**Programme Overview and National Coalition Proposal Guidelines**

**CSEF 2013-2014**

April 2013







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Table of Contents

[Call for CSEF proposals 3](#_Toc353922443)

[What is GCE? Who are the CSEF regional partners? 3](#_Toc353922444)

[What is the Civil Society Education Fund? 4](#_Toc353922445)

[Who is eligible to apply? 5](#_Toc353922446)

[Application timeline 5](#_Toc353922447)

[How much can a coalition apply for? 6](#_Toc353922448)

[How is the proposal application structured? 6](#_Toc353922449)

[What types of activities will be supported with CSEF funding? 7](#_Toc353922450)

[What is the capacity needs assessment? 10](#_Toc353922451)

[What are the criteria for proposal evaluation? 10](#_Toc353922452)

[What about countires where education coalitions do not yet exist? 11](#_Toc353922453)

[What are CSEF “expected results”? What about monitoring and evaluation? 12](#_Toc353922454)

## **Call for CSEF proposals**

The Global Campaign for Education (GCE) and regional partners, ACEA, ANCEFA, Oxfam GB West Africa, ASPBAE, EIAP, CLADE, ActionAid Americas are launching a call for proposals from civil society education coalitions for the Civil Society Education Fund (CSEF) 2013-2014. Eligible and interested coalitions must submit applications to the CSEF Regional Secretariat (ACEA, ANCEFA, ASPBAE, CLADE) by the closing date of **20th May 2013.**

For coalition applications to be considered for funding:

* Coalitions must meet all eligibility criteria (see below)
* A complete proposal package must be submitted that is in line with CSEF guidelines and requirements (see below)
* Proposal narratives and budget must align with CSEF 2013-2014 aims and objectives
* Coalitions with unresolved financial management and reporting issues related to prior CSEF funding may not receive additional funding until a process in place to resolve such issues

**Please read through these guidelines carefully. To avoid delays in reviewing your proposal, make sure that your proposal meets the requirements specified in these guidelines.**

## **What is GCE? Who are the CSEF regional partners?**

The Global Campaign for Education (GCE) is a global civil society movement. GCE promotes and defends education as a basic human right and mobilizes public pressure on governments and the international community to fulfill their commitments to provide free, compulsory public basic education for all people, in particular for children, women and those from excluded communities. GCE believes that Education for All is achievable if governments mobilise the political will and available resources.

GCE is comprised of civil society organizations across the globe, including national, regional and international civil society organisations, teachers’ unions, child rights campaigners and implementing agencies. Within CSEF, regional partners and fund managers include:

* Arab Campaign for Education for All (ACEA)
* Africa Network Campaign on Education for All (ANCEFA)
* Asia South Pacific Association for Basic and Adult Education (ASPBAE)
* Latin American Campaign for the Right to Education (CLADE)
* Oxfam Great Britain (OGB) West Africa
* Education International Asia Pacific Office (EIAP)
* ActionAid Americas

At the national level, civil society education coalitions work to promote progress toward EFA, national education goals and other critical education issues through public awareness, mobilization, policy participation, advocacy, research and monitoring activities.

## **What is the Civil Society Education Fund?**

The Civil Society Education Fund (CSEF) helps to operationalize the role of civil society in driving international and national progress toward EFA and other national education goals. CSEF does this by providing grant funding to civil society education coalitions, building coalitions’ capacity and facilitating cross-country and cross-regional learning across civil society networks.

Through CSEF, civil society coalitions are strengthening their participation in national education sector planning and policy processes, building greater public awareness of and engagement in education issues, improving the quality of their research, policy and lobbying, and working together across countries and regions to share learning and engage with international processes.

In 2011-2012, CSEF activities resulted in:

* Increasing the number of national education coalitions worldwide,
* Increasing the number, improving the quality and enhancing the influence of national education coalitions’ policy participation, advocacy, community mobilization, sector monitoring and policy-focused research activities,
* Strengthening the democratic character and governance structures of national coalitions,
* More fully realizing the possibilities of a global-grassroots campaign to articulate civil society voice, interests and contribution to EFA at national and global levels.

CSEF 2013-2014

GCE has received funding from the Global Partnership for Education to fund around 50 civil society education coalitions and four regional networks through CSEF through the end of 2014.

CSEF 2013-2014 will be managed through the Global Campaign for Education Global Secretariat, Regional Secretariats and Regional Financial Management Agencies. In some regions a smaller Regional Coordination Committee (CC) may be set up to deal with issues arising through the project.[[1]](#footnote-1) Respective roles of Regional Secretariats and Regional Financial Management Agencies are to support implementation and capacity-building related to coalition proposals and to disburse and ensure sounds financial management of coalition grants. The Global Secretariat manages relations with GPE, oversees overall CSEF implementation, facilitates and coordinates cross regional learning and technical support and provides leadership on global policy initiatives.

CSEF 2013-2014 is designed to meet an overall aim and four programme objectives through funding of national education coalitions to carry out policy and advocacy activities, provision of technical support and capacity building to coalitions and facilitation of south-south collaboration and shared learning.

Overall CSEF aim: ***to contribute to the achievement of national education goals and Education for All by ensuring the effective participation of civil society organizations and citizens in education debates and sector planning and review***.

**Policy Participation**

Objective 1: Formal civil society participation in education sector policy and review processes and engagement with policy-makers and parliamentarians is strengthened and better recognized.

**Public awareness and coalition building**

Objective 2: National Education Coalitions are actively strengthening grassroots capacity to access and participate in education sector debates, through building awareness, knowledge and skills, and opening opportunities to participate.

**High quality research, monitoring and analysis**

Objective 3: Civil society research and analysis effectively contributes to national government plans, policies, financing and practices that better achieve the right to quality education for all and the six EFA goals.

**Cross-country learning and networks for change**

Objective 4: The CSEF project builds the quality and impact of civil society engagement in the education sector through promoting partnerships, strengthening South-South collaboration, sharing learning, and facilitating impact on global policy processes.

## **Who is eligible to apply?**

To be eligible for CSEF funding:

* National coalitions must be from GPE eligible countries or have been part of CSEF previously;[[2]](#footnote-2)
* All requirements (e.g. finance, audit and program reporting, etc.) related to previously received CSEF funding must be completed; and
* Coalitions must be registered in their host country, or demonstrate plans to register

Only one proposal per country, as submitted by a national-level education-focused civil society coalition, can receive funding. Where there are multiple coalitions and interests, applicants are encouraged to work together to produce a single proposal from a broad-based national coalition or from a consortium of CSOs/coalitions (though not always possible).

The list of countries eligible for CSEF 2013-2014 countries:

***Africa:*** Angola, Benin, Burkina Faso, Burundi, Cameroon, Cape Verde, Cote d’Ivore\*, Djibouti, Democratic, Republic of Congo (DRC), Ethiopia, the Gambia, Ghana, Guinea Bissau, Kenya, Lesotho, Liberia, Malawi, Mali, Mauritania, Mozambique, Niger, Nigeria, Rwanda\*, Senegal, Sierra Leone, South Sudan\*, Tanzania, Togo, Uganda, Zambia and Zimbabwe

***Asia and the Pacific:*** Afghanistan\*, Bangladesh, Burma, Cambodia, India, Indonesia, Mongolia, Nepal, Pakistan, Papua New Guinea, Solomon Islands, Sri Lanka, Timor Leste, Vanuatu and Vietnam

***Latin America:*** Bolivia, Dominican Republic, Haiti, Honduras\* and Nicaragua

***Middle East, Europe and North Africa:*** Albania\*, Georgia\*, Kyrgyz Republic\*, Moldova\*, Somalia, Sudan, Tajikistan\*, Yemen, Rep.

A “\*” means the coalition is new to the CSEF.

## **Application timeline**

In order to be approved for CSEF 2013-2014 funding, national coalitions must submit all proposal materials ***via email*** to the Regional Secretariat on 20 May 2013, before 11:00pm GMT. Proposals which meet the project description and criteria will be presented by the Regional Secretariat to the Regional Funding Committee for consideration. Once coalitions receive proposal materials, regional secretariats will provide support to coalitions’ completion of CSEF proposals.

Timeline

Proposal application forms and guidelines distributed 26 April 2013

**Deadline for proposal submission *20 May 2013***

Funding Committees complete review of coalition proposals 14 June 2013

**Funding decisions communicated to coalitions, by**  ***18 June 2013***

Contracts signed and first tranche of funding transferred, by 24 June 2013

Proposals which meet the eligibility criteria will be evaluated by the Regional Funding Committee. Proposals which do not meet criteria or which do not meet evaluation standards will be returned to national coalitions with feedback designed to ensure that re-submitted proposals meet evaluation standards and are eligible for CSEF funding. Each RFC will determine a timeline for any proposals to be re-submitted.

## **How much can a coalition apply for?**

The Regional Secretariat will let each coalition know the possible range(s) for proposals in the respective region. Final grant amount allocated to a coalition is decided by the Regional Funding Committee (RFC), based on available funding and RFC evaluation of the submitted proposal and the country and coalition context. The RFC may also consider coalition capacity needs and past performance to determine funding allocations. In countries where no national education coalition exists, new coalitions may receive no more than $50,000 for their first year of programming.

**Note on funding:** *Coalitions should plan and budget for 18 months, from July 2013 to December 2014, and Regional Funding Committees will decide allocations based on these budgets. However, coalitions should note that 2014 budgets may be subject to some revision in late 2013, based on possible revisions to the overall programme budget by GPE. If this is the case, coalitions will be notified before the end of 2013.*

## **How is the proposal application structured?**

**For a proposal submission to be considered complete, the coalition’s submission to the Regional Secretariat must include all of the following documents:**

* Proposal cover sheet (Section 1)
* Proposal narrative (Section 2), including
  + Coalition overview
  + Country context and member consultation
  + Coalition objectives, using 2013-2014 CSEF funding
  + Coalition strategy and detailed activities. NB Strategies and activities must clearly link to proposal budget items
* Proposal budget and budget notes (Section 3)
* Coalition capacity needs assessment and experience sharing (Section 4)
* Coalition financing and background (Section 5). This section should include the coalition constitution and registration document.

## **What types of activities will be supported with CSEF funding?**

When developing CSEF proposals coalitions are asked to define their own objectives and related activities with the overall CSEF aim in mind: ***to contribute to the achievement of national education goals and Education for All by ensuring the effective participation of civil society organizations and citizens in education debates and sector planning and review*.** National coalition objectives for CSEF should link clearly to issues coming out of each coalition’s country context analysis and focus on achieving specific changes in policy and practice on education. For example, a coalition might want to work towards objectives that relates to establishment of or changes to legislation, increased budget allocations in response to particular gaps, enhanced service delivery or improved accountability and transparency in national education sector governance. CSEF objectives and activities should also reflect the coalition’s own organisational values and goals. An example of what a coalition plan could include is outlined on page 8 in the National Coalition Proposal Template.

CSEF proposals should make clear how the planned activities will help to achieve the changes in policy and practice that are described in the coalition’s objectives.

Below are some examples of the types of activities that could be funded through CSEF. The CSEF programme objectives (see p.5) relate to the different ways in which we hope to collectively achieve national education goals and Education For All, and each of the below activities will link to one or more of these objectives. Coalitions will need to demonstrate how their own policy objectives and activities link to the overall CSEF programme objectives when developing their plans.

**CSEF ACTIVITY EXAMPLES:**

*What are some policy participation activities?*

* Participation in standing committees providing policy and implementation guidance to key education decision-makers (e.g. LEGs, technical working groups, coordinating committees meetings or similar multi-partner structures for planning and review in the education sector)
* Participation in ad hoc committees’ review of key acts (e.g. laws, amendments) and policy affecting education (e.g. National Education Acts, Teacher Policy, Language Policy) or in the development or review of special initiatives or programmes affecting education and education policy
* Participation in annual planning committees and exercises (e.g. development, debate and review over annual performance and out year plans and budgets)
* Engagement with parliamentarians and relevant parliamentary groups, including participation in parliamentary hearings, providing relevant information to parliamentarians, and supporting or coordinating parliamentary events.
* Engagement with policy-makers (ministers, parliamentarians, government officials and donor representatives) outside formal processes, including through lobby meetings and other advocacy activities.

*What are some public awareness, mobilization and coalition-building activities?*

* Public awareness campaigns, including targeted use of media (publications, radio, text-message, television)
* Community meetings to communicate (or collect reactions to) general education plans and specific issues at national and sub-national levels (e.g. education budget/resource allocation, expenditure, equity and learning outcomes). *Activities could also include on-line discussion forums, text message campaigns, etc.*
* Community meetings and other activities leading to increase in citizen participation in education at sub-national levels (school, community, district/region)
* Development of positions or statements based on citizen views and opinions
* Training and mobilization sessions for coalition members (or wider audience) on campaign issues and activities
* Activities for establishing or strengthening sub-national coalition structures / EFA networks; increasing participation of marginalised groups, women and youth in the national coalition; engaging in collaboration with other social movement groups; outreach to new constituencies / influential stakeholders (e.g. universities, think tanks, other policy influencers)
* Actions / activities to increase representative character of coalition board and staff, changing coalition governance structures to enhance coalition democratic and representative character, developing coalition strategic plans and position papers through membership consultations and general assembly meetings, increased use of methods which are inclusive and give voice to marginalized populations and perspectives.

*What are some high quality research, monitoring and analysis activities?*

* Transparency, accountability and performance/service delivery evidence-gathering exercises[[3]](#footnote-3)
  + Public expenditure and resource allocation monitoring and tracking
  + Social audits, community-based monitoring of school and district activities vis-à-vis school, district and government plans and responsibilities
  + Monitoring of the allocation and use of donor support in education
* Rights-based review of the education sector[[4]](#footnote-4)
  + Review and tracking of education plans, policies and legislative frameworks (and their impact on poor and marginalized populations)
  + Analysis of education sector laws and policy frameworks, including relevance for different social groups
* Targeted research and position papers[[5]](#footnote-5)
  + Targeted research on key EFA issues (e.g. budget, finance, expenditure; governance, transparency, social accountability; rights-protection) and new or emergent challenges
  + Position papers (e.g. review of education plans, with recommendations and coalition priorities)
  + Policy / advocacy briefs targeting decision makers on key issues

*What are some ‘cross-country learning and networks for change’ activities:*

* Participation in globally and regionally facilitated capacity-building and monitoring, evaluation and learning activities,
* Use of CSEF platforms and tools to access and share information, experiences and publications, and to engage in thematic discussions on education
* Participation in learning visits, South-South exchange and job shadowing
* Participation in EFA Post - 2015 Civil Society processes at country and regional levels and engagement in global initiatives like “Education First”.
* Participation in Global and regional advocacy events, peer to peer learning and exchange activities
* Work with allies to influence and advocate for civil society in regional and global structures, including through GPE civil society platforms

Coalitions are unlikely to have the capacity to carry out all of these kinds of activities, and depending on their context, some may anyway not be possible or effective. Each coalition needs to determine the strategy for achieving their objectives, and thus the activities they will carry out, based on an assessment of:

* What they want to achieve
* What resources they have (including expertise of coalition members, access to decision-makers, presence in grassroots communities, etc)
* Their political and social context.

All these help determine which strategies and activities are most effective in bringing about change.

## **What is the capacity needs assessment?**

National coalitions will also be asked to complete a capacity needs assessment. In the capacity needs assessment, coalitions will outline capacity gaps they want to address in order to make progress toward their objectives, identify areas where regional capacity building support is desired and present areas where the coalition has capacity, expertise and experience that they are willing to share with other coalitions.

The capacity needs assessment includes the following areas:

* Assessment of capacity gaps and needs in relation to coalition objectives, including,
  + *Coalition membership and representation:* This area may include coalition interests in growing and diversifying membership, strengthening inclusion of historically marginalized groups, improving democratic participation and representation or extending influence and activities to sub-national levels
  + *Capacity related to key objectives*: This area may include strengthening capacity to engage in effective policy participation; improve public awareness, mobilization and participation strategies and activities and enhance coalition monitoring, research and advocacy products and work
  + *Management capacity:* This may include strategic planning, financial management, implementation, sustainability planning and fund-raising.
* Suggested capacity-building methods: Capacity building support may involve face-to-face training, remote support or regional mentoring, developing peer learning networks, etc.
* Coalition knowledge and experience sharing: Coalitions will be asked discuss areas where they have capacity, expertise, experiences or tools which they are willing to share with other coalitions.

## **What are the criteria for proposal evaluation?**

The Regional Funding Committee will evaluate national coalition proposals using the three areas listed below. Allocation decisions are based on available funding and RFC evaluation of the submitted proposal and the country and coalition context. The RFC may also consider coalition capacity needs and past performance to determine funding allocations.

CSEF proposal evaluation criteria

*CSEF mission and objectives*

* Proposal demonstrates broad-based civil society support and, where relevant, includes plans to expand the coalition constituency[[6]](#footnote-6)
* Proposal clearly demonstrates coalition commitment to promoting the right to education
* Proposal is clearly aligned with CSEF objectives and national and regional education goals and priorities

*Programme design and logical framework*

* All sections of the proposal are completed in full
* Proposal has a strong programme design with a clear link between objectives, activities and expected results

*Budget and budget notes[[7]](#footnote-7)*

* Budget is aligned with proposal narrative (objectives, activities, results)
* Budget notes clearly define the details of each activity (e.g. number of participants, accommodation costs, venue costs, material costs etc.)
* Budget shows a reasonable balance between overhead costs (e.g. office space, supplies, admin and maintenance, logistics), staffing needs and activity costs[[8]](#footnote-8)
* Budget costs are reasonable, based on costs in that country and previously submitted coalition budgets and costs
* Budget and budget notes clearly identify coalition staff members whose salaries are included, and their specific responsibilities
* Budget and budget notes clearly identify the appropriate portion of salaries, social security contribution, rent and utilities charged to CSEF (e.g. for part time staff with time allocation shared with different funder, or rent/utilities charged partly to different funder)

## **What about COUNTRIES where education coalitions do not yet exist?**

In countries where education coalitions do not as yet exist, the RFC will consider proposals from civil society education advocacy formations that present a credible plan to set up a national education coalition. Regional secretariats may establish dialogue with civil society education advocacy formations and teachers union organizations in such countries with a view to agree on a funding proposal and a plan to establish national education coalition in the country. The Regional Funding Committees may also consider expansion applications from countries without education coalitions if there exist strong member/partner organizations of GCE constituents, or opportunities to strengthen organisations wishing to become GCE members.

## **What about monitoring, evaluation AND LEARNING?**

Progress on CSEF will be measured through a Monitoring, Evaluation and Learning (MEL) framework, which is being developed over the coming months. This framework will include the overall programme aim, objectives and expected results that we are collectively aiming to achieve, with a clear link to national level objectives and activities. It will allow us to report on change, and what is being done to make this change happen. GCE will hold the ultimate responsibility for reporting to funders, but the ability to deliver on programme aims derives from the efforts of all parties involved to develop and implement good quality plans and activities that lead to changes in policy and practice – in line with the objectives defined by each partner. Strong coalition proposals with clear objectives and strategies will help us know what policies and practices each coalition is trying to influence, and hence ensure we are able to fulfil our reporting requirements to GPE on whether we are achieving specific change at national level.

1. For example, the Asia Pacific Region works through a Regional Coordination Committee which consists of the Global Coordinator, the Regional Coordinator, the Fund Manager, and the head of the Secretariat and the Chair of the Regional Funding Committee. This Committee is the focal group responsible for overall monitoring of progress and challenges with the implementation of the grant throughout the project’s life. In Africa there is a regional coordination group consisting of Regional and Global secretariat staff and the Regional Financial Management Agency to help coordination, communication and implementation of the program in the region. [↑](#footnote-ref-1)
2. Coalitions from countries that are no longer GPE eligible will not be eligible for CSEF funding from GPE after December 31, 2014. [↑](#footnote-ref-2)
3. Activities could include: review of inequitable allocation of teachers, school finance, textbooks; expenditure tracking; procurement review; Creation of school and district-based performance cards [↑](#footnote-ref-3)
4. Participatory Poverty and Vulnerability Assessments offer an illustration of such an activity. PPVAs draw on the voices of marginalized populations to identify access, service delivery and quality issues and outline the pros and cons of different “pro-poor” policy interventions [↑](#footnote-ref-4)
5. Activities could include review rights-violations, school fees, implementation of mother-tongue language policy; access to education in informal settlements or emergency settings, promising practices in community engagement, strengthening girls’ participation in schools. [↑](#footnote-ref-5)
6. E.g. this may include some of the following: grassroots organisations, teacher organisations, women’s rights movements, and organisations advocating for the rights of disadvantaged groups (including minorities, people with disabilities, indigenous people, etc.). [↑](#footnote-ref-6)
7. Some regions may require additional information in budget notes. Regional Secretariats and FMAs will provide additional guidance on budget and budget notes [↑](#footnote-ref-7)
8. NB: There may be some cross-over between categories. Some staff costs may be for finance staff while others may be for staff focused on advocacy activities. Costs for staff and overheads may also vary by coalition. The goal here is for that RFC are mindful that costs not directly related to coalition activities do not overwhelm the budget. [↑](#footnote-ref-8)