



DEVELOPMENT INITIATIVE OF WEST AFRICA

Request for Proposal (RFP)

Title: Small Grant Awards for Livelihood and WASH Projects in Rural and Remote Communities

Issued By: Development Initiative of West Africa (DIWA)

RFP Number: DIWA-SGR-2024-LW

Issue Date: 16th October 2024

Proposal Submission Deadline: 27th October 2024

Notification of Award: 6th - 14th November 2024

Implementation Period: One month after notification of award

1. Background

Development Initiative of West Africa (DIWA) is calling for proposals from Civil Society Organizations (CSOs) to implement small-scale projects focused on livelihood and Water, Sanitation, and Hygiene (WASH) interventions in rural and remote communities across Sierra Leone. These projects aim to address challenges such as economic insecurity, lack of access to clean water, and inadequate sanitation facilities, which affect vulnerable populations in these areas.

The small grant initiative is in line with DIWA's mission to enhance socioeconomic resilience in rural communities and improve public health outcomes. The project duration for each grant will be one month, and CSOs are expected to implement within this time frame after receiving the award. Shortlisted CSOs will undergo a capacity building session prior to receiving the grant to ensure effective implementation.

Project Overview

Thematic Areas:

1. **Livelihood Support:** Projects that promote income-generating activities, skills acquisition, and entrepreneurship among rural and remote populations.
2. **Water, Sanitation, and Hygiene (WASH):** Initiatives that enhance access to clean water, improve sanitation facilities, and promote hygiene practices in communities.

Project Locations:

Targeted rural and remote communities across Freetown, Sierra Leone, with a focus on underserved regions.

Grant Awards:

- **Award Floor:** \$500

- **Award Ceiling:** \$1,500

Note: The size of the award will depend on the scope and potential impact of the proposed project.

3. Scope of Work

Organizations are required to:

- **Livelihood Projects:** Implement sustainable livelihood programs, including vocational training, business skills development, and small-scale entrepreneurship initiatives.
- **WASH Projects:** Improve water infrastructure, promote sanitation, and educate communities on proper hygiene practices to reduce the incidence of waterborne diseases.

Projects should be community-driven, include participation from local stakeholders, and aim for sustainable outcomes.

4. Eligibility Criteria

Eligible CSOs must:

- Be legally registered in Nigeria.
- Demonstrate previous experience in implementing projects in the thematic areas (Livelihood and WASH).
- Have a strong track record of working in rural and remote communities.
- Provide evidence of organizational capacity & structure with defined roles & responsibilities, including financial management, project management, and monitoring and evaluation expertise.

5. Proposal Requirements

Proposals must include the following:

1. **Project Description** (maximum 2 pages):
 - Clear description of the problem your project will address.
 - Outline of proposed activities, timelines, and expected results.
 - Explanation of how the project will benefit the target communities.
2. **Organizational Capacity** (not more than 1,000 words):
 - Information on your organization's experience with similar projects.
 - Key personnel involved and their qualifications.
3. **Budget:**
 - Comprehensive budget breakdown with justifications for all costs.
 - Administrative costs should not exceed 10% of the total budget.

4. **Implementation Plan and Timeline** (maximum 2 pages):

- Detailed work plan outlining the project activities to be conducted within the one-month period after notification of award.

6. Key Activities

1. **Project Kick-off and Community Engagement**

- Hold inception meetings with the relevant stakeholders to introduce the project and its objectives.
- Establish local partnerships to ensure smooth project implementation.
- Identify and mobilize beneficiaries for the livelihood or food aid interventions.

2. **Implementation of Livelihood Projects (if applicable)**

- Provide skills training in income-generating activities (e.g., vocational training/agri-businesses, etc.)
- Distribute necessary resources (e.g., equipment, seeds, or tools) to beneficiaries.

3. **Implementation of Food Aid Project (if applicable)**

- Procure and distribute food items to vulnerable households according to project plans.
- Coordinate with local authorities and partners to ensure effective delivery of food aid.
- Monitor food distribution to ensure transparency and fairness.

4. **Monitoring and Reporting**

- Track project progress using agreed-upon M&E tools (e.g., beneficiary tracking, impact surveys).
- Prepare and submit progress reports (narrative and financial) to DIWA according to the reporting schedule.
- Collect feedback from beneficiaries and community members to assess project impact and adjust activities if necessary.

5. **Community Outreach, engagement and visibility**

- Utilize local media and social media platforms to engage stakeholders, raise awareness, and highlight key project milestones.
- Provide compelling photographs and video clip throughout the project cycle

6. **Financial Management and Accountability**

- Ensure transparent use of funds and maintain accurate financial records in line with DIWA's requirements.
- Submit timely financial reports with receipts and supporting documents.

7. **Sustainability Planning and Exit Strategy**

- Develop a sustainability plan to ensure the continuity of project benefits after the grant period.

8. **Project Close-out and Final Reporting**

- Conduct an end-of-project review to evaluate outcomes, document lessons learned, and assess challenges.

- Submit a final narrative and financial report to DIWA, highlighting the project’s impact and recommendations for future efforts.

7. Deliverables

- Detailed project implementation plan with milestones
- Interim narrative and financial reports from CSOs/CBOs
- Photographs and video clips throughout the project cycle
- Final consolidated report on project impact and sustainability

8. Submission Process

- All proposals must be submitted via email to procurement@diwafrica.org with the subject line: **“Proposal Submission – Small Grant for Livelihood and WASH.”**
- Proposals must be received latest by **17:00 WAT** on the **27th October 2024**.
- Late submissions will not be considered.

9. Evaluation/ Scoring Criteria

Proposals will be evaluated based on the following criteria:

- **Relevance and Impact (30%):** How well the project addresses the needs of the target communities.
- **Feasibility (30%):** Realistic work plan and timeline.
- **Organizational Capacity (10%):** Experience and capability to implement the proposed project and proven ability to submit timely reports.
- **Cost-effectiveness (15%):** Efficient use of resources with a reasonable budget. Clear fund disbursement and accounting procedures.
- **Risk management and Sustainability (15%)**

10. Award Notification

Successful organizations will be notified between **6th November and 14th November 2024**. The implementation period will begin immediately after notification, with all projects to be completed within **one month**.

11. Program Timeline

Activity	Date
Application Submission	14 th Oct– 27 th Oct 2024
Selection of Qualified CSOs	28 th Oct– 4 th Nov 2024
Notification for shortlisted CSOs	6 th Nov– 14 th Nov 2024

Capacity Building session for grantees	20 th Nov – 25 th Nov 2024
Implementation by CSOs	26 th Nov – 20 th Dec 2024

12. Inquiries

For further inquiries or clarifications regarding this RFP, please contact DIWA at:

Email: help@diwafrica.org / musaelthani@diwafrica.org

Website: www.diwafrica.org

13. Terms and Conditions

1. DIWA reserves the right to cancel this solicitation at any point.
2. All information provided during this process must be kept confidential.
3. Selected organizations will enter into a sub-grant agreement with DIWA outlining roles, responsibilities.

DIWA looks forward to receiving innovative and impactful proposals from CSOs committed to improving livelihoods and access to clean water and sanitation for vulnerable communities in Sierra Leone.