

Ministry of Foreign Affairs and Trade

Manatū Aorere

**Manaaki**

***“Uplifting mana, through listening, supporting and empowering”***

**Application form**

ROUND TWO – MARCH 2020

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Applying to the Fund

**How to complete the application**

The Ministry of Foreign Affairs and Trade (MFAT) uses the information you provide to determine the application eligibility and which concept notes should proceed to design. It is important that you provide all information requested. Please write as concisely as possible.

Reviewing the guidelines and writing your application:

* **Please read the Manaaki Guidelines for Applicants and the Manaaki Application Form in full** before starting to fill them out. Take particular care when reading through the due diligence   
  self-assessment and concept note template sections.
* **Please complete the due diligence self-assessment first** to determine whether your organisation is eligible to apply to the fund.
* **Only applications using the Manaaki Application Form concept note template format will be accepted**. The completed concept note must comply with the indicated A4 page limits. Please enter information using the headings in the guidance provided in the template.

Sending your application:

* **Please submit documents as word documents**, *do not* convert them to PDFs (with the exception of the signed declaration if this is a scanned pdf).
* **You must submit all information by the due date. This includes:**
  1. Due diligence self-assessment form (see Annex 1)
  2. Concept note application form (Annex 2)
  3. Signed declaration (see Annex 3)

No additional documentation will be considered.

* **Please email all three completed documents by 5pm Friday 29 May 2020** to Partnering for Impact: [PartneringforImpact@mfat.govt.nz](mailto:PartneringforImpact@mfat.govt.nz)

If you have any questions or would like to discuss your application, please get in touch by emailing [PartneringforImpact@mfat.govt.nz](mailto:PartneringforImpact@mfat.govt.nz).

Annex 1 Due Diligence Self-Assessment

**NZNGO due diligence self-assessment form**

Please use this form to ensure you are able to meet the due diligence requirements prior to making a decision as to whether to write a concept note. If you do not meet the requirements please do not submit an application.

| **Domain** | **Standard** | **Mandatory evidence** | **Y/N** | | **Comments (50 words max.)** |
| --- | --- | --- | --- | --- | --- |
| 1 | NGO is a legally established not for profit with a head office or primary place of business in New Zealand | Registration number |  | |  |
|  |  | |
| 2 | NGO has adequate structures and systems for governance, management and accountability to stakeholders | Governing Instrument (Constitution or Trust Deed) |  | |  |
| Conflict of Interest Policy or equivalent |  | |
| 3 | NGO has adequate systems and processes for managing organisational risk | Risk Management Policy/Framework or equivalent |  | |  |
| **Associates** | | | | | |
| 4 | Genuine NZNGO partnership/ relationship with local CSO legitimately representing local constituents | Letter from partner\* |  | |  |
| Partnership MoU or signed partnership/project agreement or equivalent |  | |
| 5 | NGO routinely undertakes satisfactory due diligence/ organisational capacity assessment of Partners | Partner Agreements – include minimum standards for financial control (inc. fraud, audit and counter terrorism) |  | |  |
| Partner capacity strengthening plan and or records of training/mentoring – including finance and key cross cutting issues/good practice approaches |  | |
| 6 | Relationship with New Zealand constituency | Annual Report or equivalent document which describes engagement with the New Zealand public[[1]](#footnote-1) and demonstrates donor acknowledgment |  | |  |
| Statement of willingness to communicate MFAT support\* |  | |
| Examples of communication pieces/publications |  | |
| **Finance** | | | | | |
| 7 | NGO has appropriate financial systems and controls | Financial Policies and or procedures manual including detail on receipting grants, partner funds transfer, acquittals, cash management, monthly reconciliation process, budget management, financial delegation, payment controls, separation of roles, foreign exchange/interest rate gains, internal audits |  |  | |
| Signed copy of audit reports and copy of audit management letter (3 years) |  |
| 8 | NGO is in a sound financial position | Audited Financial Statements (3 years) |  |  | |
| 9 | NGO has systems to prevent funding terrorism | Counter Terrorism Policy and procedures or equivalent and documented evidence of checks of downstream partners |  |  | |
| 10 | NGO has systems in place to prevent, manage and report fraud, bribery and corruption | Fraud Control Policy/reporting plan |  |  | |
| **Sector Good Practice** | | | | | |
| 11 | NGO can demonstrate an organisational commitment to good practice development | Policy or statement on approach to development which demonstrates an understanding that development does not include support to welfare, partisan politics, and evangelism/proselytism |  | |  |
| Examples of good practice (e.g. gender analyses for design – see [Gender Analysis](https://www.mfat.govt.nz/assets/Aid-Prog-docs/Tools-and-guides/Gender-Analysis-Guideline_0.pdf)) |  | |
| Examples of good practice – inclusive development |  | |
| 12 | NGO has effective project management systems | Project cycle or management guidelines, or an example of templates used for project design, appraisal, progress reports/monitoring trip reports |  | |  |
| 13 | NGO can demonstrate a track record of effectively managing international development funds | Table of funds/projects in the past three years |  | |  |
| Any other evidence (evaluations/referee reports/other donor performance reports etc) |  | |
| **Safeguarding** | | | | | |
| 14 | NGO has adequate systems for the prevention, detection, and response to sexual exploitation, abuse, and harassment (PSEAH) and Child Protection | Policies and procedures[[2]](#footnote-2) that cover organisational commitment; prevention; detection; response; and measurement/improvement or PSEAH matters (including Child Protection – may have a separate Child Safeguarding Policy or procedures) |  | |  |
| Recruitment processes which include integrity checks (including VCA 2014[[3]](#footnote-3)requirements) |  | |
| NGO Code of Conduct (signed examples) |  | |
| Partner Agreements – include clauses re minimum standards for safeguarding |  | |
| Evidence of downstream partner due diligence and training |  | |
| Whistle-blower/Complaints Policies – internal and external |  | |
| 15 | NGO can demonstrate application of effective Health and Safety protocols | Health and Safety Policy and Guidelines which include how the NGO ensures the physical, mental and emotional well-being of workers and prevents work related injuries and diseases |  | |  |

Annex 2 Concept Note Template

|  |  |  |  |
| --- | --- | --- | --- |
| Activity name |  | | |
| Name of NZNGO |  | | |
| Name of in-country civil society organisation(s) |  | | |
| Country |  | **Region/sub-region** |  |
| Duration |  | | |
| Start date  (month, year) |  | **End date**  (month, year) |  |
| New Zealand Aid Programme priority/priorities |  | | |
| Funding | | | |
| MFAT co-investment requested (NZD, excluding GST) |  | | |
| Co-investment from NZNGO (cash contribution, NZD, excluding GST) |  | In-kind contribution  (if any, value in NZD, excluding GST) |  |
| Total Activity budget (NZD, excluding GST) |  | | |
| Activity goal  (250 characters maximum) |  | | |

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| --- |
| 1. **Relevance & Effectiveness *Strategic investment: long-term results and impact expected (weighting 25%)***   This section should succinctly explain what this investment activity will deliver and achieve (up to 2 A4 pages) |
| * 1. Describe the current local context and the problem/issue/need and/or opportunity this investment is addressing, including partner country and New Zealand aid programme priorities; and the rationale for involvement; and the processes through which this development issue/need was identified |
| * 1. Describe strategies and approaches to address the issue identified at 1.1 – inclusive of a brief description of the partners’ collective experience in this sectoral/technical area of development activity and considerations of any alternative approaches considered to date |
| * 1. Describe the expected activity outcomes, providing a brief narrative on how strategies and approaches (anticipated activities) are expected to contribute to the achievement of outcomes |
| * 1. Elaborate on processes taken or to be undertaken to ensure inclusion of vulnerable and/or marginalised groups (this would include but not be limited to a consideration of gender and disability inclusion) |
| * 1. Indicate strategies for ensuring sustainability of outcomes. For extensions to existing projects, explain how the new project builds on previous activities and addresses issues of sustainability |
| * 1. Alignment: Provide a brief narrative highlighting alignment (and or complementarity) of the proposed activity and its relevance to New Zealand Aid Programme and national development priorities and the achievement of the SDGs at a country level (and/or other relevant sectoral/ technical policy and Guidelines) |

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| 1. **Local Engagement: *Benefits planned with the local community (weighting 25%)***   This section should succinctly confirm a genuine relationship between the local direct beneficiaries, the local CSO the NZNGO (up to 1.5 A4 pages) |
| * 1. Describe the nature and length of relationship between the local CSO and the NZNGO and confirm how (and from whom) the idea for this activity was initiated (provide detail on previous activity collaboration/successful outcomes) |
| * 1. Elaborate on local partner priorities and capabilities – describing the process used for assessment and or previous investment in capacity strengthening (e.g. mutual capacity strengthening and/or partner strengthening) |
| * 1. Provide a full description of other relevant stakeholders – other NGOs or service providers as well as local networks/community structures in the proposed location with some indication of how these groups/individuals might engage with the project (and or be enablers/barriers to implementation/achievement of outcomes) |
| * 1. Confirm the name, location and likely number of beneficiaries who will be impacted by the activity |
| * 1. Confirm the local CSO’s relationship with the direct beneficiaries |
| * 1. Describe how this initiative will contribute to an increased voice/better responsiveness to local needs and demand in the longer term |

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| --- |
| 1. **Management Feasibility *Delivery of activities and outputs (weighting 25%)***   This section should succinctly confirm the feasibility of delivering the intended activities and outputs within the timeframe and resources (up to 1.5 A4 pages) |
| * 1. Present the expected roles and responsibilities of the direct beneficiaries, the local CSO and the NZNGO and how these have been decided and will be managed (elaborate further where this activity involves more than one collaborating NZNGO or CSO) |
| * 1. Confirm who will be responsible for financial management and reporting – including description of capability and track record where relevant |
| * 1. Confirm who will be responsible for implementing and monitoring the progress and ensuring the quality of activities and outputs |
| * 1. Confirm who will be responsible for assessing, evaluating and reporting progress towards and or achievement of outcomes |
| * 1. Confirm key risks you have identified for this proposed activity (include any treatments or mitigation strategies envisaged to manage these risks) |
| * 1. Describe the process for completing a full design proposal, workplan and budget including timeframe. |
| * 1. Confirm any support required from MFAT or other parties in the implementation of the activities, for example local government |
| 1. **Financial Investment *Efficiency (weighting 25%)***   This section should succinctly confirm the full investment will deliver expected long-term results efficiently and provide value for money to the New Zealand aid programme (up to 1 A4 page) |
| * 1. Confirm how requested funds and implementation costs were calculated, including a demonstration of cost consciousness |
| * 1. Confirm how any NGO funding contributions (including in-kind) will be sourced by the NZNGO (and local CSO where relevant), and the amounts – include timeframes where indicated |
| * 1. Describe the nature and scope of relationship between the NZNGO and the New Zealand public, confirming: how the NZNGO will engage with any New Zealand constituency during the activity, for example to create awareness and promote this activity and New Zealand support |
| * 1. What other initiatives are working towards your desired development outcomes, and how will your proposed activity generate outcomes that are additional to what would happen anyway |

Annex 3 Applicant Declaration

**APPLICANT: NEW ZEALAND NON-GOVERNMENT ORGANISATION**

*I confirm and declare that:*

* I have read the Manaaki Guidelines that outline the procedures, terms, conditions and criteria and I understand and agree to these;
* None of the organisations that are part of the application are in receivership, or liquidation;
* The application is not being made by an undischarged bankrupt or someone prohibited from managing a business;
* Should MFAT agree that this concept proceed to design, this organisation commits to being responsible for the provision of the required co-investment funding over the life of the activity;
* I acknowledge that MFAT may promote any successes that result from this application (while respecting commercial confidentiality);
* I consent to MFAT undertaking due diligence on this application and the organisations associated with it;
* The information contained in the attached application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misrepresentation made;
* At the date of this Declaration, I am not aware of anything that may prevent my organisation from completing the Activity. I have notified MFAT of any information that may affect MFAT’s decision to fund the Activity;

I am authorised to make this application on behalf of the parties identified above.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of authorised signatory: |  | Signature: |  |
| Position: |  | Date: |  |
| Organisation: |  | | |

This declaration must be signed by a person with the legal authority to commit your organisation to a transaction.

**IN-COUNTRY PARTNER: LOCAL CIVIL SOCIETY ORGANISATION**

I am authorised to make this application on behalf of the parties identified above.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of authorised signatory: |  | Signature: |  |
| Position: |  | Date: |  |
| Organisation: |  | | |

1. This can include funds from raised from the public in New Zealand, New Zealand citizens based offshore, New Zealand based philanthropic organisations, income from New Zealand based services and New Zealand based private sector.

   \*Mandatory documents marked with an asterisk\* can be produced for the purposes of the due diligence process (i.e. an NGO can request a letter of support from their in-country partner for the purposes of applying to Manaaki). [↑](#footnote-ref-1)
2. These matters do not need to all be covered in the same policies or procedures (i.e. could be spread across various policies including code of conduct, HR policies) however they must be adequately covered and recognition is needed that the obligation to protect beneficiaries extends beyond illegal activity e.g. harassment and safe workplace cultures are needed to ensure organisations can protect beneficiaries. [↑](#footnote-ref-2)
3. On 1 July 2015 safety checking regulations for the children’s workforce came into force. The regulations require all paid people who work with children for government-funded New Zealand-based organisations to be safety checked, and to have these safety checks updated every three years. This also applies to unpaid people working with children as part of an educational or vocational training course. See <https://www.orangatamariki.govt.nz/working-with-children/vulnerable-children-act-requirements/safety-checking/>. [↑](#footnote-ref-3)