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the European Union



People in Need (PIN) and  
the Jesuits Centre for Theological Reflection (JCTR)

## **SUB-GRANTS GUIDELINES**

# ANNOUNCEMENT OF A RESTRICTED CALL FOR PROPOSALS FOR THE CIVIL SOCIETY LOCAL EMPOWERMENT AND DEVELOPMENT PROJECT (CSO- LEADS PROJECT)

Period of the Call (2 weeks)

Date of opening: 9th June 2025  
Deadline of Submissions: 20th June  
Grant Duration: 3 Months

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## SUBMISSION GUIDANCE

Application must be submitted for evaluation via e-mail to [grantszambia@peopleinneed.net](mailto:grantszambia@peopleinneed.net). The first activity will be an eligibility check by the team, all eligible candidates will be evaluated by the evaluation committee. After making a short list, interviews/site visits will be organized with applicants. All selected and not selected applicants will be informed.

In order to apply for this grant, applicants must:

- 1) Read through this document carefully
- 2) Check that they meet the mandatory eligibility requirements
- 3) Complete the FSTP Application Forms.



# 1.0 INTRODUCTION

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People in Need was established in 1992 by a group of Czech war correspondents who were no longer satisfied with merely relaying information about ongoing conflicts and began sending out aid. It gradually became established as a professional humanitarian organization striving to provide aid in troubled regions and support adherence to human rights around the world. Throughout its 30 years of existence, it has become one of the biggest non-profit organizations in Central Europe. That's why we are drawn to like-minded civic actors who are committed to building their communities and changing the world around them for the better. As one of the largest *non-profit organizations in Central and Eastern Europe*, in addition to humanitarian aid and development cooperation, PIN works in the fields of human rights, education and social inclusion, both abroad and in the Czech Republic. Operating in over thirty countries, PIN carries out projects that support hundreds of thousands of people suffering from crisis, conflict, exclusion, poverty, persecution and harassment. We have since worked to enhance access to local markets, enabling residents to become financially self-sufficient and invest in their livelihood. In addition to humanitarian aid and human rights work, we also work in education and help people living in social exclusion.

The Jesuit Centre for Theological Reflection (JCTR) was established in 1988 by the Jesuits with the mission to promote justice and equality for all, especially the poor and marginalized, through Christian values, education, care for the environment, and influencing policy formulation. JCTR operates at the intersection of faith and social justice, providing a faith-inspired perspective to critically understand current social, political, and economic issues in Zambia. Over the years, JCTR has gained a reputation for its data-driven advocacy and community engagement. The organization conducts rigorous research, collects and analyses data on critical issues, and uses this information to inform its popular education programs, advocacy initiatives, and policy dialogues. JCTR's work has been instrumental in empowering communities to engage with policymakers, hold duty-bearers accountable, and participate in governance processes. JCTR has successfully implemented several projects focused on governance, social justice, environmental stewardship, and economic empowerment. These projects have involved collaboration with a wide range of stakeholders, including community groups, CSOs, government agencies, and international partners.

The Local Empowerment and Development- Civil Society LEADS project is a 36 months programme (June 2024 to May 2027) funded by the European Commission and implemented in Zambia and People In Need (PIN) and the Jesuit Centre for Theological Reflection (JCTR). The global objective is to:

- Empower and increase the resilience of CSOs contributing to strengthening governance and sustainable development in Zambia, with a focus on women youth and, marginalized groups.

The CSO LEADS project is being implemented in the following provinces:

- Western,
- North-western,
- Lusaka,
- Southern
- Luapula.

**Duration** - The FSTP implementation period for this project is 3 months per FSTP granted.

## 1.1 Objectives of the Financial Support to Third Parties (FSTP)

People in Need (PIN) and Jesuit Centre for Theological Reflection are inviting Civil Society Organizations (CSOs) and CSO networks on the *Local Empowerment and Development - Civil Society LEADs project*, funded by *the European Commission to respond to the restricted call for proposal*. The small grant provides financial support to Lead CSOs and CSO networks to implement internal organizational development investments outlined in their organizational/ network action plans.

The Local Empowerment and Development (LEAD) programme builds on the critical role of local civil society and aims to address the barriers faced by CSOs. The initiative focuses on strengthening internal governance and organizational management systems, enhancing technical capacities in policy development, advocacy, and social accountability, and fostering collaboration among CSOs, political actors, and other key stakeholders through a tailored, participant-driven approach.

### Eligible activities

Grant activities include, but are not limited to:

- Creation and introduction of internal policies, procedures and systems related to internal governance, management, accountability and transparency;
- Development and implementation of new organisational management approaches and funding strategies;
- Development and implementation of HR processes including staff capacity building plans;
- Other relevant capacity building and organisational development or strategic activities in line with Organisational/Network Strategies and Action Plans.

### Eligible target applicants for FSTP

- Local Empowerment and Development CSOs and CSO networks enrolled in the LEAD capacity development programme,
- 30 CSOs and 10 CSO networks who have fully participated in Activity 1.2: Participatory organisational capacity assessment of LEAD CSOs and CSO networks and development of Organisational/Network Strategies and Action Plans
- 30 CSOs and 10 CSO Networks who have fully participated in Activity 1.3 LEAD CSO and CSO network capacity development actions focused on internal management systems, financial management, digital skills and resource mobilization

## 2.0 Total Budget for FSTP 1.4

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- CSOs and CSO networks can apply for a minimum financial support of 3,500.00 EUR and maximum financial support of EUR 7,500.00.

The grant contracts will be signed in Local currency only (ZMW).

The selection process is competitive and the Minimum number of FSTP recipients will be 20 CSOs.

## 3.0 Timeframe

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**Specific dates and deadlines:**

<i>Activity</i>	<i>Date</i>
Launching a Call for Proposal	9 <sup>th</sup> June 2025
Deadline for submission of the initial applications:	20 <sup>th</sup> June, 2025
Applications will be shared with the members of the Evaluation Committee for review and asking for clarifications: The process is expected to take up to 1 week	10 <sup>th</sup> to the 27 <sup>th</sup> of June 2025
Shortlisting applicants, site visits and interviews 1 week	30 <sup>th</sup> June to 4 <sup>th</sup> July 2025
Selection committee makes final decisions on granting	11 <sup>th</sup> July, 2025
Communication of award decision	14 <sup>th</sup> July, 2025
Contracting	19 <sup>th</sup> July, 2025
FSTP duration	3 months from the contracting date

## 4.0 Eligible and Ineligible Costs and Activities

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A list of Eligible and ineligible Cost, note that this is not a comprehensive list:

### 4.1 Eligible expenditure

Expenditures which can be requested as part of the grant are:

- Creation and introduction of internal policies, procedures and systems related to internal governance, management, accountability and transparency
- Development and implementation of new organisational management approaches and funding strategies
- Development and implementation of HR processes including staff capacity building plans
- Other relevant capacity building and organisational development or strategic activities in line with Organisational/Network Strategies and Action Plans

### 4.2 Ineligible expenditures

Expenditures that cannot be requested as part of the grant, nor considered as co-financing:

- Repayment of borrowings/debts
- Repayment of future expenses - salaries/fees, rent
- Financing of undertaken obligations (for example-activities funded by other sources), any personal expenses (for example travel expenses: local and/or international)

- costs declared by the applicant and financed by another action or work programme.
- currency exchange losses.
- bonuses included in the costs of staff
- Purchase of land and buildings
- Individual sponsorship
- Political or religious activities
- Environmentally harmful projects
- Humanitarian aid

## 5.0 Selection and Evaluation Criteria

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All grant applicants will be evaluated based on the following criteria:

A List of the specific criteria are:

- Alignment with Organisational/Network Strategies and Action Plans developed in A1.2
- Sound proposed action that strengthens internal governance and management systems/processes of CSOs/CSO networks
- Value for money
- Ability and interest of the applicant to support other LEAD CSOs via peer-to-peer learning
- Environmental considerations in design and delivery of service

Applications will be evaluated based on the following weight given to each of the criteria:

Section	Maximum Score
Administrative eligibility check – fully participated in activity 1.2 and activity 1.3	Pass/Fail
Due diligence- Check	Pass/Fail
1. Relevance of the action	40
<b>1.1. Alignment with Organisational/Network Strategies and Action Plans</b>  Applications will be evaluated on how well they align with the strategies and action plans developed in A1.2. This includes assessing the relevance of the proposed actions to the overarching goals of the organization or network.	10
<ul style="list-style-type: none"> <li>• <b>Sound Proposed Action for Strengthening Internal Governance and Management Systems</b></li> <li>• Proposals should demonstrate a clear and effective plan to enhance internal governance and management systems of CSOs or CSO networks. This includes strategies for improving accountability, transparency, and overall organizational effectiveness.</li> </ul>	10
<ul style="list-style-type: none"> <li>• <b>Value for Money</b></li> </ul>	15



<ul style="list-style-type: none"> <li>The cost-effectiveness of the proposed actions will be critically assessed. Applications should provide a clear justification of costs in relation to the expected outcomes and benefits.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Ability and Interest to Support Other LEAD CSOs via Peer-to-Peer Learning</b></li> <li>Applicants should illustrate their capacity and willingness to engage in peer-to-peer learning initiatives with other LEAD CSOs. This includes sharing best practices, resources, and experiences to foster collective growth and development.</li> </ul>	5
2	60
<b>Environmental Considerations in Design and Delivery of Service</b> <ul style="list-style-type: none"> <li>Proposals must address environmental sustainability in their design and delivery. This includes considering the ecological impact of activities and integrating environmentally friendly practices into organizational processes.</li> </ul>	5
<b>Costs Associated with Specific Activities</b> Applications should detail costs related to the following activities: <ul style="list-style-type: none"> <li>Creation and introduction of internal policies, procedures, and systems related to internal governance, management, accountability, and transparency.</li> <li>Development and implementation of new organizational management approaches and funding strategies.</li> <li>Development and implementation of HR processes, including staff capacity building plans.</li> <li>Other relevant capacity building and organizational development or strategic activities in line with Organizational/Network Strategies and Action Plans.</li> </ul>	25
2.2. Do the proposed actions consider external factors (risks and assumptions)?	5
2.3. Are the activities feasible and consistent in relation to the time frame and the budget proposed?	10
2.4 Are the proposed actions coherent with the expected results?	10
2.5. Budget analysis	5
Maximum total score	100

## 6.0 Additional Conditions

CSOs and CSO networks are expected to send only one application per applicant

The applicant is required to report and give feedback obligations from the recipient in respect to the implementation of the supported activities and funds should be used for the purpose for which they are applied for.

Financial support including fund disbursement will be done exclusively via bank transfer;

## 7.0 Details for Application Submission

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The applications must include:

**A filled in application form**, outlining the set of activities and how the funds will be used in accordance with the CSO strategy and action plan priorities.

**A budget breakdown**, ensuring clarity on the cost of each activity along with a detailed explanation of expenses and their justifications.

The Applications should be sent in soft copy by the email address: [grantszambia@peopleinneed.net](mailto:grantszambia@peopleinneed.net)

The deadline for submission is 20<sup>th</sup> June, 2025

No applications will be accepted after the deadline.

## 8.0 Contact Information

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CFRM details: for feedback through email theses [linescrm.zambia@peopleinneed.cz](mailto:linescrm.zambia@peopleinneed.cz).

The FSTP officer is ready to provide support on the application process email questions via [grantszambia@peopleinneed.net](mailto:grantszambia@peopleinneed.net)