

REQUEST FOR PROPOSALS (RFP)

Peace Projects

by the Journalists and Writers Foundation (JWF)

April 15, 2014

Introduction

The Journalists and Writers Foundation (JWF) is soliciting proposals for innovative conflict resolution and peacebuilding projects focused on preventing, managing and/or resolving violent conflict and promoting peacebuilding, reconciliation and dialogue in communities experiencing conflict. JWF awards will support projects that apply a broad range of disciplines, skills and approaches.

The Journalists and Writers Foundation (JWF)

JWF is a non-governmental organization in general consultative status with the United Nations Economic and Social Council (ECOSOC). JFW aims to promote peaceful coexistence through dialogue and understanding at global, regional and local levels. Since its establishment in 1994, JWF has organized events promoting peace, tolerance and dialogue. There are five platforms that work under JWF umbrella: Abant Platform, Dialogue Eurasia (DA) Platform, Intercultural Dialogue Platform (IDP), Medialog Platform, and Women's Platform. Through its activities, JWF has brought together thousands of people from various backgrounds to discuss topics including but not limited to politics, religion, art, philosophy, and science in order to establish common ground and, ultimately, peace. JWF also occasionally holds award ceremonies to support inspirational individuals who contributed to peace and dialogue in their communities.

Purpose of the Request for Proposals

New and recurrent conflicts continue to plague many communities across the world. International and domestic conflicts all around the world continue to cause tremendous suffering, damage communities and infrastructure, and hamper economic and social development. The ongoing costs of the threat or outbreak of violent conflict have enormous long-term social, psychological, political, economic, and environmental costs. Causes of conflicts and factors contributing to their escalation are often varied and complex. Historical grievances, discrimination,

marginalization along ethnic, gender, religious, cultural and racial divisions, poverty, underdevelopment, competition over natural resources, authoritarian and undemocratic regimes, and inability to resolve differences constructively are among the factors that often lead to violent conflicts.

Conflict Resolution and Peacebuilding are fast growing fields. A wide range of actors, such as governments, international and regional governmental organizations, local and international civil society organizations, women, religious leaders, and conflict resolution specialists are undertaking initiatives to find constructive ways to respond to conflicts and foster sustainable peace.

As part of its mandate, JWF seeks to support individuals and organizations that strive to prevent or respond to conflicts and establish enduring peace. JWF recognizes that peace is a dynamic process that requires both a long-term vision and addressing immediate needs of the communities impacted by conflicts. For peace to be sustainable, it needs to rest on principles of human security, good governance, respect for rule of law and human rights, gender empowerment, and social and economic development. In order to be effective and long lasting, peacebuilding and conflict resolution strategies must be supported by society in general, involve all relevant stakeholders, and must address the social, economic, political, psychological, and environmental needs of the parties, build local capacities, and empower community members. Some of the critical factors of this process include engaging different segments of the community (including but not limited to women, youth, religious leaders, business community, and media among others); fostering respect for human rights, good governance, environmental responsibility, and dialogue among parties; and establishing conditions promoting justice and reconciliation.

Acknowledging the critical importance of supporting peacebuilding and conflict resolution initiatives, JWF is soliciting creative and innovative projects that aim to prevent and respond to conflicts around the world; promote peaceful coexistence through dialogue; and foster pluralism, good governance, freedom of belief, justice and reconciliation, social and economic development, respect for human rights, and gender equality and empowerment.

The Award:

Subject to funding, JWF's plans for this solicitation are as follows:

- **Project Grants:** US\$50,000 maximum (to be used in the implementation of the project)
- Grants will be given in three installments. Details of these installments will be determined according to the work plan of each project and the grant agreement that will be signed between JWF and the awardees.
- **Best Implementation Cash Awards:**
 - *First Place Award:* US\$30,000
 - *Second Place Award:* US\$20,000
 - *Third Place Award:* US\$10,000

Eligibility

- Not-for-profit organizations are eligible to apply.

- Proposals for supporting or advancing already existing projects are not eligible. However, project proposals for new stages, or using the previous implementations as a model in different areas are accepted.
- At least one member of the team must be over 18 years old.
- There are no geographical restrictions on applicants.

Sample Project Topics

Some of the project topics of interest include (this list is not exhaustive and JWF welcomes additional themes and creative ideas):

- Inter-communal and inter-state dialogue/cooperation
- Peace education
- Pluralism and multiculturalism
- Youth, conflict and peacebuilding
- Early warning and conflict prevention
- Mediation and negotiation
- Post-conflict reconciliation
- Disarmament, demobilization and reintegration
- Good governance, rule of law and transitional justice
- Poverty, development and peacebuilding
- Gender and peacebuilding
- Religion and peacebuilding
- Role of media in conflict and peacebuilding
- Social-psychological impacts of violent conflict and trauma healing
- Development and peacebuilding
- Social media and peacebuilding

Sample Project Activities

Project activities may include, but not limited to the following (JWF welcomes innovative approaches and project activities):

- Academic functions (e.g., organizing workshops, conference or panels, empirical research, and publications)
- Community outreach (e.g., affordable housing initiatives, community building initiatives, gang violence prevention, migrant population initiatives, neighbor relations initiatives)
- Education (e.g., curriculum development, teacher training, exchange programs, field trips, student organizations)
- Capacity building (e.g., conflict resolution training, training of trainers, leadership skills, facilitation skills, management skills)
- Grassroots organization (e.g., employment initiatives, faith-based initiatives, gender equality initiatives, peace initiatives, social justice initiatives)

- Media (e.g., arts, journalism, social media, apps for change, documentary)

General Instructions

1. Proposals must be submitted at the [Peace Projects Website](#) by 11:59 pm (GMT+02:00) on September 30, 2014.
2. Proposals must follow the requirements outlined in the section entitled “[Application Process](#)” and “[Selection Process](#)”.
3. No changes to proposals will be accepted after the deadline.
4. The selection committee reserves the right to reject any submission.
5. All information and files must be submitted in **English**.
6. JWF is not liable for any costs incurred by applicants prior to the issuance of an agreement with JWF.
7. Submitting a project gives JWF permission to use project materials in relevant outreach or public relations activities **in case of** the project is awarded by JWF.
8. Project duration should be a maximum of 24 months from the award date.
9. JWF does not condone fraudulent projects of any kind. This includes plagiarism and the presentation of another's work as one's own. Fraudulent proposals will be rejected; if such a proposal is found to be fraudulent after receiving a grant, JWF will demand the return of the awarded amount.
10. JWF may cancel or change the conditions of this solicitation at any time prior to awarding the contract. JWF will announce any changes made on Peace Projects website. Please check the website regularly, register to the newsletter, or follow Peace Projects on social media.
11. Questions concerning this solicitation should be submitted at the [About > Contact page](#) of the program website.

Application Process

In order to apply for the grant, applicants should submit a summary proposal.

Summary Proposal

The only accepted file type is PDF. All the documents should be single-spaced. The font size should be 12pt and margins of the documents should not be altered. Links to template files is provided in the [Template Files](#) section below. The summary proposal should include the following:

1. Concept Note

The concept note should be no more than 4 pages. It should include brief descriptions of the following:

1. Description and Significance of the Project: This section of the proposal should identify the problem, the relevance, and importance of the project; how it will contribute to the solution of the problem; where it will take place; who are the key stakeholders; and who are the target groups.
2. Project Goals and Activities: This section of the proposal should state the objectives and goals of the

project and proposed activities and methodologies.

3. Theory of Change: Theory of change provides the causal link between the activities of the program and its stated goals. Theory of change should identify anticipated results of the project and explain how project activities will produce the desired changes and outcomes of the project (*It is highly recommended to use charts and tables. Lots of samples can be found on internet.*)
4. Project Team and Their Qualifications: This section should describe the division of labor, duties, and responsibilities of the key personnel. It should also explain the qualifications, skills, expertise, and capacity of the personnel to complete the project. Since the applicants will submit the short biographies of each key personnel as a separate file during the proposal submission, this section should explain the qualifications of the team rather than each key personnel.

2. Short Biographies of the Key Personnel

Applicants should upload short bios of key personnel during the application.

- Key personnel include those in charge of implementing, managing and overseeing the implementation of the project such as project directors, project managers, and facilitators.
- Short bios of up to 5 (five) key personnel should be combined in a single PDF document.
- Each bio should be single page with the font size 12.
- Bios should highlight relevant experiences and qualifications of key personnel to successfully perform the duties and responsibilities involved in project implementation.

3. Budget

The project proposal should submit a budget breakdown in an excel sheet. The budget should outline the proposed costs and expenses for the implementation of the project.

- Budget narrative is not required for the application.
- The currency used in the budget should be **only** US Dollars.
- Overhead/indirect costs total should **not** be more than 10% of the budget (*Overhead/indirect costs refer to an ongoing operating expenses of the regular business of the applicant that are not directly related to the project.*) This percentage should be explicitly shown in the budget file.
- If there are any matching funds, sources of these funds and how they will contribute to the project should be clearly explained in the budget.

Selection Process

1. The selection committee will review all submissions that are received before the deadline and technically disqualify the proposals which do not comply with the [Technical Evaluation Criteria](#).
2. The technically qualified proposals will be assessed by a 3-person jury according to the [Summary Proposal Evaluation Criteria](#).
3. Fifty (50) most successful project applicants will be invited to submit a full proposal. Requirements of the full proposals will be sent within this invitations.
4. The full proposals will be assessed by a 3-person jury.

5. Fifteen (15) most successful project applicants will be invited for an interview before the award ceremony. All travel and accommodation expenses associated with this interview will be covered by JWF. The date and location of the interviews and award ceremony will be announced later on the Peace Projects website.
6. Ten (10) grantees of the Peace Projects will be announced at the award ceremony and the grantees will receive first installment of their funds at the award ceremony.
7. Upon completion of the projects, an expert jury will evaluate effective implementation, quality of the deliverables, and management of the programs. Grantees are also expected to present their projects to the jury before the award ceremony. The most successfully managed and implemented projects will receive aforementioned best implementation cash awards.

Timeline

The schedule is as follows and subject to change:

EVENT	DATE
Issue Request for Proposals	April 15, 2014
Summary Proposal Submission Deadline	September 30, 2014 / 11:59 pm (GMT+02:00)
Announcement of Shortlist	January 1, 2015
Final Proposal Submission Deadline	January 31, 2015 / 11:59 pm (GMT+02:00)
Announcement of the Grant Nominees	April 1, 2015
Grant Interviews & Award Ceremony	TBA

Deliverables

During and upon the completion of the project, awardees are required to submit the following:

- Interim project reports: These reports should include progress of the project, description of the activities undertaken, changes in the context and challenges faced during the implementation phase, and if any, adjustments made to the project. The number and essence of these interim project reports depend on the nature and duration of the project and should be planned in the monitoring and evaluation section of the proposal.
- Final report: No later than 30 days after the completion of the project, awardees should submit a

summary and a full project report. These reports will summarize the implementation of the project; project activities, their outcomes, results, and impacts; program highlights, success stories, achievements, major activities; funds obligated and disbursed; summary of grant implementation; and if relevant, how the potential risks and ethical concerns were mitigated and how problems encountered were rectified.

- Project Poster: No later than 30 days after the completion of the project, awardees will submit posters of their projects to be exhibited. These posters should include pictures, description of the project, activities completed, outcomes, impacts, and success stories.
- Other Project Deliverables: Depending on the nature of the project, these may include publications, documentaries, etc...

Proposal Preparation Tips

A strong project proposal includes the following:

- A clearly articulated conflict resolution and peacebuilding focus
- Offers a unique and creative methodology, a creative solution, and/or reaches out to hard-to reach groups if relevant
- Demonstrate an awareness of similar or related work being carried out, and how the proposed project offers a unique contribution
- Has a well-developed project logic (theory of change) clearly explaining project goals and objectives and how the project activities will respond to the problem and achieve desired outcomes
- Demonstrates that the project team has organizational and technical capacity, skills, and expertise to successfully implement the project
- Demonstrates possible risks and challenges associated with the project, as well as strategies to mitigate them
- Has a well thought out monitoring and evaluation plan that will provide evidence on whether the project achieved its stated objectives
- Has a well thought out and realistic budget

Template Files

Applicants are encouraged to use these template files to make sure their proposals comply with the guidelines. These template files can be found at [this link](#).