

Cover Letter

To

Date: 9 December, 2020

The Head of Project
The British Council
Pakistan

Subject: EOI for Active Citizens – Digital Model, KPK, Abbottabad and Haripur

Dear Sir,

1. The undersigned, being duly authorized to represent and act on behalf of Sungi Development Foundation, hereby applies to be considered for the project cited above and encloses one original of EOI application forms along with all the required documents, and declares & agrees the following:

(a) I have examined and have no reservation to the EOI document.

(b) I understand that the British Council may cancel the EOI process at any time and that The British Council is not bound either to accept any application that it may receive or to invite the considered applicants for further in-depth assessment and contacts for this EOI, without incurring any liability to the applicants.

(c) Proposals against this EOI by shortlisted applicants will be subject to verification of all information submitted along with the EOI.

(d) The British Council reserves the right to amend the scope and value of any partnership under this project in consultation with the applicant.

(e) The applicant and any of its senior management including BOD are not blacklisted by government or any donor agency or financial institution.

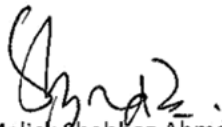
2. The British Council and its authorized representative(s) may contact the following person(s) for further information, if needed:

Person(s) to be contacted: Momel Zoon
Telephone No: 03035113321

Email Id: momel.zoon@sungi.org

3. The undersigned declares that the statements and the information provided in the attached EOI document(s) are complete, true and correct in every aspects.

Signed:



Name: Malick Shahbaz Ahmad Tahir

Designation: Executive Director

Date: 9 December, 2020

The British Council
Active Citizens – Digital Model

Partnership Application Form

EOI # _____ (Only for office use)

Section 1: Basic Information of Applicant

Name of Applicant/Organization:	Sungi Development Foundation
Office Address:	House No. 272, Main double road E-11/1, Islamabad Pakistan
District & Tehsil:	Islamabad
Year of Establishment:	1989
Legal Status:	Registered under societies act 1860
Registration Details (Type of registering authority, number, year):	RS/ICT/120
Registration with EAD (Yes/No) if yes mentions its number and certificate	SDF has submitted application for registration with EAD. Acknowledgement is attached.
Key contact person(s) details: (Name, Designation, CNIC Number, Contact Number office and cell, Email ID)	Momel Zoon Programme Assistant CNIC: 8230386071468 Phone: 03035113321 / 0518433771 Email: momel.zoon@sungi.org
Website Address:	www.sungi.org
Mission/Purpose:	To bring about pro-people changes in policies, institutions and practices through institutionalized socio-economic and political empowerment by respecting diversity and sustainable use of resources without any discrimination.
NTN and STRN Number	2060052
Current sector of work:	Education, Health, Environment, Governance, Capacity building, Community mobilization, WASH, Human rights, Livelihood development, forestry, Natural resource management, Policy advocacy.
Key Management Details:	List of BOD and key staff members is attached.
Key Donors Details:	Sungi has partnered with various national and international actors including; PPAF, Oxfam Novib, Norwegian Church Aid, ERF UN-OCHA, Terre Des Hommes (TDH) Germany, Save The Children USA/Embassy of Kingdom of Netherlands (EKN), CHF/CIDA, Royal Norwegian Embassy, Norwegian Agency for Development Cooperation (NORAD), American Institute for Research, South Asia Partnership Pakistan, United Nations Human Settlements Programme (UN-Habitat), Diakonie (DKH), The Asia Foundation, The Agha Khan Foundation, SAARC Business Association of Home Based Women Workers, Pakistan, CARE Pakistan, Church World Services, Global Green Fund, UNIFEM.
Previous Experience of working with youth (age 18-35)	Youth have been focused exclusively in Sungi's each program especially where communities' capacities are built in order to achieve long term and long lasting

	<p>outcomes. Participation of youth is ensured in community mobilization due to the vibrant nature of the interventions that Sungi takes to its working areas. ‘Youth Circle of Influence’ is an approach widely used by Sungi in UK-Aid funded ‘Voice and Accountability’ programme. Under the approach, young women groups are formed, trained and mobilized to work as ‘change maker’ within their communities not only for the promotion of women rights through awareness building and community dialogue but also effectively reaching out to the communities at large.</p> <p>The Aawaz II programme is a Foreign, Commonwealth and Development Organization (FCDO) funded programme, managed by British Council, which works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of children, women, youth, and other marginalized groups, to strengthen their control over their own development. The programme is implementing through community based organization partners, developing sustainable community fora that augment and strengthen the voice of the marginalized and facilitate behaviour change. Strong engagement with youth driving this change through their collective action and direct support of community fora will ensure long-term ownership and sustainability of the behavior change work done through Aawaz II. In this project Sungi has engaged 250 Youth age=18-35 from the district Haripur for the following activities.</p> <ul style="list-style-type: none"> • Awareness raising about child labor, early and forced marriages, GBV and social cohesion and tolerance as well as COVID 19, referrals and guidance • Identify the issues related to Early Warning System (EWS) and Early Response Mechanism (ERM) in their area and sharing with Aawaz Aghai Center, Village Forum and District Forum. • Set-up and manage EWS/ERM and its database at the virtual/physical Aawaz Aagahi Centers in the District. • Training and mobilization of community influencers and Aawaz Change Agents (ACAs)/Youth Volunteers to support the EWS and ERM. <p>Support community engagement through Social Action Plans (SAPs) of the Aawaz Change Agents (ACAs)</p>
<p>Does your organization engage with and involve local community influential and decision makers in projects & initiatives? (e.g. Head teachers, Teacher trainers, journalists, community and faith leaders, local government representatives)</p>	<p>Yes, We do involve formal and informal leadership at community level, they provide us significant outreach while undertaking our work. SDF as part of its community mobilization strategy enlists support from local community influential to promote program and extend their support for the smooth implementation of project activities. Sungi and its activists have close interaction and linkages with the local media, notables, teachers and GLAs. These activities at one hand promote Sungi’s interventions among the masses and on the other hand contribute towards the sustainability of the programs. Idea is to enable the communities to such an extent that they can initiate campaigns independently. Sungi believes that sustainability can only be ensured when communities have capacities to engage all the stakeholders in their initiatives.</p>

Previous Funding from International Donors: (Y/N) - (If Yes provide details of current funding from 3 Donors)

Project Title	Project Implemented District	Total Project Cost [PKR]	Name of the Donor	Dates [From-To]

AWAAZ-II	Haripur	25,006,704	UK-Aid/British Council	2020 onwards
Targeting Survey – National Socio- Economic Registry Update	28 Districts of Punjab	1,972,972,646	BISP/World Bank	2019 onwards
Local Action for Democratic and Inclusive Response to Covid 19 Project	Torgarh	2,193,630,624	TDEA	2020 onwards

Section 2: Summary of Proposed Project

Proposed Project Title:	Active Citizens – Digital Model
Thematic Area:	Community cohesion and development through capacity building of young leaders for civic engagement and volunteering for climate change and environmental protection

Section 3: Description of the Project (Maximum 3 Pages)

Title of Proposed Project:
Active Citizens – Digital Model
Objective of Proposed partnership with British Council:
Turn 350 ordinary young people into informed citizenry and empower them to participate in designing and carrying out climate change, initiatives to lead our societies towards a low carbon and climate resilient future.
Background: Has your organization implemented projects on climate change / environmental protection and related themes , what challenges has your organization faced:
<p>Yes, over the years, Sungi is engaged with the communities to enhance capacities, reduce vulnerabilities and raise awareness about environmental degradation to minimize climatic impacts and disaster risks. Sungi’s humanitarian response and climate change adaptation work has covered 10 districts in Khyber Pukhtoonkhwa, 3 districts in AJK, 4 districts in Punjab and 2 districts in Balochistan during earthquakes, floods and landslides. Sungi strongly believes that resilient communities, both urban and rural, could only be developed by adapting to the climatic changes and adopting environmentally friendly practices.</p> <p>Sungi has worked for fragile ecology through reforestation and to meet the requirement of fuel wood in project areas which ultimately protected timber wood forest for various uses. Different activities including plantation, nursery raising with the involvement of communities and direct seed sowing.</p> <p>Sungi was involved in enhancing farmers’ capacities to manage available natural resources in a better way .Likewise, the capacity building of women folk for better natural resource management is another important accomplishment of Sungi. Designing training events where improved vegetable growing techniques were imparted to women participants, establishing vegetable plots along with demo plots of cereal crops.</p> <p>The Environmental issues are severe in Pakistan but the level of awareness in public is negligible. It is unfortunate that our people are unaware that what sort of damage they are doing with the environment; both the rural and urban population. Although the environmentalists believe that by developing habits of care at grass root levels overall in the society the environmental violations can be minimized.</p> <p>It is more unfortunate that environmental conservation in Pakistan has not been given its due attention. One of the reason is are the absence of political commitment and lack of environmental awareness among masses. Overuse of</p>

natural resources such as water and gas is not considered as wastage among communities. Lack of capacity and sustainability are among other major challenges of implementation of projects related to environmental protection.

Please share a brief account of Organization’s work with youth and highlighting the key achievements:

More than 60% of Pakistan’s population is comprised of youth and Sungi has realized that through effective reflection in its programs. Youth have been focused exclusively in Sungi’s each program especially where communities’ capacities are built in order to achieve long term and long lasting outcomes. Participation of youth is ensured in community mobilization due to the vibrant nature of the interventions that Sungi takes to its working areas. Sungi organizes LMST (Leadership Management Skills Training) especially for youth through its social mobilization and human rights program where local level activists are not only identified with regards to their leadership skills but their capacities are also enhanced. These trainings impart knowledge to the communities about how they can relate their local issues to the policies and practices in place and how they can effectively engage themselves in campaigns.

Sungi’s enterprise program is especially focused to train young members of communities in vocational and non-vocational skills so that they can increase their employability as well as can be empowered socially. This also complements the promotion of leadership at local level.

Sungi had engaged local young leaders in its DFID funded project STAEP where young community activists were capacitated to contribute towards ensuring free and fair elections in Pakistan. These activists were part of a holistic monitoring and feedback system. . Sungi had engaged hundered of volunteers in in Awaaz project and now engaging 250 Youth volunteers (age=18-35) from the district Haripur in Awaaz II project.

Please Share a brief account of organization’s work with British Council under Active Citizens Programme and highlight key achievements:

The Aawaz II programme is a Foreign, Commonwealth and Development Organisation (FCDO) funded programme, managed by British Council, which works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of children, women, youth, and other marginalized groups, to strengthen their control over their own development. The programme is implementing through community based organization partners, developing sustainable community fora that augment and strengthen the voice of the marginalized and facilitate behavior change. Strong engagement with youth driving this change through their collective action and direct support of community fora will ensure long-term ownership and sustainability of the behavior change work done through Aawaz II. In this project Sungi has engaged 250 Youth age=18-35 from the district Haripur. Key Achievements of the project are:

- Raise Awareness about child labor, early and forced marriages, GBV and social cohesion and tolerance as well as COVID 19, referrals and guidance. Disseminate messages directly to approx. 20000 (citizens, included men, women, transgender, PWD’s and minorities) through Youth, Different tiers of formed forums.
- Establishing and Operationalization of Early Warning System (EWS) and Early Response Mechanism (ERM) in in the village, tehsil and district levels.
- Set-up and manage EWS/ERM and its database at the virtual/physical Aawaz Aagahi Centers in the District.
- Training and mobilization of 100 community influencers and Aawaz Change Agents (ACAs)/Youth Volunteers to support the EWS and ERM.
- Support community engagement through Social Action Plans (SAPs) of the Aawaz Change Agents (ACAs)

Describe your methodology and criteria for selecting youth volunteers for training (age 18 -35) (how will you source them and ensure their commitment for at least 6 months in the project)

The methodology relies on extensive field work, personal scouting of the area meeting with potential stakeholders, reviewing existing information of local groups, formal and informal leaders and assessing if selected stakeholder are receptive to program.

(Organization’s members are the most obvious sources of volunteers, friends and peer organizations can suggest volunteers who might be interested. We will Constantly look for new recruits so that we do not rely too heavily on the same volunteers for every task. Educational institutions can be of great help in directing potential volunteers to our program. These institutions help in the identification of potential volunteers that fit well with their skills, interests, and

availability. We will also consider Other places to connect with young people such as sports club, youth groups working on art and culture. Boy Scouts and Girl Scouts and social clubs. A list of potential female and male volunteers representing minority, vulnerable, transgender and PWD groups will be prepared and invitations to orientation meetings will be sent to all on the list. Attendance, interest and response exhibited by volunteers and the mutual information shared will help in assessing the volunteer's interest in the program.

The selection will be based on a pre-determined selection criteria and SDF assessments. The selection of volunteers will have to be very transparent in order to create a good will amongst the local population. The staff of SDF will undertake selection of the volunteers by using established criteria to assess volunteers potential for effectively engaging with programmed for capacity building and delivering climate activities. Around 500 youth will be identified and accessed in the district. If the appraisals are positive the SDF staff- staff will propose the volunteers to be selected for active involvement in project. Finally 350 male and female volunteers will be selected CSOs will be selected as partners in each district.

Selection Criteria:

The volunteers must be able to communicate both verbally and in writing

He/she must have enough confidence to act boldly and decisively

He/she must have the time and energy to replicate the training within their own circle or community.

He/she should be capable of producing workable solutions in practical situations

He/she should not be aloof and /or reserved as a person

He/she should believe in human rights and gender equality

He/she should be resident in the community where the program is being implemented

He/she must be a non-violent and non-controversial personality

He/she must have strong community contacts

He/ she should not be older than 35 years.

He/she Open to new learning and change - a willingness to learn?

He/she has Commitment and time to a long-term training process

Anticipated duration of proposed project:

Overall length (total number of months)	6 Months
Start and end date (month and year)	Start: November 2020 (Tentative) End: 30 April 2021

Proposed Location(s) of the Project District for which you interested:

#	Union Council	Tehsil	District	Province
1	Kuthwal, Pattan Kalan, Bangnotar, Nathiagali, Pind Kargu Khan, Jarral, Chammad, Majohan, Ghrhhi Phulgran, Tind kargo khan, Mirpur	Abbottabad	Abbottabad	Khyber Pakhtunkhwa
2	KTS, Haipur North, Haripur South, Rehana, Bandi Sher Khan, Beer.	Haripur	Haripur	Khyber Pakhtunkhwa

Please explain your current Monitoring and Evaluation Systems?

In order to ensure the desired quality of work, following the implementation procedures and ensure the accountability, Sungi has an efficient M&E system. In each project/district the M&E functions are established to monitor the project interventions. The M&E systems have following functions.

- **Planning:** The M&E unit facilitates the planning and review processes of the programs/projects. The plans are generated through central MIS system and in consultation of the teams. MIS is also consulted for the reviews of previously planned/unplanned activities and impacts through set milestones/indicators.
- **Field Monitoring:** The M&E persons are regularly visiting the field areas to monitor the field activities. They submit their reports to higher management for decision making and course correction.
- **Progress Reviews:** M&E units facilitate progress review meetings/workshops at monthly, quarterly, six monthly and on annual basis. The findings of review meetings are documented and considered for future.
- **Reporting:** The M&E units facilitate the organizational reports, donor reports and projects reports on the decided formats and as per the fixed deadlines.
- **M&E Plans:** In order to assess the projects progress against fixed indicators, M&E plans are generated through participatory ways and implemented to analyze the project progress and performance.
- **Data Management:** Sungi has an online MIS accessible from each field office. The field teams punch their data in their respective fields and data is collected in the central MIS data bank. The MIS generates variety of reports based on the needs of the management and teams. Similarly, Sungi has established FTP server and all the organizational, projects related documents, reports, studies, proposals, evaluation studies, etc and the authorized staff can access this information at any time.

Participatory process and result monitoring and evaluation approach is an integral component of Sungi’s program approaches. Input, process (activities) and output monitoring will be carried out through performance measurement framework (PMF) to be developed and implemented. LFA of the project will serve as the basis of PMF. Regular monitoring will be carried by Sungi’s management, field staff and M&E staff. Regular reports will be generated and submitted to Sungi management and to Save the Children on agreed timelines. At the input, activity and output level, emphasis will be given on recording process and immediate results in the forms of outputs. However, at outcome level major emphasis will be placed on “tracking progress towards objectives”, and immediate effects, which are intended to contribute in achieving outcome and project impacts. Regular tracking the progress through PM&E, field visits and reporting will provide a regular feedback, and help improving approaches and practices over the course of project implementation. This will be the basis of progress reports from the project team to Sungi.

Explain your current Finance, HR System and policies briefly and how they will be applied to this project?

Financial Controls Observed in Sungi Development Foundation

- **General Controls:**
 - Hiring of competent staff members
 - Clear segregation of duties
 - Restricted access to financial/non- financial information & assets
 - Separate Internal Audit department
 - Annual Audit through big four audit firms.
- **Managing Banking**
 - All the payments are made through Crossed cheque.
 - Cheque books are always kept locked in a safe place.
 - Monthly bank reconciliations are undertaken and any discrepancies (differences either over or under) are immediately investigated.
- **Managing Receipts**
 - Prompt acknowledgement through email & in hard of funds transferred by Donor.
 - Serially numbered receipt for all cash received is given to the person depositing the cash.
 - Receipts books are kept in a safe and locked place.
- **Managing Expenditure**

- All the expenditures and payments against those expenditures are properly approved as per Sanctions Limits.
- Standard formats are being used for performing any activity, purchasing any item etc.
- For all the purchases above Rs. 10,000/- three quotations are called & comparative statement is prepared which is duly approved by procurement committee.
- Finance section properly endorses the budget before conducting any program activity/purchasing any item etc.

- **Managing Fixed Assets:**

- Fixed assets are acquired & disposed of only upon proper authorization, & they are adequately safeguarded
- Quickbooks – Norming Asset Accounting is being used for maintaining asset register & access to software is limited to appropriate person.
- All the equipment and other items listed on the assets register have an asset bar code.
- Physical verification of assets on regular basis.

- **Managing Accounting Software:**

- Sage ERP Accpac software is being used for book-keeping & the users have their pre-defined rights.
- Changes in Chart of Account requires approval from Manager Finance.

Planning & Budgeting Process followed in Sungi Development Foundation
The Budgeting Process:

The Budget process involves the following questions to be answered:

- a. What are the objectives of the project?
 - b. What activities will be involved in achieving these objectives?
 - c. What resources will be needed to perform these activities?
 - d. What will these resources cost?
 - e. Where will the funds come from?
- Once the budget has been agreed & the activity implemented, the process is completed by comparing the plan (budget) with the eventual outcome (actual), to see if there is anything we have learnt or could do differently next time.

List of policies is attached.

Attach an organization chart, audited financial statements with management letter for two years.

Attached.

Mention and provide relevant documentation of any similar or any other relevant projects: (*Project Location, Nature, Value and Present Status*) share its 3rd party M&E reports if any

Attached.

Three references including complete contact information: (*Existing or previous donors*)

Name of Contact Person	Designation	Name of Donor	Email	Contact Number
Junaid Siddique	Director Finance & Opeartions	DAI	Junaid_siddiqi@dai.om	051-8311894
Shahid Fiaz	CEO	TDEA-FAFEN		051-8466232
Mubashir Ahmed	Country Director	Concern Worldwide	Mubashir.ahmed@concern.net	0300-8564479

Section 3: Active Citizens (Proposed Partnership Scope)

Proposed number of Facilitators who will train young volunteers on Active Citizens modules	11 facilitators	Proposed number of youth (age 18 – 35) to be Volunteers as Active Citizens (Please ensure equal participation of male and female , representation of vulnerable groups including people with disability , religious minorities and any other)	Minimum 200 young participants Male 200 Female 150	Proposed number of Community individuals benefited by Social Action Projects	350 volunteers divided into 23 groups (each group comprised of 15 volunteers) undertaking social action projects. Each project benefitting approx. 50000 individuals hence benefitting 1150000 individuals
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How will the organization recruit the following program participants?

Young Volunteers (age 18-20) who will be trained by the British Council and will then deliver Social Action Projects (SAPs) on climate change and environmental protection.

We propose all the selected youth volunteers to be engaged to deliver social action projects. Hence. Giving all the volunteers a prominent voice in learning activities. All volunteers will be encouraged to organize them Selves into groups keeping into view there geographical proximity. There are two major advantages in doing so, Firstly it will provide all volunteers a chance to participate and learn from the project activity. British council human and financial resources put into social action rejects for some individual will involve more youth member and secondly the formation of groups encourages the sustainability, mutual cooperation among volunteer’s members and provides an opportunity to understand and develop a consensus on the climate and development issue of their area.

How will the organization engage with the following?

Community Leaders: Community leaders will be engaged through advocacy and lobbying at all stages of project for smooth implementation. FGDs, Seminars with them in which they will be involved in planning, implementing and managing their local environment. The more informed people are, or the more participation, the better they understand about environmental issues and resource limitations.

Education Department Officials: They will be involve in awareness sessions, seminars will be also participating in promoting environmental awareness through trainings and workshops.

Local Government bodies: Local government bodies will be participating in joint forums such as seminars, trainings/workshops, meetings & joint planning events at community level.

Section 4: Checklist of Documents Required – Safeguarding Policies

Particulars	Attached (Y/N)	Note (Reason for non-submission)
Child Safeguarding standards and procedures	Y	
Health and Safety standards and procedures	Y	Provided under The Code of conduct

Section 5: Bank Details

Account Title:	Sungi Development Foundation			IBAN Number:	PK71MUCB0059702010047683
Bank Name:	Muslim Commercial Bank			Branch Address:	Abpara Market Islamabad
Branch Code:	0597	Phone #	051-2607403	Fax #	
Name(s) of Authorized Signatories:					
<ol style="list-style-type: none"> 1. Khalid Saleem 2. Malick Shahbaz Ahmad Tahir 3. Ahmed Kamal 					

Section 6: Any Other Information

Section 5: Infrastructure Capacity Assessment

Particulars	Remarks
No of organization’s staff members	15
Please share organizations Covid-19 response policy , highlight arrangements made for staff , volunteers and managing community delivery	During the pandemic SDF promoted precautionary measures like social distancing among the staff, provided them hand sanitizers and face mask, conducted capacity building and awareness sessions. SDF followed measures provided by WHO and NIH. SDF allowed flexible work hours and rotational shifts to staff members.
What space at the premises is or could be used for Active Citizens Activities i.e. how many participants can be trained at same time while considering Covid-19 SOPs	SDF have outdoor as well as indoor space available for activities in Abbottabad Office. While considering SOP (6 feet distance) almost 35 participants can be trained indoor.
What health and safety risks are present? How are they monitored? What is being done to address them?	The risk of exposure to COVID-19 in the office is always there by having frequent physical contact with people who may be infected with COVID-19, and through contact with contaminated surfaces and objects. SDF is minimizing the health risk by monitoring the effectiveness of preventive measures, and the compliance of staff and visitors.
What digital tools and methodologies have been used by your organization during Covid-19? Please highlight key challenges	While following social distancing measures SDF have adopted digital technology for communication. Virtual meetings have been conducted by digital applications like Zoom, MS teams etc. Challenges like unfriendly workspaces, internet issues and time management have been there in digital communication

Section 7: Declaration from Applicant:

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct.

Submitted by (*Name and Title*): Momel Zoon

Signature:



Stamp: _____

 Date: 9 December, 2020
Note:

- This funding will be subject to all British Council rules and regulations.
- All British Council branding and marketing regulations will apply.
- The British Council reserves the right to accept/reject any or none of the applications submitted.
- Incomplete / late applications will not be considered.
- Only shortlisted applicants will be contacted after the submission deadline.

Section 8: Checklist of Documents Required

Particulars	Attached (Y/N)	Note (Reason for non-submission)
Registration. <i>(Documents defining the legal status of the NGO, Extensions, renewals etc.)</i>	Y	
Resolution of Governing Body to apply for Partnership. <i>(Must include: Contact Person, Person authorized to sign documents on behalf of applicant; and the applicant's willingness to comply to The British Council requirements related to Partnership management, financial management and audit)</i>	Y	
Governing Document. <i>(Charter/Bylaws/Memorandum & Articles of Association etc.)</i>	Y	
List of Governing Body Members Names.	Y	
List Names of Top Management.	Y	
Organization all Standard Operating Policies or Manuals	Y	
Donor References. <i>(Minimum 2 Recent Donors)</i>	Y	
Latest Audit Reports with Management Letter. <i>(Minimum Two Years) where applicable</i>	Y	
NTN and STRN Certificate.	Y	
Certified Bank Statement <i>(Last six months)</i>	Y	