

Selection of Lead Applicant for Sida programme support

Terms of Reference

I. Justification

The CSO Partnership for Development Effectiveness (CPDE) is an open platform of civil society organisations (CSOs) from six regions and eight global sectoral formations working towards the advancement of effective development cooperation (EDC) and the implementation of the Istanbul Principles for CSO Development Effectiveness (CSO DE). The platform's advocacy and capacity development work achieved success especially in influencing global policy, building alliances with other actors and CSOs, and ensuring the effectiveness of regional and sectoral CSO network members.

In the last ten years, the Swedish International Development Cooperation Agency (Sida) has been one of CPDE's funding partners. Its support for EDC and CSO DE advocacy spans five project cycles¹ since the transition from CPDE's predecessor platforms BetterAid (BA) and Open Forum on CSO DE (OF). As CPDE's Financial Management Organisation (FMO)², IBON is primarily responsible for setting up and hosting the Global Secretariat, ensuring sound project management and platform operations, and managing platform funds, including from Sida and other donors. The current Sida-CPDE project with IBON International ends in December 2023.

Sida has indicated that it is open to receiving a new proposal from CPDE submitted by an organisation other than IBON, pending the approval of the Sida CSO strategy.

The selection of the lead applicant will be facilitated by an ad-hoc Task Force under the guidance of the Steering Committee. The Task Force will receive and review applications and submit an endorsement to the Coordination Committee. The Global Assembly approves the lead applicant.

II. Criteria for Selection

The criteria for selection are based on the minimum requirements outlined by Sida in its commissioned ICM audit ToR. All interested network members are required to fulfil these minimum requirements for selection. Supporting documentation shall be submitted to the Task Force, whenever necessary.

Criteria	Description
1. Track record in EDC and development effectiveness work	This examines the organisational capacity to manage similar EDC projects and CSO effectiveness work.
2. Track record on partnership and alliance building	This examines the organisational capacity to manage multiple partners and stakeholder engagement.
3. Organisational structure, governance, and legal status	This examines the legitimacy, mandate, structure, and division of duties within the host organisation.

¹ These project cycles are the following: Transition Programme BA-OF to CPDE (2012), Civil Society Continuing Campaign on Effective Development (2013-2016), Sustaining Civil Society Advocacy on EDC (2016-2017), Grounding EDC and Development Partnerships in People's Rights and Realisation of their Rights (2017-2019), Promoting the Universal Application of EDC for the SDGs (2020-2021).

² The roles and responsibilities of the CPDE FMO are detailed in Annex A- Terms of Reference.

Criteria	Description
4. Funds flow management	This examines the income flow, financial situation, and budgetary routines of the host organisation.
5. Accounting policies, procedures, and practice	This looks at the accounting tools, existing procedures, and standards in terms of travel, board and lodging, staff, and overhead costing-including foreign exchange transactions.
6. Risk management	This examines the organisation's process of risk assessment, resourcing, and staffing qualifications.
7. Audit	This looks at the organisation's auditing procedure and actions to address weaknesses identified in the audit.
8. Reporting and monitoring	This looks at the financial reporting structure and monitoring process to ensure partner compliance on reporting requirements.
9. Procurement policies, procedures, and practice	This examines the organisation's procurement plan, policy, and compliance.
10. Anti-corruption	This examines the mechanisms in place to monitor corruption risks, conflict of interest, and whistle blowing.
11. Forwarding of funds/sub-granting	This looks into the mechanisms in place to select, follow through, support, and monitor partner organisations' compliance to the agreement chain.

Aside from these criteria, CPDE prefers that the FMO is a Southern organisation and that it has the necessary unrestricted funding in its cash flow for contingency purposes.

III. Requirements and Process

A. Requirements

All interested organisations must submit an expression of interest together with, but not limited to, the following requirements (or equivalent) before the Task Force on Selection of Lead Applicant. These documents are based on the assessment criteria outlined in the previous section.

Criteria	Score (100 pts)	Required Documentation
1. Track record in EDC and development effectiveness work	10	Annual programme reports for the last three years
2. Track record on partnership and alliance building	5	List of current bilateral, multilateral donors, and CSO partners
3. Organisational structure, governance, and legal status	5	- Proof of registration - Organisational structure

Criteria	Score (100 pts)	Required Documentation
		- Organisational Bylaws and other statutes - Manual of Policies/Operations
4. Funds flow management	10	- Accounting and financial policies and procedures - Sample journal vouchers, Quickbooks, fund requests, etc. (as may be required by the Task Force)
5. Accounting policies, procedures, and practice	15	
6. Risk management	5	- Risk management policy - Sample risk assessment (including action plan) for the last three years
7. Audit	15	- Auditor's profile and process of selection - Organisation's financial statement for the last three years (including management response)
8. Reporting and monitoring	15	- Reporting procedures and tools - Sample reports submitted to donors
9. Procurement policies, procedures, and practice	5	- Procurement policy - Sample procurement practice (documentation trail)
10. Anti-corruption	5	- Anti-corruption policy - Conflict of interest policy - Whistle blowing policy and mechanism
11. Forwarding of funds/sub-granting	10	- Selection requirements and procedures of partners or third-party contractors - Documentation or assessment report on partner selection - Sample service agreements with partners - Mechanisms for follow through and monitoring of agreement chain

B. Process and Timeframe

The selection procedure will follow the below timeline. Adjustments will be made if necessary.

Activity	Timeframe
1. Submission of draft ToR for SC/ProFinCom for discussion	November 20
2. CC approval of ToR and formation of Task Force	November 23-27
3. Circulation of Call for Expressions of Interest	November 28
4. Submission of EoI and supporting documentation	November 28 to December 7
5. Preparation of shortlist	December 7-8

Activity	Timeframe
6. Deliberation of TF	December 11
7. Submission of selection process report and recommendations for CC approval	December 13
8. Announcement of selection results	December 15

Annex A. Terms of Reference - CPDE Financial Management Organisation (FMO)

A. Background

The CSO Partnership for Development Effectiveness (CPDE) is an open platform of civil society organisations that come from the seven (7) geographical regions and eight (8) global sectors.

In order to ensure that advocacy for development effectiveness and monitoring of the implementation progress of effective development cooperation commitments, the CPDE intends to work from the local to the global level.

CPDE, as an open advocacy platform, is loosely organised. To access funding and implement programmes, CPDE needs a financial management organisation to carry out fiduciary duties. This document outlines the roles and responsibilities, accountability, selection process, requirements for bid, and length of service.

B. Roles and Responsibilities

The Fiscal Sponsor will have the following roles and responsibilities:

- Set up the CPDE Global Secretariat that will provide support to the Platform work on advocacy engagement, external and internal communications, membership engagement, and programme management;
- Manage the relationship with CPDE donors, including:
 - Preparing and submitting proposals in behalf of the CPDE that will form the basis for consideration by donors;
 - Entering into bilateral agreements with donors for their specific financial contributions;
 - Receiving and managing the funds disbursed under each bilateral agreement, using financial management systems and procedures in keeping with international standards of accounting and procurement as required by donors;
 - Preparing and submitting narrative and financial reports and audits to donors and responding to donors' feedback in keeping with international standards of accounting and procurement;
 - Sharing information with the CPDE platform and with donors regarding external funds received for the proposals in the name of the CPDE;
 - Coordinating communication with the donors as appropriate.
- Maintain and establish relationships with existing and new donors respectively
- Liaise with the Independent Accountability Committee in the performance of the Committee's duties in relation to its monitoring of accountability of the platform, including its fiscal management organisation.

C. Accountability

The Fiscal Management CSO is accountable to the Global Council (GC) and shall provide programme and financial report in its annual meetings.

In between GC meetings, the Fiscal Management CSO will report to the Steering Committee (SC), Coordination Committee (CC) or its duly delegated committee – the Programme and Finance Committee with regards to changes and decisions on GS personnel, donor relations, programme and finances.

D. Length of Service

The duration of service of the Fiscal Management CSO is co-terminus with the programme implementation of CPDE.

This term can be extended through a resolution of the GC.