**Strategic Partnerships 2022-2025**

**Annex 1**

**Application Form**

**Please refer to the Information Note when completing this form**

**INTRODUCTION**

This application form is for Danish civil society organisations invited to submit an application for a Strategic Partnership 2022-2025 with the Ministry of Foreign Affairs (MFA), following the prequalification process.

The application must be submitted to the MFA, Department for Humanitarian Action, Civil Society and Engagement no later than 11 November 2021 at 12:00 noon. Please send it to [hce@um.dk](mailto:hce@um.dk).

The MFA will invite applicants for a joint Q&A meeting on 11 October 2021 (separate invite will follow). Questions must be submitted by e-mail no later than 6 October 2021 at 12:00 noon. Questions and answers will be anonymised and published at the MFA website.

**The application**

The application shall comprise:

* The standard application form duly filled in;
* Summary results framework;
* Case descriptions on track record;
* Mandatory annexes as specified in the application form;
* Budget Summary including annexes.

It is mandatory to use the standard application form, when applying. The below application form has been prepared to guide the applicants in filling in the form. Please delete this introduction and the guiding text under section 2-6 and update the table of content before submitting the application.

The application will be assessed and scored according to the assessment criteria listed in Annex 1B. Sections 1, 2 and 3 (Basic information, Executive summary and Type of partnership) should be filled out as part of the application but are for information and overview only (will not be assessed and scored).

The application shall be written in English. The maximum length of separate parts of the application form as indicated in the application form must be respected. Single line spacing and the font Garamond 13 shall be applied throughout. Please indicate division of sub-sections by either using a space line and/or by using bold types to point out the new subject described.

Any other information submitted by the applicant than the filled in standard application form and required documentation and attachments will not form part of the assessment of the application.

Clarifications will only be requested from applicants when information provided is not sufficient to conduct an objective assessment. It is therefore of the utmost importance that the application is comprehensive, contains all relevant and necessary information, and is precise in every respect.

It is the responsibility of the applicant to ensure that the application contains all information necessary to allow the MFA to assess the application against the information note and the assessment criteria listed in Annex 1B.

For consortia, documentation submitted shall cover the consortium as a whole with relevant contributions from all consortium members.

The application shall include a number of recent cases to illustrate the track record of the applicant (single applicants or consortium as a whole). Annex 1A sets out specific instructions for the preparation of such cases.

**Where and how to send the application**

The original of the application should be signed by a person duly authorised to bind the applicant. If the applicant is a consortium, the consortium authorises the lead applicant to sign on behalf of all members of the cosnsortium.

The applicant should prepare the application format (Annex 1) in one PDF file named “[*name of organisation*] application” and mandatory attachments and annexes in separate PDF files named “[*name of organisation*] [*name of attachment/annex*]”. Cases should be submitted in one pdf file named “[*name of organisation*] cases”. All tables containing figures (e.g. Summary budget) should be in excel. A numbered overview of all materials submitted should be provided.

The application must be submitted to the MFA, Department for Humanitarian Action, Civil Society and Engagement no later than 11 November 2021 at 12:00 noon. Please send it to [hce@um.dk](mailto:hce@um.dk). No e-mail may exceed 25 GB. In case of reaching this limit, please divide the material in several e-mails with indicative numbers.

Applications received later than the set deadline will be rejected. If e-mail transmission of the application proves impossible for technical reasons, an electronic version may be delivered to the Ministry of Foreign Affairs on a memory stick prior to the mentioned deadline.

A confirmation will be sent for each application submitted.

The applicant may modify its application after submitting it, if the modification is received in writing before the deadline for submission of applications, but not thereafter. Applicants can at any point withdraw their application.

An application submitted other than as described may be rejected by the MFA.

The MFA will examine the application to determine whether it appears to be complete, properly signed, and generally in order.

**APPLICATION FORM**

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# Basic information

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| **Applicant information** | |
| Name of applicant organisation (lead applicant in case of consortium) |  |
| Contact person for this application: name, email, telephone |  |
| Name of any additional applicant organisations (consortia only) |  |
| *[Insert more fields as appropriate]* |  |
| Please enclose, if relevant, Memorandum of Understanding or similar, signed by all consortium members | |

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| **Type and amount of Strategic Partnership** | | |
|  | Tick which (one) type of partnership applied for | Amount applied for in mio. DKK |
| Cross-cutting partnership  *Commitments between 40 – 200 mio. DKK per year*  *(consortia 40-200 mio.)* |  |  |
| Thematic partnership -  Democracy and human rights  *Commitments between 15 – 50 mio. DKK per year (consortia 15-100 mio.)* |  |  |
| Thematic partnership -  Fragile contexts and displacement  *Commitments between 15 – 50 mio. DKK per year (consortia 15-100 mio.)* |  |  |
| **Thematic partnerships -**  **Climate and green Solutions**  *Commitments between 15 – 50 mio. DKK per year (consortia 15-100 mio.)* |  |  |

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| Executive summary (max 1 page) |

To introduce and provide an overview of the proposed Strategic Partnership, an executive summary is required. *This section is not a part of the assessment and scoring of the application.*

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| Type of partnership (max 2 pages) |

To provide an overview of strategic priorities and country engagements of the proposed Strategic Partnership a brief description as well as a table overview is required. *This section is not a part of the assessment and scoring of the application.*

With reference to the type of partnership applied for, the applicant should:

1. Briefly describe the strategic priorities that the partnership will focus on and how the geographic and thematic requirements of the specific type of partnership will be adhered to.
2. Provide a table overview of country engagements indicating the adherence to the geographical requirements (50% in Africa, Syria or Afghanistan and neighbouring countries to the crises in Syria and Afghanistan and if relevant 60% in fragile contexts).

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| Strategic relevance (max 7/10[[1]](#footnote-2) pages) |

Strategic Partnerships are expected to be developed against and aligned to the strategic priorities in the information note with point of departure in the strategic partners’ own mandate vision, goals, strategies and core competencies. Applicants should:

1. Describe the overall Theory of Change (ToC) for the entire Strategic Partnership including overall objective(s) and link to strategic priorities.
2. Describe how the Strategic Partnership will contribute to one or more (depending on type of partnership applied for) of the three strategic priorities outlined in the information note.
3. Describe how the partnership engagement will contribute to the SDGs including a specification of which goals the Strategic Partnership will contribute towards.
4. Describe how the Strategic Partnership is coherent with the applicant’s overall mandate, vision, goals, strategies and core competencies. If relevant: Applicants proposing engagement in countries/regions or within thematic areas, where the applicant has not been present previously, must indicate this and overall demonstrate how such programmes will be credibly sustained e.g. by drawing on the applicant’s international network or coalition. Further, the applicant must present a justification for its added value in the new contexts and with new local partners.

Attach:

* Existing international strategy or similar
* ToC diagram (optional)
* A summary results framework (max 4 pages) setting out at an overall level the envisaged outcomes and impact for the four-year period
* A budget summary for the Strategic Partnership with breakdowns and related annexes specified in the designated format (Annex 2). (If organisations wish to request for approval of global entities, Annex 2F should be included and will be assessed separately.)
* A description/plan (max ½ page) for fulfilling the own-financing requirements of 20% (documentation purpose only).

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| Overall programme approach (max. 2 pages) |

Building on and in support of the strategic priorities applicants are required to ensure a comprehensive and relevant programme approach. Applicants should:

1. Describe the overall programme approach in the Strategic Partnership. Emphasis should be on approaches/elements beyond the prioritised programmatic approaches outlined in the information note (which all have individual sections in the application form and therefore do not need to be elaborated in detail here).

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| Partnership and local leadership approach (max. 2 pages) |

Strategic partners are expected to engage in partnerships with locally rooted and representative civil society actors and local partners in the global South with a special emphasis on local leadership. Applicants should:

1. Describe how the Strategic Partnership will work with capacity building and organisational development towards enabling partners in the global South to effectively combat poverty, vulnerability, inequality, build community resilience, crisis preparedness and ability to adapt to climate change. This includes building legitimacy, constituency and internal democracy, and accountability primarily in organisations and social movements. It also entails strengthening resilience towards shrinking space.
2. Describe the partnership approach related to advocacy efforts, which involve and empower relevant local civil society actors and local partners, are informed by evidence, based on knowledge of the processes and stakeholders. Such efforts include holding duty bearers accountable for implementing the SDGs.
3. Describe how the partnership approach will promote an enabling environment for civil society in the global South primarily including i) basic legal guarantees such as freedom of expression and the right to assembly, association and registration, ii) appropriate measures for CSOs’ financial viability and sustainability and iii) appropriate spaces for participation in local, national and international decision-making processes.
4. Describe how the partnership will support new and emerging civil society actors including non-formalised actors, such as community-based networks, local committees, activists and social movements, women and youth groups. To ensure relevance and effectiveness strategic partners are encouraged to also support informally organised civil society actors, including children and adolescent civil society actors, and social movements as drivers for change when relevant and timely.
5. Describe considerations regarding long-term partnerships and related exit strategies (if relevant) and strategies for entering into new partnerships.
6. Describe the multistakeholder approach and engagement in with a broad range of partners, including new emerging civil society actors, private sector actors, finance institutions, universities, governments, think tanks and multilateral agencies to strengthen collective impact. This may include innovative partnerships on sustainable growth and job creation as well as climate change adaptation and green and just transition.

Strategic partners are expected to set ambitious objectives for strengthening local leadership of local partners within the partnership period in line with section 3.1.1 and the five core elements described in the information note. Applicants should:

1. Attach a local leadership strategy (max 3 pages) for the Strategic Partnership period with reference to the five core elements.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Humanitarian, development and peace action (nexus) (max. 1 page) |

Strategic partners are expected to work with a high level of nexus sensitivity and when relevant (depending on context) through a double or triple nexus approach. Applicants should:

1. Describe the nexus sensitivity in the Strategic Partnership including, if relevant, how the strategic partner and local partners will work through a double or triple nexus approach to address and reduce humanitarian needs, support conflict prevention, and peace efforts, while investing in long-term development to address the root causes of marginalisation and economic, social, political and ecosystem vulnerabilities and inequalities.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Innovation (max. ½ page) |

Strategic Partnerships are expected to integrate innovation throughout programmes. Applicants should:

1. Describe how the Strategic Partnership will work with innovation to develop new approaches, methodologies, technologies, knowledge products, and partnerships to seek improved outcomes, based on risk-willing investments. This includes the development and piloting of new strategies and operational approaches and methodologies that the applicant can take to scale across programmes and contexts.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| HRBA and Leaving No-One Behind (max. 1 page) |

Strategic Partnerships must build on a Human-Rights Based Approach (HRBA) as well as focusing on Leaving No-One Behind (LNOB). Applicants should:

1. Describe the HRBA of the Strategic Partnership.
2. Describe how the Strategic Partnership with reference to LNOB will focus on marginalised groups’ rights and dignity, e.g. the rights of indigenous people, minorities, LGBTQIA+ persons, and vulnerable groups. It includes faith based and other actors’ role in the promotion of human rights and democracy, including promotion of freedom of thought, conscience and religion for all religious communities, non-believers and minorities. It includes fighting discrimination, stigma and persecution of minority groups; and ensuring equal rights and voice of people living with disabilities.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Gender equality, girls and women’s rights (max. 1 page) |

All engagements must integrate focus on gender equality, and girls and women’s rights either as cross-cutting priorities or through dedicated programming. Applicants should:

1. Describe the gender equality approach of the Strategic Partnership with focus on girls and women’s economic and political rights including participation, representation and leadership. When relevant it should also include focus on girls and women’s sexual and reproductive health and rights (SRHR), education, decent work, access to and use of workers rights, as well as on fighting sexual and gender-based violence, tackling harmful gender roles, norms and power relations. Women and women-led organisations and Women Rights Organisations are central partners in this and must when relevant and possible be involved in planning, decision-making and implementation of actions.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Meaningful inclusion of children and young people (max. ½ page) |

All engagements are expected to consider meaningful inclusion of children and young people. Applicants should:

1. Describe the approach on children and youth including focus on the rights, empowerment, voice, and specific vulnerabilities of children and youth, as well as their potential role as partners and actors of change.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Greening of engagements (max. 1 page) |

The strategic partners are expected to increasingly consider and integrate climate, nature and biodiversity concerns and elements in their programming. Applicants should:

1. Describe how activities are addressing the environmental dimension of sustainable development and are coherent with the goals of the Paris Agreement and other global environmental agreements. This may include having climate, nature and biodiversity as the main focus in the engagement and/or as a cross-cutting consideration ensuring that activities do not harm the environment and that possible synergies and co-benefits with environment and climate goals are considered. Greening of engagements depends on the strategic partners’ core competencies and outset for working with greening. i.e. green jobs and just transition, locally led adaptation, nature based solutions or access to sustainable energy sources in humanitarian contexts.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Global and local connectedness and coordination (max. 1 page) |

The MFA and the strategic partners can be mutually supportive and reinforcing in programme interventions and in relation to international policy agendas. Strategic partners are expected to demonstrate added value and lift Danish strategic development priorities internationally through leveraging their networks, alliances and partnerships. Applicants should:

1. Describe how the Strategic Partnership will tap into, leverage and impact on national, regional and global alliances, networks and other relevant fora and, as relevant, how the applicant will tap into and influence international policy agendas. Such networks can take form as formal alliances and federations, but may also include loose networks and ad-hoc fora.
2. Describe the expected collaboration and coordination with the MFA, other strategic partners and relevant stakeholders at country, regional and international level. This may include promotion of learning as well as synergies and exchanges of knowledge in the development of context analysis, Country Strategic Frameworks and specific programming exercises. It may also include mutual support in ensuring relevant collaboration and coordination with other development and humanitarian actors, e.g. – in humanitarian settings – through the cluster system.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| Information and public engagement in Denmark (max. 1 page) |

Strategic partners are expected to play a proactive role in engaging the Danish public and strengthening the general level of understanding of and support to the Danish development cooperation and the SDG’s in a development context. Applicants should:

1. Describe the approach for building public engagement in Denmark through engaging a larger and more diverse segment of the Danish public, including target groups and stakeholders not traditionally involved in development issues. Innovation and risk taking in new methods and/or target groups is encouraged.
2. With point of departure in the applicant’s strengths and capabilities the applicant should propose three engagement targets (hard and soft) for the partnership period.

Refer to the specific case providing one recent example illustrating a relevant track record in this area (Refer to Annex 1A).

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| ToCs for each country/thematic/regional/global programme |

Country level ToCs must be maximum 3 pages and thematic, regional or global ToCs must be maximum 4 pages.

For each main (above DKK 1 million) country-level, thematic, regional or global programme included in the Strategic Partnership, describe the ToC. This should include the link from a sufficiently comprehensive analysis of context, needs and stakeholders to the specification and outline of objectives, expected outcomes for the concerned programmes, the underlying assumptions, sustainability considerations, and risk assessment and mitigation (including scenario planning in view of rapidly changing contexts). It should include a description of expected relevant partners.

If applicants are proposing engagement in countries/regions or within thematic areas, where the applicant has not been present previously, the relevant ToC must indicate this and demonstrate how such programmes will be credibly sustained e.g. by drawing on the applicant’s international network or coalition. Further, the applicant must present a justification for its added value in the new context and with new local partners.

The applicant is free to decide on the specific structure of the ToC. The applicant may attach diagrams illustrating the intervention logic if desired. Detailed results frameworks corresponding to the ToCs are *not required* as part of the application process. Main outcomes should however be included in the summary results framework (refer to section 4).

Applicants proposing programmes co-financed with other entities (e.g. within international alliances) need not develop ToCs specific to the Danish contribution but should describe the engagement planned and expected added value of the Strategic Partnership (and in the subsequent reporting to the MFA demonstrate how it has contributed to the results it reports).

Attach: Diagram illustrating theories of change (optional).

1. Max 7 pages for thematic partnerships and 10 pages for cross-cutting partnerships. [↑](#footnote-ref-2)