CALL FOR APPLICATIONS!

Empowering Civil Society and Youth for an Inclusive Digital Transformation

About the Call

This is a call for applications for the project "Empowering Civil Society and Youth for an Inclusive Digital Transformation". This project is funded by the European Union and is implemented in a partnership with Acted, the Non-Governmental Organizations Initiative at the American University of Beirut (AUB-NGOi), DOT Lebanon, and ESA Business School.

The project aims to increase the participation of Lebanese youth-led and youth-focused Civil Society Organizations (CSOs) within governance processes through enhancing their operational, institutional and digital capacities. It also aims to complement the selected CSOs capacity strengthening with financial support.

This document provides clarifications and answers to the questions you may have when preparing your application. It outlines the project background, objectives, scope and services, as well as the eligibility criteria, the required documents, the award criteria, and the selection process. We invite you to read the requirements, submission guidelines, and required documents carefully before submitting your application.

About the project

"Empowering Civil Society and Youth for an Inclusive Digital Transformation" is a 30-month project which aims to enhance the ability of Lebanese youth-led and youth-focused CSOs to influence policy making and be influential development actors in Lebanon. This will be achieved by strengthening the capacity of these organizations in various aspects, including operational, institutional, and digital capacities.

As part of this project, ten (10) CSOs will be selected to receive sub-grants of **15,000 Euros** each to implement their proposed projects. The selected CSOs will also benefit from the services outlined in project-supported services, and engage in a series of performance improvement activities.

Project-supported Services

The 10 selected CSOs will engage in a series of capacity building and performance improvement activities as outlined below:

⮞ **Operational and Institutional Assessment:** CSOs will undergo a series of assessments, including an assessment of operational capacities through AUB NGOi self-assessment platform and an assessment of digital capacities.

⮞ **Tailored Capacity Building:** Based on the assessment results, CSOs will be offered a total of four in-person training courses and a tailored multi-year digital transformation strategy and annual work plan.

⮞ **Project Ideas Pitching:** CSOs will be guided and coached to pitch their ideas for their own designed projects, develop concept notes based on a set template, and outline budgets.

⮞ **Operational & Digital Coaching and Mentoring:** CSOs will receive operational and digital coaching and mentoring sessions on the implementation of their proposed projects.

⮞ **Sub-grant Award: 15,000 EUROS:** CSOs will receive a sub-grant to implement their proposed projects.

Areas in need for development may differ between organizations. Therefore, the project will start with a comprehensive assessment of each CSO's operations, structures, policies, and procedures resulting in the creation of a series of tailored capacity building courses.

After strengthening its operational and digital capacities, each CSO will be invited to pitch its ideas and designs of its own project, develop a concept note based on a set template, and outline a budget through mentoring and coaching sessions. As a final step, the award will be offered to each of the participating CSOs based on their approved concept notes and budgets.

Consortium Partners

Funded by
the European Union

acted   ESA BUSINESS SCHOOL   AMERICAN UNIVERSITY of BEIRUT   NGOi Non-Governmental Organizations Initiative   dot. DIGITAL OPPORTUNITY TRUST LEBANON

Project Service Package

Activities that can be funded by this sub-grant include, but are not limited to, the following:

- Building alliances

- Conducting social media campaigns

- Holding town-hall meetings

- Organizing public forums

- Developing and implementing of a digitalization strategy and/or a digital transformation strategy

What is Digital Transformation

Digital transformation is the strategic use of digital technologies to fundamentally change the way businesses operate, deliver value to customers, and stay competitive. It involves integrating digital technologies into all aspects of business operations, leveraging technology such as cloud computing, data analytics, artificial intelligence, and the Internet of Things (IoT) to enhance customer experiences, improve efficiency, and drive innovation.

The ultimate goal of digital transformation is to enable organizations to adapt to the digital age and maintain a competitive edge in their respective markets.

Eligibility Criteria

Local CSOs from all across Lebanon and from all sectors are invited to apply to be part of this project. To be eligible for selection, CSOs will undergo a selection process based on several criteria, as follows:

➤ Being legally registered in Lebanon and operating in Lebanon and be compliant with all relevant laws and regulations

➤ Being a youth-led or youth-focused CSO

1. Youth-led organizations are those with management or leadership that includes at least 2 young persons (between the ages of 18 and 35).

2. Youth-focused organizations are those working on projects that target the needs of young persons (between the ages of 18 and 35) and/or work on young persons' (between the ages of 18 and 35) rights, evidenced by completed projects proposals related to youth empowerment.
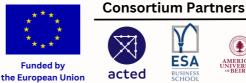
➤ Being a small or medium-sized organization (with less than 50 employees)

➤ Having a track record of 2+ years of operation and have at least 1 completed project

➤ Willing to sign a memorandum of understanding as a commitment for the whole program period of approximately 20 months

➤ Having a fresh USD bank account

Selection Process

The selection of CSOs will be performed in the following phases:

- ⫸ Submission of <u>application form</u> and required documents by **November 20, 2023**

- ⫸ Interview of shortlisted applicants

- ⫸ Selection of subgrantees

- ⫸ Initiation of Activities

Award Criteria

The award serves as the concluding step of the project. After the supported CSO's digital capacities are strengthened, they will design their own projects which will enhance their ability to influence policy making, the 10 CSOs will be invited to pitch their project to an Evaluation Committee made up of representatives from Acted, AUB NGOi and DOT Lebanon with the European Union Delegation as Observer.

The Committee will review the projects based on selection criteria which will be developed by the consortium partners (Acted with the support of AUB NGOi and DOT Lebanon). Feedback will be provided by the Evaluation Committee on the CSOs pitches and the CSOs will enter a collaborative design process around formal Concept Note and Budget development, under the supervision of Acted with the support of AUB NGOi and DOT Lebanon.

The participating CSOs will only be eligible for sub-grant consideration if they successfully complete all the required project phases including the project pitching and their designed concept notes and budgets. Therefore, CSOs applying for the project must be willing to actively participate and commit in a minimum period of **six (6) months** of project activities.

Application Submission Guidelines

⮞ Applications must be submitted electronically using the **Application Form**.

⮞ Only complete submissions made online via the <u>application form</u> before **November 20, 2023 5:00 PM** will be considered. Submissions made via email will not be considered.

⮞ Applications must be complete and contain all the requested information and all documents:

1- <u>Application form</u>, containing administrative information about the organization, details of an appointed contact person from the organization, and operational information about the organization.
2- Required documents

⮞ **Required documents:**

-Bylaws

-Articles of Association

-Notice of Registration

-Mission statement

-Vision statement

-Values statement

-Organizational Chart/Organogram

-Digital Strategy and/or Digital Communication Strategy if existent

-Written Code of Conduct and/or PSEA policies if existent

-Narrative report of ongoing project with youth target or the final report of at least one completed project with youth target if applicable

-IT related Diploma/Certificate and Copy of Resume for IT employees if applicable

-Contract with IT company for outsourced IT employees if applicable

-Letter of Intent

Application Submission Guidelines

To complete the project service package, it is required from the organization to have a dedicated team member(s) willing to invest time and effort in the capacity building process and to pass learning to other members and staff. Moreover, the CSO should have a dedicated team member willing to be the focal point for all communications related to the project.

How to Apply

To apply to the call for applications, please fill in the **Application Form** available on our **webpage**.

Eligible applicants will be shortlisted and may be contacted for interview.

Selected CSOs will be required to commence project activities beginning December.

Deadline to Apply: **20 November, at 5:00 p.m. (Beirut time; GMT+2:00).**

Contact Us

For more information and technical support regarding this Call for Applications, or filling the application form please contact AUB NGOi Team on

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