

Request for Proposals

Capacity Development Market Place

Introduction

As part of The African Capacity Building Foundation's (ACBF) 20th Anniversary celebrations, the Foundation is hosting various activities building up to the main celebrations to be held on 09 February 2011 in Kigali, Rwanda. The activities so far conducted have included High Level Forums (HLF) at which discussions have focused on emerging development challenges on the continent and in particular emerging capacity development challenges.

At the operational level, the Foundation is planning a Capacity Development Market Place (CDMP) where innovative capacity development proposals addressing emerging and non-traditional capacity development challenges facing the continent will be presented.

Objectives

The CDMP aims to harness innovative ideas for capacity development on the continent. Specifically, the objectives of the CDMP will include:

- Tap into the creative thinking on the continent to generate innovative ideas for tackling emerging capacity development challenges
- Source ideas for innovative approaches for capacity development and support such ideas to go from concept to implementation

ACBF now invites prospective interested parties to submit proposals. Applicants can either be institutional entities or established networks, formal and non-formal groups/associations of various professional fields to advance innovative approaches to capacity development in a country or regional setting. Current ACBF grantees are not eligible. Interested prospective partners can submit proposals either in sealed hard copy proposals through the following address:

The Executive Secretary
African capacity Building Foundation
P.O. Box 1562
CNR Sam Nujoma Avenue & Jason Moyo Street
Harare
Zimbabwe

Or, electronically, at the following email: root@acbf-pact.org

All proposals must be submitted through the above contact details no later than 15 January 2011, at 14.30 hours Harare time (GMT +2).

Draft outline for Proposals

The proposals presented are expected to address the following topics:

- Introduction to the challenge
- The current environment on the continent vis-a-vis the challenge identified
 - ✓ Efforts if any made to address the challenge so far. Progress made or not made by these efforts
- Activity context
 - ✓ Issues
- Justification of the proposal
- Objectives of the proposal
- Planned activities and components
- Inputs – Budget and financing
 - ✓ Inputs
 - Staff time
 - ✓ Budget
- Results Management framework
 - ✓ Output and expected outcome
 - Outputs
 - Quantitative outputs
 - Qualitative improvements
 - ✓ Expected outcomes
 - Institutional enhancement
 - Individual enhancement – improvement in the quality of knowledge and skills at individual level
 - ✓ Expected impact in the long-term
- Implementation
 - ✓ Governance structure and organization of implementing agency
 - ✓ Institutional framework for effective implementation
 - Methodology, approach and Work plan
- Risks and strategies for overcoming them
- Conclusion

Proposals may not exceed a maximum 10 pages. The best proposals with a total cost within the range of US\$10,000.00 to US\$100,000.00 will be presented at the main 20th Anniversary celebrations in Kigali, Rwanda and may subsequently be considered for development into projects for implementation.

All proposals received will be reviewed in accordance with ACBF's internal project review process which will be guided by the following summary criteria:

Innovativeness: research initiative which seeks to establish new ways of working around capacity building or policy formulation, implementation and monitoring in either a ministry or any public sector institution covering a country or regional dimension (50%).

Knowledge sharing: demonstration of knowledge of particular policies/or issues identified as requiring attention/area where work is proposed. Demonstrate strong

capacity to provide professionally sound and appropriate advice in the particular area or subject. (20%)

Feasibility: feasibility of implementation within the proposed time frame which should range between 1 to 12 months (20%)

Responsiveness: demonstrate capacity to respond and initiate implementation within 2 months after approval of proposal (10%)

Describe organisation/network capacity

Experience with similar initiatives

Provide information about the management and staff and implementation schedule. /size and objective of the organisation/network etc

Proposed implementation schedule

Expected outcome

- It is expected that at the end of the exercise, a pipeline of innovative ideas for capacity development on the continent will have been developed
- The winning projects will be considered for financing.