



## Livelihoods and Food Security Fund



Managed by  UNOPS

### LIFT Call for Proposals

#### “Technical Capacity Building for Nutrition Programming”

**Ref no:** CfP/LIFT/2019/5/Nutrition

**Release date:** 2 December 2019

**Deadline:** 24 January 2020, 13:00

**Title:** “Technical Capacity Building for Nutrition Programming”

**Duration:** Planned start date is April 2020. Duration of grant will not exceed 36 months.

### 1. Background

#### LIFT

The Livelihoods and Food Security (LIFT) Fund is a multi-donor fund established in 2009 to address food insecurity and income poverty in Myanmar. LIFT 2019-2023 is funded by seven donors – the United Kingdom, the European Union, Australia, Switzerland, the United States, Canada and Ireland. The United Nations Office for Project Services (UNOPS) is the Fund Manager for LIFT, administering the funds and providing monitoring and oversight services.

The overall goal of the LIFT Fund is to achieve a sustained reduction in the number of people living in hunger and poverty in Myanmar. LIFT strengthens the resilience and livelihoods of poor and vulnerable populations through interventions to raise income, decrease vulnerability, improve nutrition and support pro-poor policy development.

LIFT works with a broad range of implementing partners, including non-governmental organizations, United Nations agencies, the Government of Myanmar, the private sector



, civil society, academic and research institutions. The Fund is active in the four main agro-ecological zones of Myanmar and to date has reached more than 11.6 million people or

LIFT's refreshed strategy has at its heart 'leaving no one behind' in Myanmar's rural transition, with a greater focus on inclusion and social cohesion, intensified commitment to gender equality and women's empowerment, increased geographical focus on ethnic/border states and conflict-affected areas, enhanced efforts to bring displaced persons and returnees into LIFT's development programmes, expanded support for underserved urban and peri-urban areas and broader engagement with Government at all levels on targeted policies that achieve gains in these areas.

At the same time, LIFT will continue to support a diversity of livelihood strategies that assist its beneficiaries to 'Step up', 'Step Out' or 'Hang In':

- Households with land, labour or commercial potential to 'step up' through increases in labour and land productivity and enhanced capacity to market production.
- Rural households or individuals to 'step out' of agriculture into the local non-farm economy or to take advantage of opportunities further afield.
- Highly vulnerable households to 'hang in' and use agriculture as a safety net, improve their food security and nutrition outcomes while building their capacity to move out over time.

LIFT will work toward the achievement of these outcomes through innovation, piloting and the generation of evidence-based interventions organised into four thematic programmes: Nutrition; Financial Inclusion; Agriculture, Markets and Food Systems; and Decent Work and Labour Mobility.

For more details visit [www.lift-fund.org](http://www.lift-fund.org)

### **Access to Health Fund**

ACCESS is the successor to the 3MDG Fund. It is a multi-donor Fund pooling funds from four donors: United Kingdom, Sweden, United States, and Switzerland. The Fund started on January 1, 2019 with an estimated budget of USD 215 million over five years.

Myanmar's health system continues to improve, but significant health inequities remain. People living in conflict-affected areas are likely to experience poorer health outcomes, for example, with infant and under-five mortality rates double to triple the national averages. People who live far from health services, in remote or hard-to-reach places, are more likely to suffer due to lack of transportation or the high costs of accessing care, or because health facilities are not available at all. Health inequities may also be due to conflict, ethnicity, gender, sexuality or ability.

The Fund is focused on providing health services in conflict-affected areas, and the case for prioritising populations affected by conflict is threefold:

- Access to health services in conflict-affected areas is low. By focusing on these areas, the Fund will be targeting some of Myanmar's least equitable access-to-health situations and some of the country's most vulnerable groups, in places that the government, often, is not able to reach and support.
- Universal Health Coverage (UHC) – the country's goal for 2030 – requires access to health for populations throughout the country, and can only be achieved through closer cooperation and coordination with EHOs and their partners.
- By intervening in conflict-affected areas, the Fund will contribute to peace-building in Myanmar, bringing together actors around concrete shared goals and, through health related discussions, contributing to building trust for further dialogue and collaboration.

The Fund's goal is to improve the health of poor, underserved, marginalized and vulnerable people in conflict-affected areas by reducing maternal and child mortality; and reducing the prevalence of HIV, malaria and TB. ACCESS will contribute to the following results:

1. Increased service coverage and access leading to improved health status in the areas of maternal, neonatal and child health (MNCH), tuberculosis (TB), malaria, nutrition, and harm reduction;
2. Increased service coverage and access leading to improved health status in the areas of Sexual and Reproductive Health and Rights (SRHR);
3. Strengthened Health Systems;
4. Enhanced protection from financial hardship due to health expenditure;
5. Increased health services accountability and responsiveness of public sector, ethnic health organizations (EHOs), civil society organizations (CSOs) and the private sector, through strengthened capacity and feedback mechanisms.

ACCESS will be aligned to the National Health Plan and will focus on (i) providing access to an Essential Package of Health Services to vulnerable and underserved populations in conflict-affected and hard-to-reach areas; and (ii) strengthening the health system at all levels. In shifting the geographical and population focus to conflict affected areas, the Fund seeks to embed conflict sensitive practices into the regular management of programmes.

For more details on the strategy and priorities of ACCESS, visit:

<https://www.3mdg.org/en/publication/description-of-action-access-to-health-fund-2019-2023>    <https://www.3mdg.org/en/publication/programme-description-access-to-health-fund-2019-2023>

## 2. Objective of the Call for Proposals

LIFT are searching for qualified organisations<sup>1</sup> to implement a project that provides technical support to LIFT Implementing Partners (IPs) to improve the quality of effective nutrition programming under the LIFT strategy 2019-2023. Further, the selected organisation would be required to implement activities (elaborated below) during the first year to provide technical support to Access to Health Fund IPs in areas where there is overlap with LIFT IPs. If successful, the scope of this component may be increased in collaboration with the organization and subject to Fund priorities.

Planned start date is April 2020. Duration of grant will not exceed 36 months.

### Background to the Call

Nutrition has been part of the LIFT strategy since 2014, investing in programmes that implement nutrition-sensitive interventions to address the multi-faceted and interlinked drivers of malnutrition.

LIFT programmes use global evidence and international recommendations to prioritise the first 1000 days as a crucial window of opportunity to intervene, addressing issues of access and availability of diverse diets, as well as knowledge on infant and young child feeding practices, hygiene and sanitation practices, access to health services, income and food security. This approach has been combined with a move to increase the potential nutrition sensitive agriculture potential of LIFT and LIFT IPs as well as to support innovative MCCT (Maternal and Child Cash Transfers) programmes, which have served as a learning platform for the government of Myanmar as they move to adopt statewide MCCT programmes.

The nutrition policy agenda in Myanmar continues to gain momentum at the national level with the endorsement of the Multi Sectoral National Plan of Action for Nutrition (MS-NPAN) in 2018 and the national roll out which starts with 6 prioritised states and regions in 2019, supported by LIFT, Access to Health and other partners.

Achieving impact on nutrition is a goal level indicator of the LIFT logframe 2019-2023 in recognition of the impact LIFT aims to have on the resilience, livelihoods and food security of the target communities through investment in agriculture and rural markets, financial inclusion and decent work. LIFT's strategy refresh reflects the changing economic, political, rural development and conflict context by incorporating a greater focus on inclusion and social cohesion, increased support in areas affected by conflict engaging with government and civil society organisations.

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<sup>1</sup> From LIFT operational guidelines "Eligible implementing partners include the Government of Myanmar, international and national non-governmental organisations, United Nations agencies, other international organisations, academic or research institutions and private sector companies." <http://www.lift-fund.org/guidelines>

Since 2012, LIFT has supported the Leveraging Essential Nutrition Actions to Reduce Malnutrition (LEARN) Project in integrating or “mainstreaming” nutrition into its food security and livelihoods programs and projects. Save the Children International (SCI) has supported Phase 1 and 2 LEARN for the past five years supporting nearly 40 Partners (IPs) to integrate quality nutrition programming into cross-sectoral projects. LEARN Phase 1 and 2 contributed towards LIFT achieving its nutrition outcomes, primarily by assisting LIFT IPs to effectively implement quality evidence-based nutrition-sensitive projects.

Moreover, LEARN capitalises on a broadening network of partners both within and beyond the LIFT community, actively collaborating with LIFT, SUN Movement Networks, and other partners to create an enabling environment for nutrition-sensitive programming and more effective advocacy by increasing capacity, improved networking, and systematic sharing of the evidence base. LEARN focuses on organizations working closest to beneficiaries, to design and deliver effective nutrition-specific and nutrition-sensitive projects, supporting families and communities during the First 1,000 Days—the critical intervention period for achieving positive nutrition outcomes

Nutrition forms part of Access to Health Fund Integrated Maternal, Newborn and Child Health programmes, delivered by implementing partners under a strategy to build long-term capacity in Myanmar’s health response. Though many of the existing ACCESS IPs have extensive years of experience in MNCH, they often have limited resources or capacity in supporting the delivery of nutrition interventions. Consequently, nutrition has not been a major component of the previous 3MDG fund and therefore there is also a need to strengthen the technical expertise at the FMO in order to support IPs.

Under the new phase of LIFT and Access to Health Funds there is a shift under both funds to work more in conflict affected areas, focusing on IDP and returnees with a focus on inclusion and social cohesion. These shifts are leading to collaborations with new partners including Ethnic Service Providers and CSOs to support the delivery of nutrition services in reaching the most vulnerable.

This joint initiative will provide technical capacity building support to these new partners, reflecting the new phase and supporting collaborative approaches in delivering the nutrition sensitive and specific interventions needed to have an impact on the nutrition outcomes.

### **Intervention areas of this Call**

LIFT is searching for qualified organisations<sup>2</sup> to implement a project that provides technical support to LIFT, and where appropriate Access to Health, Implementing Partners and counterparts to improve the quality of effective nutrition programming under LIFT’s strategy for 2019-2023.

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<sup>2</sup> From LIFT operational guidelines “Eligible implementing partners include the Government of Myanmar, international and national non-governmental organisations, United Nations agencies, other international organisations, academic or research institutions and private sector companies.” <http://www.lift-fund.org/guidelines>

LIFT will accept proposals that address the key components of this objective:

- **Technical Capacity Building:** Providing targeted technical capacity building for LIFT IPs particularly those that are working in conflict-affected areas (Rakhine, Mon, Thanitharyi, Kayin, Kayah and Kachin/Northern Shan) under the new LIFT programme, including Ethnic Service Providers (ESPs) and local Civil Society Organizations (CSOs). This component should include providing support to partners to deliver interventions which are high quality, evidence based and systems strengthening and which operating along known causal pathways for maximum nutrition impact. This may include (but not limited by) trainings related to nutrition causal pathways, support in designing nutrition assessments, monitoring and evaluation, targeting, mapping nutrition and other complementary programming, building partners' capacity to conduct SBC programming for nutrition, improving nutrition sensitive agriculture programme design, and identifying entry-points for supporting nutrition opportunities in the workplace, among other possible avenues of support.

The activities should also include working with LIFT FMO thematic teams to support feasible nutrition sensitive approaches which can be appropriate in the implementation of LIFT programmes.

- **Working with Government departments and ESPs to support the adaptation or development of curriculum and trainings:** Collaborating with MoHS, and MOALI, MoE and DSW and ESPs to share learning, materials and curriculums in support of government and non-government cadre to deliver nutrition sensitive interventions. Curriculums and materials should reflect and align with other guidelines, policies and strategies led by MS-NPAN sector ministries and nutrition sector partners. A systems strengthening approach should be promoted as part for the development of materials to improve sustainability and alignment of technical approaches across different platforms.
- **Knowledge Gateway for IPs:** Bringing global learning to IPs specifically in areas such as nutrition sensitive agriculture programming and SBC (Social Behaviour Change) approaches as well as ensuring local research is influencing project implementation. The project should engage with SUN networks and other coordination groups under the MS-NPAN framework.
- **Facilitating a common technical approach:** In consultation with LIFT, ACCESS, NNC, ESPs, MS-NPAN stakeholders and partners, provide support to ensure projects are applying common approaches within programme areas, learning from each other in providing quality nutrition interventions that are applying a systems strengthening approach.
- **Support for Access to Health Fund partners in Joint Areas (Rakhine, Mon, Kayin, Kayah, Chin and Kachin/Northern Shan):** Conduct a capacity

assessment of Access to Health Fund Implementing Partners and FMO to understand the extent to which nutrition is adequately integrated into the programme and to identify needs for technical support. Provide targeted technical nutrition support plans where needed for Access to Health Fund partners specifically and Ethnic Service Providers in conflict affected areas to ensure effective alignment of technical approaches and facilitation of joint planning and collaborative implementation. Please note that for this component, the total proposed costs for this particular deliverable must not exceed \$100,000 to be carried out within the first year.

- **Strategy for sustainability:** As the need for a technical capacity building within the nutrition sector continues, the project should identify options for a sustainable exit strategy, institutionalising where possible to reflect the needs of the various stakeholders.

### 3. Partnerships

Partnership quality will be a key consideration during the evaluation of the proposals. Applicants should demonstrate that their organisation and any proposed partners have relevant expertise. The following aspects will be considered when evaluating the partnerships:

- 1) Quality of programming of the organisation;
- 2) Internal capacity of the organisation and its staff to provide technical expertise;
- 3) Complementarity of organisations and their respective technical strengths;
- 4) Demonstrated ability to design innovative and evidence-based programming
- 5) Demonstrated ability to be a learning organisation that builds on its own experience and that of partners
- 6) Demonstrated positive relationship with the government and other relevant stakeholders (e.g. EAOS) including in conflict affected and non-government controlled areas.
- 7) Adherence to [LIFT's conflict sensitivity principles](#). Given the high conflict sensitivity of the context, LIFT will favour partners that can demonstrate sufficient contextual understanding, including knowledge of local institutional structures and key government departments, Non-State Armed Groups and Civil Society stakeholders. Identified partners should have already built trusted relationships with relevant local stakeholders, whether formal or informal. A due diligence process will be in place for all projects, with particular attention to risks related to the conflict sensitive environment.

It is fundamental at the proposal stage that all partners involved in the project are aware of the proposal, its content and their specific responsibilities and agree on an initial agreement (financial and technical). According to LIFT's Operational Guidelines, applicants are expected to share indirect costs with their sub-partners.



LIFT will favour partners who can demonstrate sufficient contextual understanding, including of the local institutional structure and key government, non-state armed groups and civil society stakeholders. Identified partners should have already built trusted relationships with relevant local stakeholders and have interventions that are supportive of local institutions, whether formal or informal. Gender-sensitivity of the partner organisations is desirable regarding both their organisational policy and their operational approach.

#### **4. Funding allocation**

The provisional allocation for LIFT's work to support this call is up to USD 1,500,000, for one grant.

The funding allocation maybe increased after year 1 based on the needs identified from the Access to Health Capacity Assessment.

#### **5. Requirements for the proposal submission**

Key documents for the preparation of submissions are:

- a) Annex 1: Format and requirements for proposals
- b) Annex 2: Selection criteria to be used by LIFT

Please note the following requirements for submissions:

- Proposals must be prepared in the English language according to the format requirement presented in Annex 1.
- Proposals must be received by email at the following address: ([lift.proposals.mmoc@unops.org](mailto:lift.proposals.mmoc@unops.org)) on the date indicated below. Please do not submit your proposal to any email address other than the secure email address provided above or your proposal may be at risk of not being considered. The size of individual e-mails, including e-mail text and attachments, must not exceed 5 MB.
- Please note that the cost of preparing a proposal and of negotiating a grant agreement, including any related travel, is not reimbursable, nor can it be included as a direct cost of the assignment.

Any requests for clarification should be referred to [lift@unops.org](mailto:lift@unops.org). Clarifications will be provided on the LIFT website: <http://lift-fund.org> and the United Nations Global Marketplace (UNGM) website: <https://www.ungm.org/Public/Notice>

Also note that successful applicants will be expected to conform to LIFT's Operational Guidelines, which are available at <http://www.lift-fund.org/guidelines>. The guidelines specify LIFT's rules in relation to *inter alia* reporting, procurement, inventory management, record management and visibility.



## 6. Proposals selection and appraisal procedures

An Evaluation Committee (comprised of representatives from LIFT and Access to Health Fund) will complete a technical, financial and organisational capacity assessment of each proposal. As a part of its appraisal process, LIFT may elect to discuss technical, cost, or other aspects of the proposals with applicants. The Evaluation Committee will proceed to the selection of the proposals through two stages:

### 1. Short listing:

- The Evaluation Committee will appraise each proposal using all the criteria listed in Annex 2. Proposals that do not align sufficiently with the LIFT strategy, the LIFT Gender Strategy and the thematic requirements of this call, or that have shortcomings regarding the criteria outlined in Annex 2, will be rejected.
- The full appraisal of the shortlisted proposals will be submitted to LIFT's Fund Board with recommendations.

### 2. LIFT Fund Board endorsement:

- The Fund Board will review the recommended proposals and provide recommendations.

The endorsement of the proposal by the Fund Board is not a guarantee to receive funding until the conditions attached to the endorsement have been fulfilled and the grant support agreement is signed. LIFT reserves the right to reject a proposal after Fund Board endorsement if it cannot reach an agreement with the applicant for contracting.

Successful proposals will be implemented under a Grant Support Agreement for NGOs, and inter-agency agreements with UN organisations, with UNOPS as the LIFT Fund Manager. Please refer to the LIFT website for the templates including the general terms and conditions (<https://www.lift-fund.org/guidelines>). Unsuccessful applications will not be returned to the applicant.

## 7. Schedule of Events

The dates provided below are only indicative. The Evaluation Committee may follow a quicker or a longer timeframe for the appraisal of the proposals.

<b><i>Event</i></b>	<b><i>Date</i></b>
Call for Proposals release date	2 December 2019
Deadline for receipt of written inquiries	11 December 2019
Written responses distributed	13 December 2019
<b>Proposal due date</b>	24 January 2020, 13:00 Myanmar Time
Grant agreement negotiation and contracting	March 2020

## Annex 1: Format and requirements of the proposals

The proposal must be complete and conform to the format requirements presented below.

Submissions must be made both electronically and in hard copy as outlined in the main part of this call for proposals.

The proposal must not exceed 20 pages (12 point Calibri Font and a minimum of 1 inch margins all around). Pages should be numbered. The proposal may include annexes with additional details regarding approach, methodologies, references, maps, etc. Annexes must not exceed 30 pages.

Electronic submissions must not exceed 5MB in size.

LIFT will only consider applications conforming to the above format and page limitations. Any other information submitted will not be evaluated.

Applicants should include all information they consider necessary for LIFT to adequately understand and evaluate the project being proposed. The remainder of this section describes the information that LIFT considers necessary for all applications. There is no obligation to follow the order of the sections below, and applicants are encouraged to make their proposal reader friendly and to avoid repetition.

The applicant will have to show how the proposed intervention will be aligned with LIFT's overall purpose and outcomes as defined in the LIFT 2019-2023 Strategy.

Other LIFT guidance should be addressed as appropriate. Note in particular the [LIFT gender strategy](http://www.lift-fund.org/guidelines) ([www.lift-fund.org/guidelines](http://www.lift-fund.org/guidelines)), the [LIFT accountability framework](http://www.lift-fund.org/publications) ([www.lift-fund.org/publications](http://www.lift-fund.org/publications)) and the [LIFT Conflict Sensitivity Principles](#).

Proposals must consist of the following:

### **Title page**

Project title, name and contact of the applicant, partners, geographical area, expected project duration, start and finish dates and total budget. Note that the title page is *not* counted in the proposal page limitation.

### **Preamble**

Include a table of contents, a list of abbreviations, a map, a summary. Note that the preamble is *not* counted in the concept note page limitation.

## **Project background and rationale**

Outline the origin of the concept, problem definition/rationale and context for the project. Outline how the proposed project aligns with LIFT's strategy and the thematic components of this call and explains how lessons from previous experience and studies inform the design of the project.

Explain how the project aligns with the development plans/priorities of the GoUM (if not, why not), and other development partners working in the same field and/or area. Identify any gaps in the available knowledge.

Outline the results of key discussions that have taken place in preparation of the proposal, including:

- who was consulted (e.g. other development partners, government departments, NGOs, etc.)
- any issues raised pertinent to the project's rationale and design approach
- a summary of the views of other key stakeholders

## **Target area and stakeholder analysis**

This section should describe the targeted geographical areas of the project, if any, and number of direct and indirect beneficiaries (disaggregated by sex). The distinction between direct and indirect beneficiaries should be clear.

*A stakeholder analysis* should be included to describe the key direct and indirect beneficiaries, and the organisations and individuals involved who have an interest - along with any vested interests they may have. The following are also important:

- a clear description of how the project will cooperate with the government and non- state actors, and engage with the private sector
- a description of the role of all local institutions involved and any support or intention to establish new institutions clearly detailed and justified
- where new or improved institutional arrangements are to be enduring, explanation should be provided on the sustainability provisions included

## **Project Theory of Change**

A clear theory of change (TOC) should be presented in diagrammatic form and explained in a narrative. An actor-centred TOC is preferred. There should be a specific statement of what the project will accomplish and what the key results are in terms of project level outcomes and outputs in a summary form.

## **Activities, technical approach, methodology and scope**

*An activity and methodology description* needs to be sufficient to identify **what** will be done, **how** it will be done, and **where** it will be done. It should indicate **who** will do what at a broad level to explain stakeholder roles.

This section should include an approach to all seven components in the call for proposals (as detailed in section 2 above).

This section should include consideration of relevant cross-cutting issues (gender, nutrition, human rights, and the environment). The gender issues that the project intends to address should be reflected in the activities and the project TOC.

A work plan should be presented in graphical form (table, preferably LIFT template, [www.lift-fund.org/work-plan-activity-plan-and-fund-request](http://www.lift-fund.org/work-plan-activity-plan-and-fund-request)) and can be attached as an Annex. It should indicate the sequence of all major activities and implementation milestones, including targeted beginning and ending dates for each step and key deliverables.

### **Risks and mitigation**

Identify and list major risk factors that could result from project activities and/or the project not producing the expected results. These should include both internal/operational factors (e.g. the technology involved fails to work as projected) and external factors (e.g. government policy changes). Outline mitigation strategies and/or how risk will be identified and assessed in the design. Include key assumptions on which the proposal is based.

### **Monitoring and Evaluation for Accountability and Learning (MEAL) management**

This section should follow the guidelines provided in LIFT's M&E/learning guideline (<https://lift-fund.org/monitoring-and-evaluation-learning-and-accountability-meal-guidelines-ips-upcoming-proposals-and>). All projects need to provide an M&E/Learning Framework including three main components: (1) a project Theory of Change; (2) a project Evaluation and Learning Plan; and (3) a project Measurement Plan.

Project M&E/Learning frameworks are required to report on the specific outcomes and impact of the project.

The framework will need to consider the monitoring and evaluation needs for both implementation (formative) and project completion (summative). Suggested key issues to be addressed are:

- establishment of an appropriate project baseline (during the inception phase of the project)
- how the outcomes and impact of the project will be assessed
- how the performance of the project activities will be tracked in terms of achievement of the steps and milestones set forth in the measurement framework
- how any mid-course correction and adjustment of the design and plans will be facilitated on the basis of feedback received

Specific and measurable indicators for the project outcomes and deliverables should be provided and form the basis for monitoring and evaluation. These indicators will be refined, and along with the M&E/Learning framework, will form an important part of the grant agreement between the proposing organisation and LIFT.

The evaluation and learning plan should explain what measures will be taken to ensure that evidence-based lessons are generated throughout the project implementation and are used to inform project management for design adjustments and input to key policy development and advocacy.

### **Organisational background of the applying organisation**

It should be clearly demonstrated that the proposing organisation has the experience, capacity, and commitment to implement the proposed project successfully.

The following should be covered:

- Type of organisation – Is it a community-based organisation, national NGO, international NGO, research or training institution or other?
- Organisational approach (philosophy), purpose and core activities of the organisation, and relevant experience.
- Length of existence and legal status. The applying organisation should have the appropriate authority to carry out the project in Myanmar.
- Expertise mobilised from within and outside the organisation.
- A description of partnerships, how long they have been in place and for what purpose.
- An explanation of previous or existing activities in the target area and what working relationships are in place with government and non-state actors.

### **Staffing**

An overview of the organisational structure of the project should be provided, including the CVs of key personnel (national and international), (e.g. chief of party, project director, senior technical advisor).

How the expertise required for project implementation will be made available should be explained (i.e. from within the organisation, through external consultancy, and partnerships) along with a description of implementation roles. LIFT encourages gender balance in the project team composition.

### **Partnership**

Explain who the partners are, how they have been identified, what their specific expertise is, what their contribution is to be and how the relationships between the partners will be managed throughout the project. The section should explain what the governance and coordination arrangements are, and how the project will maximise local ownership. The lead applicant should provide a brief assessment of the institutional, organisational and technical capacities of partners and how the project will strengthen their capacities, including:

- institutional, organisational and technical support to, and capacity building for, local partners
- identify budget allocation between partners, including for indirect costs (see below)
- contractual relationships and coordination/decision-making systems
- organisational chart including links between partners

If a partner is not full-time on the project, please provide a schedule for their inputs.

The lead applicant should submit in annex to the proposal a letter signed by the proposed partners stating that they have contributed to the project design, are willing to collaborate with the applicant and that they agree to enter into an agreement if the proposal is successful.

### **Project budget breakdown and Value-for Money**

A realistic budget is an important part of developing and implementing a successful project. The proposal budget should include a detailed breakdown of costs. The budget template available on the LIFT website must be used <https://www.lift-fund.org/budget-initial>. The budget breakdown should clarify the total allocated budget for each component that the project will contribute to.

The following important principles should be kept in mind in preparing a project budget:

- Include only costs that directly relate to efficiently carrying out the activities and producing the outcomes, which are set forth in the proposal. Other associated costs should be funded from other sources. Refer to the LIFT operational guidelines on what LIFT can and cannot fund.
- The budget should be realistic.
- The budget should include all costs associated with managing and administering the grant project. In particular, include the cost of gender-sensitive monitoring and evaluation.
- Indirect costs are allowable **up to six per cent** of the total direct costs.
- The budget line items in the budget template are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.
- The figures contained in the budget sheet should agree with those on the proposal header and text.
- The budget needs to be accompanied by detailed assumptions on costs (e.g. how many computers are required for how many staff, how per diems are calculated, etc.)
- Costs incurred at headquarters outside Myanmar will be only considered in exceptional cases.

Financial and technical proposals should be sufficiently linked to enable LIFT to conduct a reasonable value-for-money (VfM) assessment of the proposal. Proposals that demonstrate that LIFT's funds will leverage other funds, as well as proposals that demonstrate clear progress towards financial sustainability, are encouraged.

The proposal should demonstrate good value-for-money. Some questions to consider may include:

- Have partners and communities been involved in identifying which outcomes have the greatest value to them, and where savings can be made?
- Can contributions be leveraged from other sources?
- Is the proposed concept providing value for money per beneficiary or target group?
- What options are there for achieving more value for the same/less resources?
- Are there multiplier effects from the intervention, or benefits from replication or scaling, that strengthen the value for money of the intervention?

## Annex 2: Selection criteria to be used by LIFT

An Evaluation Committee (EC) will appraise applications in accordance with the selection criteria identified below.

Applicants should note that these criteria serve to: a) identify the significant issues that applicants should address in their applications; and, b) to set standards against which all applications will be evaluated.

If there are ambiguities/unclear explanations, or further need for details, the LIFT evaluation committee will seek clarification from the submitting organisation if the proposal otherwise meets the main criteria.

### Evaluation criteria

The evaluation committee will have to answer the following questions to justify their final appraisal:

- **Completeness:** Is the information provided in the proposal complete and sufficient for the appraisal?
- **Relevance:** Is the problem definition and rationale for the project clear and does it address a critical issue relevant to LIFT's strategy?
- **Context analysis:** Is the project based on a good understanding of the context in the respective project site?
- **Stakeholder analysis:** Is there a stakeholder analysis and a clear definition of target groups? To what extent is participation of, and ownership by, key stakeholders in planning and design evident? Is it clear how the project will work with the government, non-state actors and the private sector?
- **Coherence of the design:** Is there clear outcome logic? Are the project's expected results well defined and aligned with the identified problem/needs?
- **Approach and methods:** Is the project approach and methodology innovative, feasible and appropriate? Are the methodologies based on previous experience and evidence-based knowledge? Is the idea technically feasible and likely to achieve the stated results? Does it embody good development practice and lessons? Are all seven components of the Call for Proposal addressed appropriately?



- **Sustainability:** Does the project demonstrate a good case for sustainability of the proposed outcomes and impacts beyond the funding period? Has an exit strategy been considered?
- **Gender sensitivity:** Does the proposal demonstrate awareness and understanding of concrete gender related/gender specific challenges in the project context? To what extent does the proposal strive to include women as both, equal participants and as equal beneficiaries? To what extent does the proposal plan to contribute to greater gender equality and women's empowerment? What concrete measures are proposed to address gender issues? Is gender equality/women's empowerment reflected in the proposal's TOC? Does the project plan to conduct a gender analysis at the beginning of project? Will the project collect sex-disaggregated data? Are gender-sensitive and/or gender-specific criteria integrated in monitoring and reporting systems? Refer to Annex 3 for specific guidelines and evaluation criteria for gender sensitivity.
- **Risks:** Has the proposal sufficiently considered major internal and external risks and indicated risk mitigation measures to be developed?
- **Monitoring and evaluation for accountability and learning:** Is an M&E plan provided and is it appropriate to the type and scale of the project? Is a research approach for the Impact Assessment provided and is it appropriate?
- **Learning and Policy dialogue:** Does the project give scope to contribute to evidence-based knowledge and policy dialogue?
- **Capacity:** Does the proposed implementing organisation and its partners have the necessary technical expertise, experience and capacity to implement the project?
- **Partnership:** Is the partnership built on long-term trust relationships? Is the governance and coordination system between stakeholders and partners appropriate? Is the role and involvement of the sub-partners clear and sound? Are the local partners likely to increase institutional, organisational and technical capacities through project implementation?
- **Budget:** Does the budget demonstrate value for money for the project, in particular in relation to the expected results? Is it adequate to deliver the outputs? Is there a sufficient budget dedicated to M&E, learning and capacity building?

## Annex 3: Guidelines on gender sensitivity for proposals

### 1. Why do LIFT's proposals have to be gender sensitive?

LIFT is strongly committed to contributing to greater gender equality and women's empowerment through all its projects and programmes. LIFT strives to achieve the following four outcomes related to gender:

- increases in women's access to, and control over, resources
- increases in women's participation in decision-making
- increases in women's knowledge and skills

- improved focus on gender within livelihood and food security policies<sup>3</sup>

An important step to achieving these goals is to ensure gender sensitivity is considered in the formulation and planning of projects.

## 2. What does gender sensitivity mean for LIFT?

Gender sensitivity means that in each action and process, gender norms and roles, and the impact gender has on access to, and control over, resources are considered and addressed.

Suggested guiding questions for assessing gender sensitivity are:

- **How does the proposal attempt to address existing gender inequalities?**
- **How does the proposal strive to include women as both equal participants and as equal beneficiaries of the planned interventions?**

Projects should not only propose equal numeric participation of female/male participants but also strive for equal quality of their participation. The latter is more difficult to assess than merely counting numbers, and often requires supportive actions to empower women e.g. gender-sensitive activities that includes men/boys to ensure that women's decision-making capacity is sustained beyond the project.

## 3. Where do LIFT's proposals have to be gender sensitive?

Gender sensitivity should be woven into all stages of projects and programmes. Every project proposal includes a mandatory section on gender where the project is required to answer the question: "*How is gender considered in the project...?*" Here, all proposals outline their gender sensitivity, and their alignment with LIFT's gender strategy and how their proposed intervention contributes to LIFT's four gender programme outcomes stated above. Gender should also appear explicitly in the project's ToC to reflect gender-related goals and outcomes of the project.

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<sup>3</sup> LIFT's Gender Strategy [https://www.lift-fund.org/sites/lift-fund.org/files/uploads/Guidelines/LIFTGenderStrategy\\_Jan2017\\_FINAL.pdf](https://www.lift-fund.org/sites/lift-fund.org/files/uploads/Guidelines/LIFTGenderStrategy_Jan2017_FINAL.pdf)  
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