

# **OGP Trust Fund Application Guidelines**

## **Support to Participation and Co-creation of National/Local Action Plans**

### **February-March 2018**

This document provides guidelines for national and local members of the Open Government Partnership (OGP) to apply for funding for participation and co-creation of Action Plans from the OGP MDTF. Applicants are encouraged to read this entire document before applying.

### **Objectives**

Governments and civil society are expected to co-create their OGP action plans. More than that, countries and locals are expected to improve the quality and raise the ambition in each cycle of the domestic OGP process. The Trust Fund will support civil society interested in organizing a more robust and inclusive participation and co-creation process that will ultimately generate broader coalition for open government and more ambitious commitments in the action plan.

At its onset, the Trust Fund is seeking to support civil society-led projects in OGP countries and locals that will submit an action plan in 2018. It will finance activities that can contribute to:

- Developing an ambitious OGP action plan and potentially transformative commitments.
- Strengthening the multi-stakeholder forum to improve ongoing dialogue and quality of engagement between government and civil society.
- Aligning OGP action plans with national/local development priorities, including topics and themes not covered in previous OGP plans.
- Building ownership and capacity of government, civil society and private sector actors for open government approaches (transparency, accountability, and participation).
- Peer learning and technical support to strengthen the quality of commitments across thematic priorities.
- Helping local civil society actors to build effective coalitions, improve their ability for strategic advocacy, and coordination of their activities.
- Broadening base to engage new stakeholders – marginalized groups, women’s organizations and organizations representing vulnerable communities local/grassroots actors – as well as expanding access and coverage to represent stakeholders from underrepresented regions of the country.
- Raising awareness of open government approaches and OGP processes through traditional (tv, radio, print) and web/social media campaigns to increase visibility and expand civic engagement.
- Taking actions to meet OGP’s Participation and Co-Creation standards.
  - Dissemination of timely and relevant information on the OGP process;

- Creation of inclusive spaces and platforms for ongoing dialogue and co-creation; and
- Co-ownership and joint decision making by government and civil society.

The Trust Fund will support proposals with an amount of US\$25,000 – US\$75,000 over one year. Each proposal, endorsed by the OGP multi-stakeholder forum, will outline a set of activities to be performed by one main civil society organization.

## Countries and Locals Eligible for Participation and Co-Creation Support

Developing countries that are clients of the World Bank<sup>1</sup> with a multi-stakeholder forum as defined by OGP are eligible to request funding for from the OGP Trust Fund. These countries are:

- |                  |                      |                  |
|------------------|----------------------|------------------|
| 1. Afghanistan   | 13. Ghana            | 25. Paraguay     |
| 2. Albania       | 14. Guatemala        | 26. Peru         |
| 3. Argentina     | 15. Honduras         | 27. Philippines  |
| 4. Armenia       | 16. Indonesia        | 28. Romania      |
| 5. Cabo Verde    | 17. Kenya            | 29. Serbia       |
| 6. Chile         | 18. Liberia          | 30. Sierra Leone |
| 7. Colombia      | 19. Macedonia        | 31. Sri Lanka    |
| 8. Costa Rica    | 20. Mongolia         | 32. Tunisia      |
| 9. Cote d'Ivoire | 21. Nigeria          | 33. Ukraine      |
| 10. Croatia      | 22. Panama           | 34. Uruguay      |
| 11. El Salvador  | 23. Pakistan         |                  |
| 12. Georgia      | 24. Papua New Guinea |                  |

Locals in developing countries with a multi-stakeholder forum are eligible to request for funding from the OGP Trust Fund. These locals are:

1. Sekondi-Takoradi, Ghana
2. Bojonegoro, Indonesia
3. Elgeyo-Marakwet, Kenya
4. Tbilisi, Georgia
5. Sao Paulo, Brazil
6. La Libertad, Peru
7. Kigoma Ujiji, Tanzania
8. Jalisco, Mexico
9. Buenos Aires, Argentina

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<sup>1</sup> For a full list of World Bank client countries, visit: <http://www.worldbank.org/en/where-we-work>

The lists above were prepared as of December 2017. National and local government or civil society may choose to request the OGP Support Unit to review the status of their forum on a rolling basis.

## Selection Process

The OGP Support Unit and the World Bank will jointly coordinate the application review process, which consist of the following steps:

1. Eligibility Check – Applications received are checked for compliance with the selection criteria and civil society eligibility requirements.
2. Technical Quality and Feasibility Review – Applications (including the Technical and Financial Proposals) are initially reviewed by the OGP Support Unit and the World Bank to assess their technical quality, feasibility and relevance to enhancing engagement on open government to ultimately generate an OGP action Plan. The OGP Support Unit and the World Bank will provide recommendations to the Trust Fund Council.
3. Trust Fund Council Endorsement – The Trust Fund Council considers the recommendations by the Support Unit and the World Bank and selects and endorses proposals.
4. Publication of Selected Proposals – The OGP Support Unit publishes the list of selected proposals online.
5. Execution of Agreements – The World Bank works with the selected main applicant to complete the necessary steps for a contractual agreement to perform the agreed upon activities.

## Selection Criteria

Proposals are assessed on the basis of the following selection criteria:

- Align with the OGP values and principles (as expressed in the Open Government Declaration and in the Articles of Governance), Four-Year Strategy, and Strategic Refresh;
- Demonstrate potential to strengthen the essential elements of a participation and co-creation process. Specifically, will the proposed activities improve:
  - Dissemination of timely and relevant information on the OGP process;
  - Creation of inclusive spaces and platforms for ongoing dialogue and co-creation; and
  - Co-ownership and joint decision making by government and civil society?
- Demonstrate potential for high impact on setting up new or strengthening existing dialogue and participation in domestic reform agenda, building OGP actors' capacities, or for broadening the collective ownership of open government goals by:
  - Explaining why the proposed approach will enhance previous or existing initiatives to generate broader participation in open government by engaging new government stakeholders and groups including women's organizations and organizations representing marginalized or vulnerable groups working in remote areas;
  - Providing clarity on how activities will help build ownership and capacity of open government stakeholders;

- Explaining how activities will raise awareness through traditional and modern forms of media; and
- Explaining how the proposed activities will complement or add value to ongoing open government related processes or strategy in the short and long term.
- Demonstrate a need for supplemental funding from the OGP Trust Fund:
  - What other resources are available?
  - Why is additional funding needed?
- Be implemented by a civil society organization, or a coalition of civil society organizations, with a proven track record on open government that have worked closely with national/local government and are members of a OGP multi-stakeholder forum.
  - What other open government and OGP related projects/programs have the civil society been engaged in?
- Clarity and appropriateness of the proposal's budget as reflected in:
  - The balance between the proposal's duration and the requested budget; and
  - A realistic allocation of budget resources between activities and implementing partners if applicable;
- Receive endorsement by the OGP multi-stakeholder forum, or the entity or platform that enable regular government and civil society consultation on OGP action plan development and implementation.
  - Did government and civil society in OGP multi-stakeholder forum discuss and agree on the main applicant?
  - Were discussions held by the multi-stakeholder forum to review the activities to be included in the proposal?
  - Is there broad support for the proposal from OGP stakeholders in the country/local?
- Be in support of World Bank client countries; and
- Be consistent with World Bank country strategy, particularly the relevant Country Partnership Framework.

## Civil Society Eligibility Requirements

Given the type of activities undertaken in the co-creation process, civil society organizations will be the main implementing entity although they will be required to work with government on the activities. The main organization applying for support from the OGP Trust Fund will be expected to work with other civil society organizations in the multi-stakeholder forum.

Entities that would be eligible are the legal entities that fall outside the public or for-profit sector, including non-government organizations, not-for-profit media organizations, charitable organizations, faith-based organizations, professional organizations, labor unions, workers' organizations, associations of elected local representatives, foundations and policy development and research institutes.

As outlined in the Guidance on Involving Nongovernmental Organizations in Bank-Supported Activities, the World Bank has outlined the following qualities to consider in selecting civil society partners:

- Credibility: acceptability to both stakeholders and government;
- Competence: relevant technical skills, and proven track record across all areas for which activities have been proposed;
- Local knowledge: understanding of local context based on experience. Main implementing civil society must provide evidence of its experience (at least 3-5 years) in open government;
- Representation: community ties, accountability to members' beneficiaries, diversity and gender sensitivity;
- Governance: sound internal management policies and practices, comprising organizational dimensions, such as clear management roles and responsibilities, clear methods of planning and organizing activities, human capital, financial and technical resources, and partnerships
- Financial accountability: including annual audited financial statements, having a bank account in the country where the civil society has legal status, and be authorized to receive grant funding directly from the World Bank, should the proposal be selected;
- Transparency: including disclosure of sources of funding, financial accountability and governance transparency;
- Legal status: formal registration in that country/local. The applicant civil society and implementing partners are required to provide a copy of their legal status, including type of civil society and year of establishment; and
- Institutional capacity: sufficient scale of operations, facilities, and equipment.

Proposals must determine one main applicant civil society organization. OGP and the World Bank encourages the civil society organization to work with others and the government, however only the main applicant will receive the funding and be responsible for the deliverables and fiduciary management. The main civil society organization may choose to work in consortia with other organizations with complementary technical capacity, outreach capacity and influence. In this case, the application must include clearly described roles and responsibilities for the delivery of any part of the co-creation activities.

Smaller civil society organizations interested in applying for grants from the Trust Fund are encouraged to work together with larger organizations with fiduciary capacity and experience on open government related activities. Regional civil society/networks are eligible for OGP Trust Fund funding provided that they are legal entities in the country.

## Funding Cap

Requested OGP Trust Fund financing broken down by year must be equal to or below the organization's annual budget average of the last 3 years. The rationale of this funding cap is to encourage civil society to broaden their funding base and to avoid situations where awards from the OGP Trust Fund becomes the organization's main source of funding. For example, an organization with an average budget of

\$50,000 may request up to \$50,000 per year, or \$100,000 for the organization's total projected annual budget [= average total funding from other sources + OGP Trust Fund funding]. Proposals with funding request above the main applicant's annual budget will not be considered.

## Application Package

To be selected, applicants must complete the Application Form, consisting of the Technical and Financial Proposals, and the Firm (Organization) Qualification Questionnaire. The Technical Proposal provides detailed information on the applicants' organization, experience, suggestions on the terms of reference, approach, methodology, work plan, work schedule, and team composition. Awardees will also be asked to submit a CV of the proposed key personnel implementing the activities. In addition, awardees must provide information on summary of costs and fees in the Financial Proposal. Only applicants that have completed the Technical and Financial Proposals and the Firm Qualification Questionnaire will be considered.

## Vendor Eligibility

The main civil society implementing the selected proposals will sign a contract with the World Bank. Civil society do not need to be registered as a vendor in advance. However, in order to receive the contract to carry out the participation and co-creation activities, they must be approved, which requires completion of the Vendor Registration form, meeting all eligibility requirements and providing all required documentation. Completion of a Vendor Registration application, however, does not guarantee that a vendor will be approved. Only responsible vendors are eligible to receive World Bank contracts. Vendors found to be non-responsible may be excluded from contracts supported by the OGP Trust Fund and the World Bank.

- For more information on vendors, please visit: <http://www.worldbank.org/en/about/corporate-procurement/vendors>
- Vendor Eligibility Policy is available here: <http://pubdocs.worldbank.org/en/480001490190723639/Vendor-Elegibility-Policy.pdf>
- Vendor Guide is available here: <http://pubdocs.worldbank.org/en/511381493747613221/Vendor-Guide.pdf>

## Ineligible Activities

The Trust Fund will not support:

- Entities or groups with partisan associations;
- Grant applications which include activities which, because of the high inherent risk of political interference, are likely to raise issues related to the OGP values and principles and the World Bank's Articles of Agreement. Examples of these activities: support to help organize political parties, or to the organization, running and monitoring of elections;

- Grant applications which include sectarian and religious proselytizing activities;
- Scholarships and fellowships;
- Infrastructure projects, such as water or sewage systems;
- Construction or rehabilitation of facilities, such as roads or sanitation facilities
- Direct service delivery, such as education and health;
- Meeting basic needs, such as provision of shelter, water or foods;
- Medical equipment;
- Activities related to neighborhood security patrol and/or arming local communities;
- Purchase of land, involuntary resettlement of people, or activities that negatively affect physical cultural resources; and
- Activities adversely affecting Indigenous Peoples, or where these communities have not provided their broad support to the project.

## How to Apply

- The Application Package consists four parts. Each must be completed for the proposal to be considered.
  1. Application Form – this form, composed of (i) Technical Proposal and (ii) Financial Proposal, serves to provide background and rationale for the request for funding and to ensure that selected applicants meet the Bank’s technical and fiduciary standards, are engaged in the OGP process, and have relevant experience in open government.
  2. Firm Qualification Questionnaire - Under the World Bank Group Vendor Eligibility Policy, only vendors found to be responsible are eligible to be awarded World Bank Group contracts. This Questionnaire ensure that main applicants are eligible to enter into an agreement with the World Bank.
  3. Endorsement Letter from the multi-stakeholder forum signed by a government official and civil society leads – this letter demonstrates there is agreement by OGP actors in the national or local on the co-creation activities and who will be the main applicant responsible for carrying them out.
  4. Copy of the legal status of civil society applicants.
- Proposals may be submitted in English, Spanish or French.
- For more information and to submit your applications, please contact your Support Unit representative and Aichida Ul-Aflaha at [aulaflaha@worldbank.org](mailto:aulaflaha@worldbank.org).