CALL FOR PROPOSALS

CORPORATE SOCIAL RESPONSIBILITY

'WEZESHA MJANE'
REF NO: UFAA/ CSR/2024/1

Name*:* Unclaimed Financial Assets Authority

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Email: **info@ufaa.go.ke**

Address: P. O Box 28235-00200, Nairobi, Kenya

Pacis Centre, 2nd floor, slip road, Off Waiyaki way

Westlands, Nairobi

Website: www.ufaa.go.ke

INTRODUCTION

The Unclaimed Financial Assets Authority (UFAA) is a State Corporation established under the National Treasury pursuant to the Unclaimed Financial Assets (UFA) Act No. 40 of 2011 with the primary mandate of obtaining unclaimed financial assets from the holders of such assets, safeguarding and re-uniting the assets with their rightful owners.

PROJECT DETAILS

The Unclaimed Financial Assets Authority (UFAA) is inviting funding proposals for projects by Non-Governmental Organizations (NGOs)/ Foundations/ Self-help groups/ Community Based Organizations,

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that are over three (3) years since inception, and work with and benefit widows or widow-led households in Kenya.

Two projects will be funded during this cycle.

UFAA is inviting applicants to submit project proposals indicating what the organizations do, their project idea and how the proposed project will benefit widows and the host community. In addition, the winning project will be awarded a scholarship for a child from a needy widow-led household benefiting from the proposed project. The scholarship will only cater to the secondary education of the child.

In addition to the above, successful applicants should:
a)   Be legally and locally registered with relevant authorities and demonstrate good governance and accountable leadership.
b)   Demonstrate a good understanding of the local context and need.
c)   Demonstrate that the proposed idea is in line with government policy.
d)   Show that local people have been consulted and will be involved in the work.
e)   Demonstrate they are not working in isolation but are collaborating with other organizations and engaging with relevant government departments.
f)   Offer some useful lessons for future interventions and show how the applicant will gather information and learn from it.

NB: Each group sending their proposal should mention if they have such a child in the project location.

PROJECT APPLICATION GUIDELINES

Read the short instructions at the top of each section of this application form and respond accordingly. Be brief and to the point without losing important information or ideas. Answer all questions as best you can. Remember, any incomplete applications will automatically be disqualified. Please email your application to csr@ufaa.go.ke on or before the close of business **February 23, 2024** at 10:30AM stating the **Ref No. UFAA/ CSR/2024/1** in the submission email subject line. Alternatively, hard copies to be submitted at UFAA office located at Pacis Centre 2nd floor, Westlands, Nairobi. Applications delivered outside the deadline will be disqualified.

PROJECT FUNDING DETAILS

#	Description	Budget (Kshs)
1.	Funding for implementation of a *'wezesha mjane'* projects	2,250,000.00
2.	Scholarship program to bright and needy students. (Scholarship is a complementary support, if applicable, to the winning project. It is not a separate project or a standalone funding).	500,000.00
	Total	2,750,000.00

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NB: Timelines for proposed project(s) implementation will be for a maximum of one year. The scholarship will be paid directly to the school and will be available for the duration of the child's applicable period of study.

Evaluation Criteria

1. **Preliminary**

    a) All proposals are to be delivered by email csr@ufaa.go.ke or to be submitted manually at the office, Pacis centre 2nd floor Westlands, Nairobi .

    b) Il proposals are to be received on or before **February 23, 2024 at 10:30AM** as set out in the 'call for proposals'.

    NB: Projects proposals failing to meet preliminary criteria will be rejected. Proposals that meet these criteria will proceed for evaluation at Mandatory stage.

2. **Mandatory Evaluation Criteria**

    a) Name of organization
    b) Copy of registration certificate
    c) Years in existence (must not be less than three (3) years since inception)
    d) A copy of the organizational constitution or Articles of Association
    e) A list of ordinary members and committee members (if a SHG), Board members (if a CBO/NGO/FBO), Trustees (if a Trust), Board members and Trustees (if a Foundation).
    f) Most recent financial report (must be from a certified auditor if applying organization is an NGO, FBO, or Foundation)
    g) Organization Phone number/ office location (building, room no,street name)
    h) Name of contact person and evidence of employment
    i) Project area – Sub-County and County
    j) Project duration – Not more than 12 Months
    k) Project cost
    l) Amount requested from UFAA
    m) Documents to be submitted as one in PDF format without password
    n) Self-declaration that the project proponent will not engage in any corrupt or fraudulent practices in the format provided
    o) State the amount to be contributed by the organization

NB: Projects proposals failing to meet any of th e above Mandatory requirements will be rejected at this stage. Proposals that meet these requirements will proceed for evaluation at Technical stage.

3. **Technical Evaluation Criteria**

    a) Organizational profile and key objectives (8marks)
    b) Key past achievements (5 marks) prorated -1 mark for each achievement supported by recommendation letters or completion certificates where applicable

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c) Proposed short title of your project (2 marks)
d) Project summary (5 marks)
e) Your Target Groups (5marks)
f) How will your proposed project impact the targeted beneficiaries? (5 marks)
g) How will UFAA's mandate/role be promoted during Project implementation (5 Marks)
h) Problem definition (10 marks)
i) Project idea (5marks)
j) Project objective (10 marks)
k) Implementation plan (10 marks) - develop clear work plan and project methodology stating timelines and milestone to be achieved (prorate 4 marks for work plan and 6 for methodology)
l) Project innovation (5 marks)
m) Monitoring and Evaluation(10marks) - develop a monitoring & evaluation matrix or plan showing key risks and how to overcome them (prorate 5 marks for key risks, evaluation and monitoring)
n) Sustainability (5 marks) - demonstrate how you will support the project beyond UFAA funding and how it will impact the environment positively
o) Reliability and Scaling-up (5 marks)

NB: Projects proposals scoring 80% of the set marks will proceed to financial evaluation

4. Financial Evaluation Criteria

a) Detailed project budget as per template (10 marks)
b) Aligned budget with project activities (5 marks)
c) Budget within UFAA funding ceilings (5 marks)

NB:
- Administrative not to exceed 25% of total Project cost requested for from UFAA.
- Training Cost/Component not to exceed 20% of Project cost requested for from UFAA.
- Indicate own contribution towards the project (cash on in-kind)

Applicants are encouraged to use a suitable format to bring out above issues. The template below may be used to generate the project proposal.

NB//: All applicants that are shortlisted will undergo an assessment visit. These initial visits are part of the assessments, proposal evaluation and final approval, thus, do not in any way amount to or confirm approval. Likewise, UFAA reserves the right to ask for additional information at any stage of the selection process.

UFAA Shall not award grants to support the following or components of the following:
a) Individuals
b) Participation in international conferences
c) Running costs, i.e., a project that seeks to pay workers' salaries. Running costs should be part of the administrative costs and not the sole purpose of the project.
d) Project or organizations that have existed for less than three (3) years

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PART A: APPLICANT INFORMATION

1. **Contact Information of the applying organization.**

Name of your organization		Name of contact person	
Postal Address		His/her current position	
Organization Phone Number		Phone of contact person	
Website address (if applicable)		E-mail address	

2. **Type of applying organization** Please refer to the guidelines.

Type of registration (tick as appropriate)	□Self Help Group □ Trust □ Society □ Community Based Organization □ Non-Governmental Organization □ Company Limited by Guarantee □ Other, please specify …………………………………
- Organization is legally registered	□ Yes □ No
-Date of registration (dd/mm/yyyy)	
-Registration number	

3. **Vision, Mission/structure of the applying organization.**

Briefly state Vision, Mission and description of your organization and its objectives	**Vision:**
	Mission:
	Organizational profile and key objectives.
	Key past achievements.

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PART B: PROJECT OVERVIEW

4.   Project   Title

Proposed short title of your project	

5.   In not more than 200 words kindly give a brief of your project

6.   Project Area

In which county, constituency and ward in Kenya is your project going to be implemented?

County		Constituency		Ward	

7.   Project   Duration

Expected length of your project (months).	

8.   Project Cost

a.   **Estimated total project cost in cash - Ksh: _____**

b.   **Your CASH contribution - Ksh: _____**

c.   **Amount requested from UFAA in cash - Ksh: _____**

d.   **Your in-kind contribution (list proposed contribution)**

9. Your Target Groups

In this section, you are required to indicate the population that you intend to reach through the project for which you have asked UFAA to support.

Type of beneficiary (Mark with an 'X' where appropriate)	Number targeted	Type of beneficiary (Mark with an 'X' where appropriate)	Number targeted
Households □		Children (15-17 years old) □	
Schools □		Orphans and Vulnerable Children/ Widows □	
Grass-root organizations □			
Youth (aged 18 – 35 years) □			
Widowers □			
Children (0-6 years old) □			
Children (7- 14 years old) □			

How will your proposed project impact the targeted beneficiaries?

PART C: PROJECT DETAILS

10.   Problem definition:

a. Who are the people targeted by the proposed project in your community?	
b. What issues/challenges/needs do these target groups face which the project will address?	
c. How did you identify these issues and needs?	

11.   Project idea:

a. What is your project idea?	
b. How will it address the problem described above?	
c. How will it impact the target community?	
d. How will it promote knowledge on unclaimed assets and general financial literacy?	
e. How do you intend to fundraise locally so as to contribute your cash contribution for implementing this project idea?	
f. How shall your project engage with the	

government at different levels?	

12.   Project   objectives

a. What would your project achieve?	**State the main objective/goal of the project:**	
b. What concrete results (specific objectives) would it have? Please list 3-4 key measurable results:	Result 1:	
	Result 2:	
	Result 3:	
	Result 4:	

13. Implementation:

What specific steps/activities would be taken to implement the project? List at least five main steps in chronological order:	Step 1:	
	Step 2:	
	Step 3:	
	Step 4:	
	Step 5:	

14. Innovation:

How is your project truly innovative and unique in your context?	

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a. **Monitoring** - What are the indicators you intend to use to measure the success in implementation of planned activities? (*Match your indicators with the activities presented in section 14*)

b. **Evaluation –** What are the indicators you intend to use to measure the outcomes of your intervention? (*Match your indicators with the results presented in section 13*)

c. **Sustainability –** What strategies will you put in place to ensure that the benefits of this project continue to be felt beyond the period of UFAA support?

d. **Risks -** What are the main risks associated with the proposed project and how will you mitigate them? List at least 2.

e. **Reliability and Scaling-up –** What is the possibility of implementing your project elsewhere and what is the potential for this project to be expanded on a larger scale?

PART E: PROJECT IMPLEMENTATION WORK PLAN

Outcome Objectives	Planned Outputs	Activities	Indicators	Means of verification	Timeframe
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

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PART F: Detailed project budget – Use the excel template below to complete the project budget

Budget for the Action	All years				UFAA funding	Proponent contribution (Ksh/ in-kind)
Particulars	units	# of units	Unit rate	Costs		
Result 1:						
1.1	e.g units					
1.2	e.g training					
Subtotal				**0**		
Result 2:						
2.1						
Subtotal				**0**		
Subtotal for results (1-2)				**0**		
Grand Total						

NB: Administrative costs are not to exceed 25% of requested funding. Proponents are encouraged to contribute cash or in-kind contribution towards the proposed project costs.

PART G: Supplementary Documentation

Please provide <u>all</u> the following documents.

1. Copy of registration certificate

2. A copy of the organizational constitution or Articles of Association.

3. A list of ordinary members and committee members (if a SHG), Board members (if a CBO/NGO/FBO), Trustees (if a Trust), Board members and Trustees (if a Foundation).

4. Most recent financial report (must be from a certified auditor if applying organization is an NGO, FBO, or foundation).

SELF DECLARATION THAT THE PROJECT PROPONENT(S) WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ……………………………………….of P. O. Box...being a resident of ……………………………….. in the Republic of ……………….................. do hereby make a statement as follows:-

1.   THAT I am the REPRESENTATIVE OF THE COMMUNITY GROUP/ TRUSTEE/ CHAIRMAN/ PROJECT MANAGER of.....................

………..*(insert name of the ORGNANISATION)* who is a project proponent in respect of call for Proposal No UFAA/CSR/2023/1. for ……………………..*(insert tender title/description)* for UFAA and duly authorized and competent to make this statement.

2.   THAT the aforesaid project proponent, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of UFAA which is the procuring entity.

3.   THAT the aforesaid project proponent, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of UFAA.

4.   THAT the aforesaid project proponent will not engage /has not engaged in any corrosive practice with other project proponent participating in the subject proposal.

5.   THAT what is deponed to here in above is true to the best of my knowledge information and belief.

……………………………………

………………........………...............

.... (Title)   (Signature)   (Date)

Project proponent Official Stamp

Annexures
Evaluation criteria

1. Mandatory

Description	Yes/ No
Proposals are to be delivered by email crs@ufaa.go.ke or submitted manually as set out in the 'call for proposals'.	
Name of your organization	
Copy of registration certificate	
Years of Existence(must not be ess than three (3) years since inception)	
A copy of the organizational constitution or Articles of Association	
A list of ordinary members and committee members (if a SHG), Board members (if a CBO/NGO/FBO), Trustees (if a Trust), Board members and Trustees (if a Foundation).	
Your most recent financial report (must be from a certified auditor if applying organization is an NGO, FBO, or foundation)	
Organization Phone number/ contact person/office location(building, room no, street name)	
Name of contact person and evidence of employment with organization	
Project area	
Project duration	
Project cost	
Amount requested from UFAA in cash	

2. Technical

Description	Score
Organizational profile and key objectives (profile 1 mark, objectives 1 mark)	2
Key past achievements	2
Proposed short title of your project	5
Project summary	5
Your Target Groups	5
How will your proposed project impact the targeted beneficiaries?	5

Organizational profile and key objectives	2
Key past achievements	2
Proposed short title of your project	5
Project summary	5
Your Target Groups	5
How will your proposed project impact the targeted beneficiaries?	5

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What is your project idea?	5
How will it address the problem described above?	3
How will it impact the target community?	3
How do you intend to fundraise locally to contribute your cash contribution for implementing this project idea?	3
How shall your project engage with the government at different levels?	3
a. What would your project achieve?	3
What concrete results (specific objectives) would it have? Please list 3-4 key measurable results:	4
What specific steps/activities would be taken to implement the project? List at least five main steps in chronological order:	5
How is your project truly innovative and unique in your context?	15
Monitoring	2
Evaluation	2
Sustainability	5
Risks	2
Reliability and Scaling-up	2
Project implementation work plan	10
TOTAL SCORE	**100**

3. Financial evaluation

Detailed project budget as per template	10
Aligned budget with project activities	5
Budget within UFAA funding ceilings	5
TOTAL SCORE	**20**

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Request for Clarification or Information

If in need of more information, applicants are advised to send their inquiries through email to csr@ufaa.go.ke indicating Ref No. UFAA/ CSR/2024/1, on the subject line. Feedback and any other communication regarding the outcome will be shared through the same email addresses.

Please Note: Only applications sent to csr@ufaa.go.ke or hand delivered at the UFAA Office at Pacis Centre 2nd Floor, Westlands, Nairobi will be reviewed. Applications received outside the deadline (23rd February 2024: 10:30 AM EAT) will be disqualified and treated as unsolicited proposals.

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