



CRCID

Canadian Rotary Collaboration for International Development

7-1615 North Rutledge Park – London, ON – N6H 5L6
Phone: (519) 473-2100 – Fax: (519) 471-8982
Email: rotary@crcid.org - Website: www.crcid.org



FACT SHEET #5

CIDA Call for Proposals System

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Preamble:

In November 2010 the Partnership with Canadian's Branch (PWCB) of CIDA introduced a new procedure for funding Canadian not for profit international development organizations programs in ODA countries (see fact sheet #4 for the definition of ODA). The PWCB will only accept proposals in response to issued "calls for proposals" that will fall into one or more of the following 3 categories:

1. Projects over \$2 million;
2. Project under \$2 million;
3. Specialized calls (thematic or country).

While it is anticipated that there will be a call in the Spring and another in the Fall, the actual schedule has not yet been determined. Also, between posting the call and the submission deadline there will only be two to possibly three months for an organization to prepare and submit an appropriate response.

Organizational Qualifications:

Organizations submitting proposals must be incorporated in Canada and have at least two years experience managing and delivering international development projects in developing countries. All organizations must be financially sound and have strong governance structures, including clear mission, fiscal oversight, management capacity, and transparent decision making.

Proposal Assessment:

CIDA's PWCB will assess all completed proposals on a comparative basis against the following five partnership principles.

1. Sound governance
2. Support of Canadians
3. Relevance to CIDA mandate and coherence with Government of Canada policy
4. Results
5. Development effectiveness

Review Process:

The CIDA steps in the review process that all organizations must pass are as follows:

1. Ensure the submission is complete and all required documentation is attached to the applicant's profile. Incomplete applications will not be assessed;
2. Check the organization's eligibility against the principles of Sound Governance and Support of Canadians. Organizations must pass steps 1 & 2 in order for the proposal to proceed to step 3;
3. Assess the proposal's merit against the principles:
 - a. Relevance to CIDA's mandate and coherence with Government of Canada policy; and,
 - b. Project Results and Development effectiveness;
4. Once a proposal has passed Step 3, CIDA will assess the fiduciary risks associated with the partnership, which includes a detailed assessment of the organization's management and financial capacity;
5. The risk assessment will be used to determine the administration requirements for each funding agreement.

CIDA will support the most meritorious of proposals while ensuring the best fit with the priorities announced in the call. Availability of resources may result in less funding than requested. To ensure transparency and

fairness to all applicants, CIDA will not discuss applications until all organizations have been notified of decisions regarding their proposals.

Impact on CRCID:

This new Call for Proposal system has significant implications for CRCID. In the past, CRCID has submitted a program funding proposal approximately 6 months in advance of the end of the current agreement. Upon submission there was often discussion and negotiation between CRCID and its Project Officer before the application was approved. Under this new system, once the application is submitted there will be no further discussion until it is either approved or rejected.

Since each call could potentially be unique, CRCID will need to review each call very carefully and only submit those developing country programs that fit the funding criteria parameters of the call. Due to the limited time frame available for a response to a call, CRCID will not be able to send out its own request for proposals after CRCID learns of the CIDA call. Clubs simply wouldn't have enough time to respond with a proposal that has the potential for first CRCID and then CIDA approval.

CRCID Proposal Submission Procedures:

1. Canadian Rotary clubs, districts and RAGS submit program proposals no later than June 30, 2012.
2. CRCID creates a "bank" of approved programs ready to be submitted to CIDA once the "Call for Proposals" has been announced.
3. CRCID announces the list of programs included in the "bank" by August 31, 2012..
4. Within two working days of CRCID becoming aware of CIDA's Call for Proposals announcement, CRCID informs the coordinators of the approved programs (in the "bank"). This provides the Coordinators with the opportunity to make any necessary adjustments to their proposals to comply with CIDA's specific requirements reflected in the call. CRCID encourages the coordinators to work closely with the CRCID Secretariat to ensure their proposals meet most if not all CIDA requirements.
5. CRCID submits approved proposals to CIDA.

Note

For those programs engaging a non-Rotary implementing organization the eligible Rotary entity needs to ensure the program retains a level of ownership and responsibility in implementing and managing the programs that is in compliance with Rotary policies and procedures.