



**Call for Proposals from Civil Society Organizations
for Community-Based Development Projects to be considered by the
Japan Special Fund Poverty Reduction Program (JPO)
managed by the Inter-American Development Bank (IDB)
November 2011**

GUIDELINES

Background:

The Inter-American Development Bank (IDB) is a regional multilateral development bank operating in 26 borrowing-member countries in Latin America and the Caribbean. The IDB's mission is to contribute to the social and economic development of these nations through reimbursable and non-reimbursable financing.

The main non-reimbursable financing instrument extended by the IDB is the technical cooperation grant (TC). TC funding is sourced from the Bank's own resources, as well as from 33 Donor Trust Funds that the IDB manages, including the Japanese Trust Funds.

The Japanese Trust Funds have been a major IDB-Japan partnership effort and contribution to the development of Latin America and the Caribbean. Resources from the Japanese Trust Funds have been consistently targeted to support small and low-income countries in the social sectors, the environment, infrastructure, and productive activities.

The IDB-managed Japanese Trust Funds include the following: (1) Japan Special Fund; (2) Japan Special Trust Fund for Consultancy Services; and (3) Japan Special Fund Poverty Reduction Program (JPO).

This Call for Proposals (CFP) is specifically related to the IDB-JPO's Community Based Program. The IDB-JPO has a proven track record in implementing community-based development projects in a number of sectors, in numerous countries, and with many

local community development organizations. Since 2001, the IDB-JPO has funded over 115 projects for approximately USD. 30 million.¹

The benefits of the community-based development approach include: responsiveness to the needs of low-income and vulnerable groups in targeted local development activities; projects designed and implemented by civil society organizations (CSOs) with the capacity to deliver services to low income and vulnerable groups because they are close to the community; and an alternative means for increased community participation in development.

Moreover, the IDB-JPO seeks to join forces with civil society, especially in poverty reduction programs. Given the target of the IDB-JPO, its guidelines provide that executing agencies will be CSOs² of the beneficiary countries.

Objectives:

The objective of this Call for Proposals is to obtain technically and financially sound community-based development proposals that:

- 1) Support well-targeted poverty reduction and social development activities that respond directly to the needs of socially and/or economically disadvantaged people.
- 2) Stimulate wide spread stakeholder participation (i.e. civil society groups) at the community level.
- 3) Pilot alternative innovative approaches or partnerships with CSOs as implementing agencies to reach groups currently not being reached by other programs.
- 4) Support capacity building of community-based organizations in low income communities to provide sustainable solutions for poverty reduction.

Eligibility Criteria:

Below are the parameters for that will determine whether a proposal is eligible to be considered for funding by the IDB-JPO:

¹<http://www.iadb.org/aboutus/trustfunds/Fund.cfm?lang=en&query=&fdescr=jsf%20poverty%20reduction%20program&displaytype=&fund=jpo>

² Civil society organizations may include: non-governmental organizations (NGOs), community-based organizations (CBOs), community groups, and groups of residents directly affected by a Bank-financed projects, non-profit organizations, business associations, universities, think tanks, research centers and professional associations, religious institutions, groups of indigenous and Afrodescendant peoples, and other groups.

Countries:

Civil Society Organizations are eligible to submit proposals to implement community-based development projects in one of the [IDB's 26 borrowing-member countries](#).³

Sectors

Eligible proposals should be focused in the following sectors:

- 1) Provision of basic social services such as health (primary and reproductive), nutrition, early childhood development, education, social programs for vulnerable groups (i.e. at risk children, youth, women, indigenous peoples, peoples with disabilities).
- 2) Support for productive activities such as: business and technical skills training, microenterprise activities for sustainable livelihood, rural development of marginalized areas.

Note: Proposals focused in the sectors outlined in points 1 and 2 above may also contain a component for capacity building of community based organizations involved in the main activities foreseen for the project.

Profile of Organizations that can Submit Proposals

Organizations with the following characteristics will be eligible to apply:

- 1) Local or international civil society organizations legally incorporated in one of the [IDB's 26 borrowing-member countries](#).
- 2) Minimum five years of operations.
- 3) Experience in successfully implementing similar projects in the communities identified as the main beneficiaries of the proposal.
- 4) Sound governance structure.
- 5) Sound financial and administrative management capacity.

Final Beneficiaries

Eligible proposals will be those that focus on low income⁴ communities and socio-economically vulnerable groups in one of the [IDB's 26 borrowing-countries](#) as the direct and final beneficiaries.

³<http://www.iadb.org/es/acerca-del-bid/paises-miembros,6291.html>

⁴ Low income as officially defined by the country in which the project will be implemented

Grant Size and Duration:

Proposals amounts should range from a minimum of USD. 300,000 for direct interventions in a single community to a maximum of USD. 1.5 million for direct interventions in multiple communities within the same country.

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed four years.

Assessment Criteria:

Proposals will be evaluated based on the following criteria:

- 1) Interventions directly targeting and responding to the needs of vulnerable communities.
- 2) Sound technical proposal that includes innovative and replicable inclusion mechanisms focused on community-based development for vulnerable populations.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.
- 5) Relevance to the corresponding IDB country strategy.⁵

Selection Process:

The IDB will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) ranking of the eligible proposals based on the assessment criteria outlined in the previous section; (iv) selection by the donor (Government of Japan) of winning proposals; and (v) processing through the Bank's internal procedures.

⁵ Country strategy documents can be accessed on the IDB's website <http://www.iadb.org/en/countries/select-a-country,1000.html>

Competition Timeline:

Below is an estimated timeline for this Call for Proposals.

November 1, 2011: IDB-JPO Call for Proposal opens and relevant documents are posted online.

December 31, 2011: Deadline for organizations to submit proposals under this Call.

January 2, 2012-March 30, 2012: Assessment and selection processes will take place.

Starting April 2, 2012: Selected applicants will be notified and the Bank's internal processing will begin.

Submission Process:⁶

Applicants must use the automated application system found on the IDB-JPO Call for Proposals webpage.

All fields required by the system must be complete and the following documents must be uploaded to the system in order for the submission to be finalized:

- 1) Proposal Template
- 2) Project Synopsis
- 3) Copy of organization's proof of legal registration in one of the IDB's member countries
- 4) Copy of the organization's bylaws
- 5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted by 12:00 (midnight) US Eastern Standard Time on December 31, 2011.

⁶ Applicants shall bear all costs related to proposal preparation and submission.

Potential applicants should refer to the “Frequently Asked Questions” posted on the Bank’s website.

For any additional questions about the Call for Proposal Guidelines or application forms, please email cfp-ipo@iadb.org.

Note: The IDB and the JPO reserve the right not to fund any proposals arising from this Call for Proposals.