (charges associated with the operations of a CSO - see Section 10.1 of the ANCP Manual). Higher levels will be considered individually with possible justification including: expansion into a new geographic area or working in a less secure environment.
- The proportion of grant funding allocated to staffing costs, travel and M&E and other technical inputs should be proportional to the nature of the proposal.
- Detailed project budgets will be developed during inception.

PARTNERSHIP PRINCIPLES OF WATER FOR WOMEN

- Shared commitment between DFAT, Fund Coordinator, CSOs and research organisations to achieve Fund-Wide and project specific outcomes.
 - Shared commitment to sharing benefits and risks.
 - Collaborative approach to decision-making and working together.
 - Mutual respect and trust with openness and transparency to achieve common goals including active sharing of knowledge and learning.
 - Commitment to sustainability of benefits flowing from the Fund.
 - Recognition that variety of approaches are needed to fit different contexts.
-
- Commitment to maintain alignment of all activities with Fund level Theory of Change.

PARTNERSHIP WITH CIVIL SOCIETY ORGANISATIONS

- DFAT, CSOs and Fund Coordinator will negotiate “ways of working” early on to establish the partnership approach.
- Alignment of project and Fund level theories of change is critical. CSOs need to ensure their projects contribute to Fund level outcomes.
- CSO theories of change must reflect detailed analysis of the project context and evidence based practice.
- CSOs are expected to take on greater responsibilities in monitoring and evaluation as well as communications / public diplomacy / transparency.
- Level of oversight is graduated and proportional to assessed risk of projects.

GOVERNANCE ARRANGEMENTS

- Fund Steering Group provides strategic oversight with secretariat support from the Fund Coordinator.
- DFAT will play an active strategic role
 - greater engagement with Posts from inception to implementation
 - greater engagement with CSOs in particular by acting as Chair of the Fund Steering Group
 - chair the research Steering Group
 - manage the independent review team
- Fund Coordinator role is a balance between ensuring the program is functioning at the Fund-wide level and supporting CSOs in the development and implementation of their projects.

IMPLEMENTATION ARRANGEMENTS

- Fund Coordinator:
 - holds grant agreements with CSOs and research organisations (both inception and implementation grants).
 - is responsible for day to day management of the Fund as well as Fund-wide reporting based on project level reports.
 - supports Fund-wide coordination and management through technical resources (including M&E, K&L, GESI, WASH).
 - prepares Fund-wide performance framework to guide development of project level M&E plans.
- CSOs are responsible for project implementation and quality project level M&E.
- Knowledge and Learning processes will build on experience in CS WASH Fund but will have greater integration with M&E processes. Impact and Innovation grants will be continued.
- Independent Review Group will be contracted to review Fund-wide progress including Fund management arrangements and contributions to Fund-level outcomes.

WHAT IS DFAT LOOKING FOR IN PROPOSALS?

- Concise and clear language
- Sensitivity to context
- Well thought through project theory of change based on evidence and which demonstrates good alignment with Fund's theory of change
- Understanding of the partnership approach in the Fund
- Experience in working in diverse and changeable contexts while maintaining a focus on achieving outcomes
- Understanding of knowledge and learning culture embedded in program
- Strong in-country capacity including teams, networks and effective programming approaches

CSOs NEED TO DEMONSTRATE:

- Eligibility of the organisation for the Fund
- The ability to implement effective WASH programs, including an emphasis on gender and social inclusion
 - where relevant, outline the added value of consortium arrangement
- Expertise of the management team, in particular, the Lead Manager
- Quality analysis of the WASH context, needs and development priorities including gender and social inclusion
- Consistency of project's theory of change and strategies with Fund's outcomes and key principles
- In-country organisational capacity
 - up to two past experience forms to be submitted

COMPETITIVE GRANT PROCESS

Liz Jucha – Contracting Services Branch

IMPORTANT DATES & ENQUIRIES

Event	Date / Time
Request for proposals	18 August
Deadline for questions	22 September (17:00 AEST)
Last addendum issued	29 September
Proposal submission deadline	6 October (17:00 AEDT)

Method of submission: SmartyGrants

Direct questions to: waterforwomen@dfat.gov.au

EVALUATION PROCESS

- Proposals checked for conformity
- Evaluation Committee assess proposals against selection criteria and Request for Proposal requirements
- Conduct referee checks and check performance information
- Interviews (if required)
- Overall Value for Money assessment
- EC make assessments and recommendations
- CSOs selected
- Inception Phase grant agreements signed

ASSESSMENT AGAINST SELECTION CRITERIA

Mandatory requirements	Pass / Fail
<ol style="list-style-type: none"> 1. Organisation Eligibility, Proposal Eligibility, Format and Content Requirements 2. Proposal closely aligns with the Fund Theory of Change 3. Demonstrated capacity and extensive experience in implementing evidence-based, effective and sustainable WASH programming approaches including gender and socially inclusive approaches 	
Criterion 1: Demonstrated ability to implement effective WASH programs, including emphasis on gender and social inclusion	25%
Criterion 2: Demonstrated expertise of the management team	10%
Criterion 3: Quality analysis of the WASH context, needs and development priorities, including gender and social inclusion	25%
Criterion 4: Consistency of proposed project's theory of change and strategies with Fund's outcomes and key principles	25%
Criterion 5: Demonstrated in-country ability to implement effective WASH programs, including emphasis on gender equality and social inclusion	15%
Value of the overall CSO proposal to Water for Women Fund (if relevant)	unweighted

EVALUATION COMMITTEE

- The Fund Coordinator will convene and participate in the Evaluation Committee
- There will be equal representation from DFAT and the Fund Coordinator
- EC members remain confidential
- Applicants must not seek contact with any members of the Evaluation Committee in relation to the competitive grant process

PROBITY

- DFAT and the Fund Coordinator will manage the competitive grant process within DFAT's probity protocols – fair, equitable and transparent
- The Commonwealth Grants Rules and Guidelines will be adhered to
- Conducted on a commercial in confidence basis
- DFAT has engaged an independent Probity Advisor to support this process

FEEDBACK ON PROPOSALS

- Debriefs will be provided by the Fund Coordinator on request in writing once Inception Phase grant agreements have been signed with successful applicants

SMARTYGRANTS

Glenn Williams – SmartyGrants Administrator

CONTENTS

- Logging into SmartyGrants
- Starting a new application
- Navigation in the application form
- Key features of the form
- Submitting your application to DFAT

WATER FOR WOMEN URL

<https://waterforwomen.smartygrants.com.au/proposals>

AFTER THE URL

Australian Government
Department of Foreign Affairs and Trade
Advancing the interests of Australia and Australians internationally

Australian Aid

Not logged in **Log in** [Current Rounds](#)

Water for Women – Request for Proposals

Start a submission [Preview the form](#)

Submissions are now being accepted. Submissions close at 5:00PM 6 October 2017 (AEDT).

IMPORTANT: Please read information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the [Water for Women](#) online grant application service, powered by [SmartyGrants](#).

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on email waterforwomen@dfat.gov.au and quote your application number.

[Click here to view the guidelines.](#)

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.


SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.


You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button located at the bottom of the last page of the application form.

SUBMITTING YOUR APPLICATION

LOGIN OR REGISTER



Australian Government
Department of Foreign Affairs and Trade
Advancing the interests of Australia and Australians internationally

Australian Aid 

Not logged in. [Current Rounds](#)

Login

If you're already registered or have started an online form log in here.

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to SmartyGrants' [terms of use](#) and [privacy statement](#).

Log In

Register

If you haven't registered or started filling in a form, register here.

Your Name: *

Organisation:

Email Address: *

Password: *

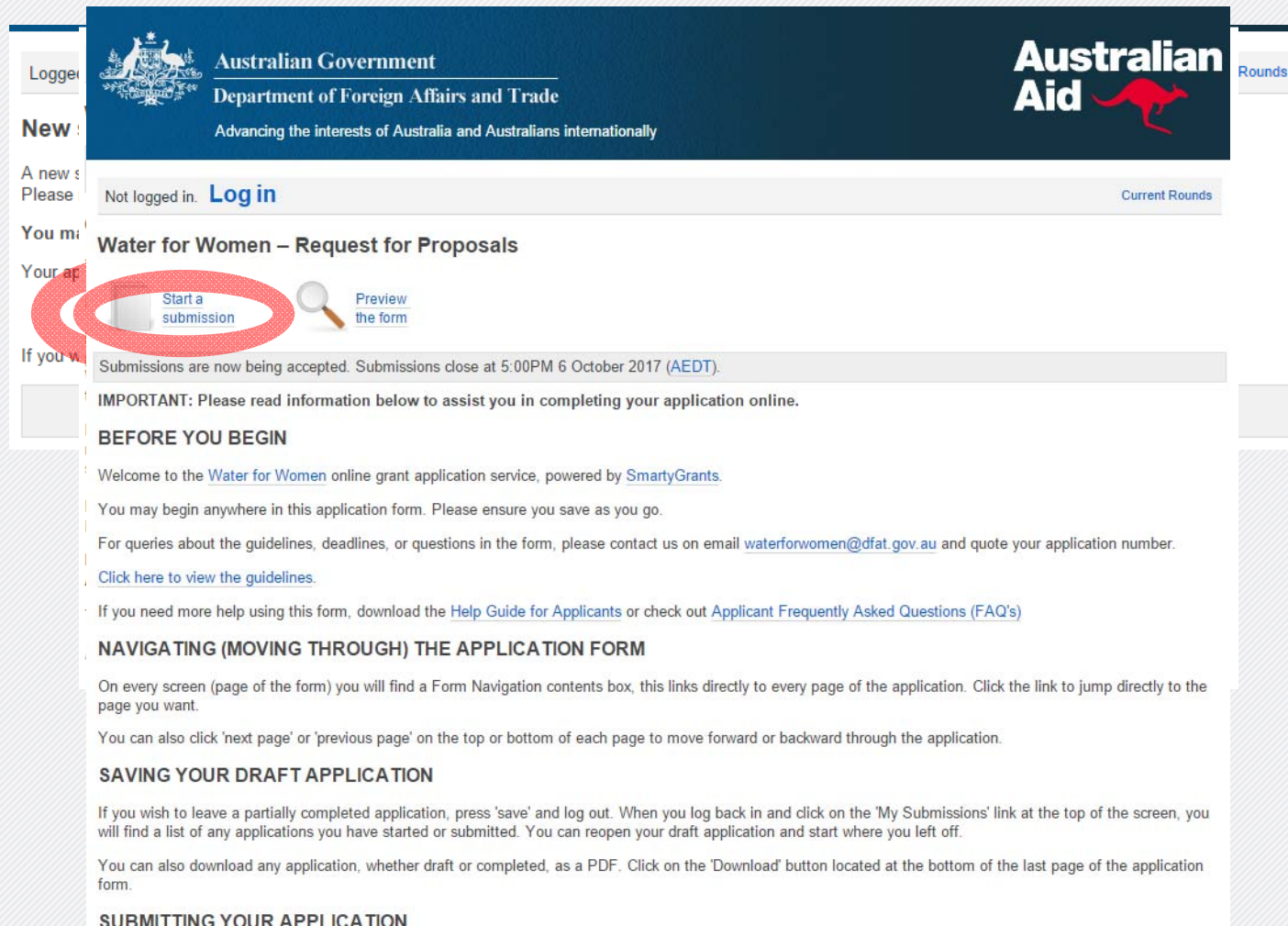
Passwords must be 8 characters long or more and should:

- include letters
- include non-alphabetical characters
- include numbers

Click **Continue** to confirm your registration.

Continue

LOGGING IN WITH THE “START A SUBMISSION” ICON



The screenshot shows the Australian Government Department of Foreign Affairs and Trade Australian Aid website. The header includes the Australian Government logo, the Department of Foreign Affairs and Trade name, and the Australian Aid logo. A navigation bar at the top right contains a 'Rounds' link. The main content area is titled 'Water for Women – Request for Proposals'. Below the title, there are two buttons: 'Start a submission' (circled in red) and 'Preview the form'. A status bar indicates that submissions are now being accepted and will close at 5:00PM on 6 October 2017 (AEDT). Below this, there is an 'IMPORTANT' notice and a 'BEFORE YOU BEGIN' section. The 'BEFORE YOU BEGIN' section includes a welcome message, instructions on how to begin, contact information for queries, and links to guidelines and help guides. The 'NAVIGATING (MOVING THROUGH) THE APPLICATION FORM' section provides instructions on how to navigate the application form. The 'SAVING YOUR DRAFT APPLICATION' section explains how to save and reopen a draft application. The 'SUBMITTING YOUR APPLICATION' section is partially visible at the bottom.

Logge

Australian Government
Department of Foreign Affairs and Trade
Advancing the interests of Australia and Australians internationally

Australian Aid

Rounds

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Water for Women – Request for Proposals

[Start a submission](#) [Preview the form](#)

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SUBMITTING YOUR APPLICATION

LOGGING IN WITH THE “LOG IN”

Australian Government
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Australian Aid

Logged in: Glenn Williams, DFAT. [My Submissions](#) [Log Out](#)

Water for Women
Current Rounds
Water for Women – Request for Proposals

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Submissions close 5:00PM 6 October 2017 (AEDT).
[Find out more about Water for Women – Request for Proposals](#)

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SUBMITTING YOUR APPLICATION

[Continue](#)

WHERE TO FIND YOUR APPLICATION

1. Log in
2. Select the “My Submissions” link at the top of the page

Logged in: Glenn Williams, DFAT. [My Submissions](#) [Log Out](#)

3. From the My Submissions page you will see all “Forms in Progress” and a link to start new submissions

Logged in: Glenn Williams, DFAT. [My Submissions](#) [Log Out](#)

All your current and past grant submissions — if any — are available below.
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

Your Submissions

Forms In Progress

Water for Women – Request for Proposals — wfw011



CSO Application

In progress, created on 23 August 2017, due at 5:00PM 6 October 2017 ([AEDT](#))

[Start New Submission for Water for Women – Request for Proposals](#)

FORM NAVIGATION

Logged in: Glenn Williams, DFAT. [My Submissions](#) [Log Out](#)

[Current Rounds](#)

Water for Women – Request for Proposals — wfw011

[Previous Page](#) [Save Progress](#) [Save and Close](#) [Next Page](#)

CSO Organisational Profile

Last saved today, 11:26am (AEST)

*Indicates a required field.

Profile

Organisational profile of the applicant CSO.

Profile of the applicant CSO *

Word count: 0 words

Must be no more than 150 words.

Name any proposed partners (not consortium) and describe their roles

Form Navigation

- [1. CSO Contact Details](#)
- [2. CSO Organisational Profile](#)
- [3. Understanding of the WASH sector](#)
- [4. Project Details](#)
- [5. Project support information](#)
- [6. Project Concept details](#)
- [7. Risks and Mitigation](#)
- [8. In-country CSO Capacity Statement](#)
- [9. Proposed Inception Phase Budget](#)
- [10. Proposed Implementation Budget](#)
- [11. Declaration](#)
- [Review and Submit](#)

CONDITIONAL FIELDS

Based on your answer to a choice question, will determine if you will be required to answer further questions.

Is the Submission based on a consortium of organisations with the applicant as the lead CSO? *

Response required

Consortium Partners *(Not Applicable)*

This section has been disabled because of your response to question: "Is the Submission based on a consortium of organisations with the applicant as the lead CSO?" on page 2

Consortium Partner Name	Specialisation
<input type="text"/>	<input type="text"/>

Add More

TABLE FUNCTIONALITY

Most tables within the application will show a single line.

To add more lines:

- click the “Add More” button (bottom right corner of table), or
- click the blue plus button next to the line

To remove unwanted rows in the table use the grey minus button

Risk	Impact	Risk Mitigation
<input type="text"/>	<input type="text"/>	<input type="text"/>



BUDGETS

- All line items added to budgets will auto-calculate into the column Total fields
- In both budgets, Inception and Implementation, some tables allow additional lines to be added (some are fixed)
- The Inception Phase budget has validation to prevent form submission if the budget recorded is over \$100,000

Sub-budget line item	DFAT Contribution	CSO Contribution
International staff	1000	200
Local staff	3240	532

DFAT Contribution Total	CSO Contribution Total
\$4,240.00	\$732.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>

Total
\$4,972.00

REVIEW AND SUBMIT

Logged in: Glenn Williams, DFAT.

[My Submissions](#)

[Log Out](#)

Current Rounds

Water for Women – Request for Proposals — wfw011

Submissions are now being accepted. The round closes at 6 October 2017, 5:00pm Australian Eastern Daylight Time

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the **Submit** button when you're ready to submit this form.

This form must be submitted before 6 October 2017, 5:00pm Australian Eastern Daylight Time.

Download PDF

Close

Submit

Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

CSO Contact Details

Introduction

DFAT is seeking submissions from Civil Society Organisations (CSOs) for the Water for Women Fund (the Fund). The Fund is a partnership between the Department of Foreign Affairs and Trade (DFAT) and selected CSOs focused on gender and socially inclusive WASH outcomes in Asian and Pacific countries. The work of CSOs and DFAT will be supported by a Fund Coordinator, to be selected through a parallel tender process.

For each project, CSOs will be expected to submit a separate proposal. Some information will be repeated for CSOs that submit multiple proposals, but this will enable each proposal to be assessed on its merits and compared with other proposals relating to the same country.

Registered Organisation Name *

Response required

Go to page

Is the Organisation Australian? *

Response required

Go to page

Form Navigation

[1. CSO Contact Details](#)

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[8. In-country CSO Capacity Statement](#)

[9. Proposed Inception Phase Budget](#)

[10. Proposed Implementation Budget](#)

[11. Declaration](#)

Review and Submit

This section has been disabled because of your response to question: "Is the Organisation Australian?" on page 1

QUESTIONS WELCOMED





Australian Government

**Department of
Foreign Affairs and Trade**

