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**Call for Proposal**

**Terms of Reference for LNGOs**

**Implementation Social Accountability Framework (I-SAF) Phase II**

1. **INTRODUCTION**

CARE is an international development organisation fighting global poverty, with a special focus on working with women and girls to bring sustainable changes to their communities. CARE’s aims to tackles the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people by strengthening gender equality and women’s voices, promoting inclusive governance and increasing resilience. CARE has been working on governance and social accountability in poor and marginalized communities for over 10 years.

CARE in partnership with API[[1]](#endnote-1) and InSTEDD[[2]](#endnote-2) has received a grant from EU to finance the Implementation of Social Accountability Framework Phase II, the action entitled **“Supporting meaningful civic engagement for improved accountability by leveraging digital technologies”** referred to the Reference of Grant Number: EIDHR/2019/410-632 for the next four years starting from 10 December 2019 to 9 December 2023.

1. **Context and Rational**

The Implementation of the Social Accountability Framework (ISAF) in Cambodia aims to empower citizens, strengthen partnerships between sub-national administrations (SNAs) and citizens, and leverage enhanced accountability of SNAs to improve local service delivery. The ISAF was introduced as a platform for coordinated action by The Government of Cambodia and Civil Society Organisations to operationalize the Strategic Plan on Social Accountability for Sub-National Democratic Development adopted by the Royal Government of Cambodia (RGC) on July 2013. The Strategic Plan and ISAF are important elements of the RGC’s broader democratic development agenda, as implemented through the second (2015-2017) and third (2018-2020) 3-Year Implementation Plans (IP3). This agenda, in turn, implemented in the context of the RGC’s national development vision, as outlined in the fourth Rectangular Strategy (2018 – 2023), which calls for the development of social accountability mechanisms in pursuing overarching national goals of growth, employment, equity and efficiency.

ISAF Phase II Implementation Plan (2019 to 2023) has been prepared through a consultative process with government and civil society. The goal Of ISAF Phase II is to establish permanent systems, within both government and civil society, to ensure that this annual cycle of social accountability activities can be sustained long term. To support the implementation of this Plan with key dimensions of this new five-year phase of ISAF include:

* Expansion of ISAF coverage to all rural communes.
* Extension of ISAF activities to district administrations (DAs).
* Developing and applying adapted ISAF methodologies in select urban areas.
* Use of ICTs to extend ISAF outreach (i.e. sharing of I4C[[3]](#endnote-3) data, JAAPs and updates on JAAP implementation).
* Measures to enhance government responsiveness to JAAPs and increase JAAP implementation.
* Institutionalization and enhanced sustainability of ISAF processes (including the establishment of a national CAF volunteer network).

*(Refer to ISAF Phase II Implementation Strategy 2019-2023)*

1. **Objectives of the action**

The overall objective for this Action is to develop effective, accountable and transparent institutions at all levels and ensure public access to information and fundamental freedoms. The overall objectives will be achieved through activities, which empower young ethnic minority community citizens to demand the government for more participatory, transparent, responsive and accountability in leveraging digital technologies. The action will be implemented in Ratanakiri, Mondulkiri, Koh Kong, Kratie and Stung Treng provinces.

1. **The Purpose of the TOR**

CARE is looking for a partnership with 14 Local NGOs over the next four years from 2020-2023 to Implement I-SAF Phase II in the above five target provinces. The amount of funding which may be given is Euro 10,000, and up to Euro 20,000 for a 12month period per sub-grantee (with possibility to extend up to four years). CARE shall sign a sub-grant agreement with the selected Local NGOswith financial commitment annually**.** The first year start from March – December 2020.

1. **Responsibility**

CARE will function as the lead agency in this partnership. API will lead on capacity building of the implementation of social accountability of the selected NGOs, and InSTEDD will lead on capacity building and development of a digital I4C and CSC[[4]](#endnote-4) applications.

The selected local NGOs will work in collaboration with API and InSTEDD to deliver the results as outlined below:

* Component [1: Transparency and access to information](#_Toc471226373)
* Component [2: Citizen monitoring](#_Toc471226373)
* Component [3: Joint action](#_Toc471226373)
* Component [4: Capacity building](#_Toc471226373)
* Component [5: Program management, monitoring and evaluation](#_Toc471226373)

Expected Outputs of project:

(1) Improved public access for target groups to access information and open budgets.

(2) Increased capacities of civil society actors, CAFs and local government, in facilitating dialogue between local authorities and youth.

(3) Strengthened youth-citizen voices through a digitised citizen- led feedback service.

(4) Improved youth-friendly service delivery by public service providers.

Output 1.1. Improved public access for our target groups to information and open budgets

1.1.1. Work together with InSTEDD, government and civil society actors to develop digitised youth-friendly Information for Citizens (I4C) packs

1.1.2. CSOs prepare and update simplified audio-visual budget information and CAFs conduct outreach activities to enhance budget literacy for citizens

1.1.3. CSOs disseminate digitised youth-friendly I4C packs and CAFs conduct outreach activities to raise citizen awareness

Output 1.2. Increased capacities of civil society actors, CAF’s, and local government, in facilitating dialogue between local authorities and youth

1.2.1 Support in tailor-made capacity building in financial management

1.2.2 Participate in the training provided by API on access to information, community-led monitoring and selection and capacity development of CAFs

1.2.3 Participate in the training provided by API for local government and service providers on youth engagement, youth and women-friendly services and capacity self-assessment

Output 1.3: Strengthened young citizen voices through a digitised citizen- led service feedback

1.3.1 Work together with InSTEDD to develop a “digitised community score card (CSC)” including a feedback collection mechanism, and dashboard for progress analysis and monitoring

1.3.2 Participate in the training on digital storytelling

1.3.3 CSOs and CAF’s facilitate citizen monitoring of services using digitised CSCs

1.3.4 CSOs and CAFs hold targeted CSC/capacity self-assessment dialogues with youth and service providers

1.3.5 CSOs and CAFs support community members in digital storytelling, which will be integrated into CSC digital dashboards

Output 1.4: Improved youth-friendly service delivery by public service providers

1.4.1 CSOs and CAFs support the production and dissemination of inclusive Joint Accountability Action Plans (JAAPs) and form JAAP monitoring committees with quotas for youth, women and ethnic minorities

1.4.2 Organised youth, women’s groups, and civil society representing disadvantaged groups are supported to influence local communes and district annual planning and budgeting processes, using the JAAPs and citizen generated data.

1. **Required Qualifications and Experience and Skills**

* Experience working in community development
* Knowledge with experience on youth participation
* Demonstrated expertise on Governance, Social Accountability community score card
* Demonstrated expertise in citizen engagement;
* Demonstrated experience community facilitation, education, training-workshops
* Demonstrated well document, reports, (proof)
* Demonstrated Program Planning management
* Demonstrated good financial management
* Demonstrated good knowledge on Microsoft Offices especially excel spreadsheets for financial reporting.
* Demonstrated report writing skill.

(*Refer to Criteria for eligible local NGOs/CBOs in annex file number 5)*

1. **APPLICATION INFORMATION**

For applicants who interested in working with CARE as partnership development, please submit your application included: (i) technical proposal and (ii) budget proposal to: [KHM.procurement@careint.org](mailto:KHM.procurement@careint.org) or hand deliver the application to one of the addresses below before Monday, **03 February 2020, 5pm local time.**

CARE will organize the information session on proposal development and process on 21 January 2020 9.00am – 12.00pm at CARE Country Office in Phnom Penh.

Only reasonable operational costs will be considered. Submitted documents will not be returned.

Application form and TOR can be downloaded at: [www.care-cambodia.org/opportunities](http://www.care-cambodia.org/opportunities)/I-SAFII

Helpdesk service, please contact: Mr. Sokchan Phoeurn, 092 83 12 86; sokchan.phoeurn[@careint.org](mailto:bunthoeuth.lach@careint.org), until 31 January 2020 at 5pm local time.

**CARE International in Cambodia**

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Mondul Kiri Province Office

Ou Spean Village, Sangkat Spean Mean Chey, Saen Monourom Town, Mondulkiri Province

Ratanak Kiri Province Office

Ou Konsaeng Village, Sangkat Boeng Kansaeng, Ban Lung Town, Ratanakiri Province

Kratie Province Office

Preah Sihanou Street, Phum Wat, Kratie town, Kratie province

1. API – Advocacy and Policy Institute [↑](#endnote-ref-1)
2. InSTEDD – Innovative Support to Emergencies Diseases and Disasters [↑](#endnote-ref-2)
3. I4C – Information for Citizens [↑](#endnote-ref-3)
4. CSC – Community Scorecard Application [↑](#endnote-ref-4)