**National Coalition Proposal Template**

**CSEF 2013-2014**

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

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.** Applications received after this date may not be reviewed. Please ensure all sections in this proposal template are completed and include all requested attachments (e.g. coalition budget). The *Programme Overview and National Coalition Proposal Guidelines (CSEF 2013-2014)* should be used and referred to accordingly. Regional and Global Secretariats and Financial Management Agencies are available to provide capacity support and answer questions related to completion of this proposal and related budget.





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**PLEASE COMPLETE THIS APPLICATION ELECTRONICALLY.**

# Section 1: Proposal cover sheet

|  |  |
| --- | --- |
| **Country** |  |
|
| **Coalition Name** |  |
|
| **Office Address: Physical** |  |
| **Office Address: Mailing (if different)** |  |
| **Office telephone number** |  |
| **General email address (if any)** |  |
| **Coalition website** |  |
| **CSEF Funding Requested (total in USD)** |  |
| **Is the coalition currently legally registered?** | YES/NO |
| **If not registered, who will be the legal body supervising this grant?** |  |
| **If you are planning to register legally during 2013-2014, please attach details separately.** |  |

**PROGRAMME MANAGEMENT CONTACT DETAILS**

Please include the contact information for the individuals with the lead management and financial management responsibilities for this project. These should be two separate people.

|  |  |
| --- | --- |
| **Project Management Contact First Name** |  |
| **PM Contact Surname** |  |
| **PM Telephone Number** |  |
| **PM Mobile/Cell Phone Number** |  |
| **PM Email Address** |  |
| **Financial Management Contact First Name** |  |
| **FM Contact Surname** |  |
| **FM Telephone Number** |  |
| **FM Mobile/Cell Phone Number** |  |
| **FM Email Address** |  |

**We confirm the following bank account for the transfer of the funds for the project:**

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| **Bank Name** |  |
| **Bank Account Number or International Bank Account Number (IBAN)** |  |
| **Bank Identifier Code (BIC)/Swift Code** |  |
| **If no BIC/SWIFT code, please give other branch code and branch address** |  |

**PROPOSAL APPROVAL AND ENDORSEMENTS**

NB: Please attach signed or email support from coalition member organizations as an annex to this proposal.

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| --- | --- |
| **Please indicate the time and date of the coalition board meeting when this CSEF application was approved.** |  |
| **Please list the members present at the meeting** |  |
| **Please identify member organizations endorsing the coalition proposal.** |  |

**REPORTING AND AUDIT**

**We agree to the following reporting and auditing timetable:**

31st July 2013 Deadline for financial statement and narrative report ending 30 June 2013

31st October 2013 Deadline for financial statement ending 30 September 2013

31st January 2014 Deadline for financial statement and narrative report ending 31 December 2013

30th April 2014 Deadline for financial statement ending 31 March 2014

31st July 2014 Deadline for financial statement and narrative report ending 30 June 2014

31st October 2014 Deadline for financial statement ending 30 September 2014

January 2015 Deadline for financial statement and narrative report ending 31 Dec. 2014, programme audit , evaluation reports and return of unspent funds. **TIMELINES TO BE COMMUNICATED SHORTLY**

*NB: All quarterly financial reports will include a brief narrative summary.*

*NB: Disbursal of funds is pending satisfactory financial reporting and narrative reports/summaries from the quarter before last.*

**RESPONSIBILITY FOR CSEF FUNDING**

**By signing this cover sheet, the undersigned confirm that CSEF funds released to this national coalition will be used in line with the coalition project proposal and that any unspent money will be returned to the Regional Financial Management Agency on 31st January 2015 unless otherwise advised.**

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| **Head of the Board, Country Coalition** |  |
| **Title** |  |
| **Date** |  |
| **Signature** |  |
| **National Coordinator (or key contact person for CSEF), Country Coalition** |  |
| **Title** |  |
| **Date** |  |
| **Signature** |  |
| **Legally Registered Fund Recipient Organisation (if different from coalition)** |  |
| **Name of signatory** |  |
| **Title** |  |
| **Date** |  |
| **Signature** |  |

# Section 2: Proposal narrative

### 2.1 Coalition overview

Please provide background including:

* Coalition mission, values and objectives
* Coalition membership, with particular reference to coalition representation of civil society and marginalized populations
* Coalition recent activities, successes and challenges
* Coalition key focus area(s) within education advocacy

(Up to 3 pages)

|  |  |
| --- | --- |
| **Coalition Background** |  |

### 2.2 Country context and member consultation

Provide an analysis of the education situation in your country, using the following questions and issues as guidance.

(About 4 pages)

|  |  |
| --- | --- |
| **What is the status of education in your country? What is some of the important progress made by governments? What are some of the challenges to achieving Education for All?** |  |
| **What are some of the key education issues in your country? Please provide some context and analysis on these issues.** *Note: These issues may face challenges at several levels: education policy/legislation; education planning, budget and finance; implementation/ accountability; and new research.*  ***Feel free to include discussion on the following issues:***   * *Education rights, access and equity Legal and policy issues (e.g. replacing outdated education acts, lobbying for policy on early childhood education)* * *Support to marginalized groups and populations, such as children living in poverty, children with impaired mobility, vision, hearing, or learning and those living with chronic health conditions, ethnic and language minorities.* * *Gender and girls’ education Impact of conflict, post-conflict reconstruction* * *Transparency, governance, and accountability of government expenditure, allocation of resources, school management* * *Education finance and fee policies; other financial barriers to school attendance (e.g. uniform costs); Privatisation* * *Quality: Allocation of trained teachers, school infrastructure, teacher professional development, language policy, curriculum and learning materials inclusive of marginalised groups* * *General progress toward EFA or national education goals* * *Government and civil society engagement in GPE and other donors* * *Access to democratic spaces for civil society to participate in policy dialogue* |  |
| **Describe the consultative process undertaken to develop the coalition proposal.**  Which stakeholders (i.e. groups, member organizations) were consulted?  How were member perspectives and relevant information gathered? |  |

### 2.3 Coalition objectives, using CSEF 2013-2014 funding

In this section, please outline the main objectives your coalition is working toward between now and 2015. Please highlight objectives which will use CSEF 2013-2014 funding. *Please be as specific as possible. While all coalitions may be working on “EFA and national level education goals” objectives should target specific issues, for example improving access for particular marginalized populations, improving civil society voice in annual education sector reviews, improving the quality and size of the teaching force, increasing the government education budget to support a particular intervention.*

**NB Please add as many objectives as apply.**

**Please use the matrix below to outline objectives and answer** the following questions

1. *What are the expected results? What specific policy or implementation change is sought? How are the expected results in this proposal linked to overall CSEF expected results?*
2. *Who (which groups) will benefit from coalition work on this objective?*
3. *Why is this objective important? How is it linked to the overall CSEF aims and objectives?*

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| **Objective 1** |  |
| *What are the expected results? That is, what specific changes in policy or practice will lead to your objective?* |  |
| *Who (which groups) will benefit from coalition work on this objective?* |  |
| *How does this work link to the global objectives of the CSEF proposal?* |  |
| **Objective 2** |  |
| *What are the expected results? That is, what specific changes in policy or practice will lead to your objective?* |  |
| *Who (which groups) will benefit from coalition work on this objective?* |  |
| *How does this work link to the global objectives of the CSEF proposal?* |  |
| **Objective 3** |  |
| *What are the expected results? That is, what specific changes in policy or practice will lead to your objective?* |  |
| *Who (which groups) will benefit from coalition work on this objective?* |  |
| *How does this work link to the global objectives of the CSEF proposal?* |  |
| *…* |  |

### 2.4 Coalition strategy, detailed activities and implementation

In this section, the coalition should present the strategies being used to work toward objectives and the specific activities the coalition plans to implement.

Please complete the table below to outline activities, strategies and milestones/indicators for success. The milestones and indicators represent the completion of particularly important activities or projects, such as completion of a research project or position paper, participation in an education sector annual review, closure of a public awareness / mobilization campaign. For each strategy and activity, please show alignment with the overall CSEF objectives *themes*:

**1. Policy participation**

**2. Public awareness and coalition-building**

**3. Quality research, monitoring and analysis**

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

-Please copy and insert objectives and expected results from section 2.3

-Please add as many grids as needed to match to the number of objectives and strategies you are planning. You can also add or merge cells.

-An example is included on page 19

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| --- | --- | --- | --- |
| **Objective 1** |  | | |
| **Expected results** |  | | |
| **Strategy 1** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
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| **Objective 1** |  | | |
| **Expected results** |  | | |
| **Strategy 2** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
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| **Objective 1** |  | | |
| **Expected results** |  | | |
| **Strategy 3** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
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| **Objective 2** |  | | |
| **Expected results** |  | | |
| **Strategy 1** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
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| **Objective 2** |  | | |
| **Expected results** |  | | |
| **Strategy 2** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
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**ETC….**

**EXAMPLE OF COMPLETED STRATEGY AND ACTIVITY MATRIX**

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| --- | --- | --- | --- |
| **Objective 1** | Expand access to quality early childhood care and education, with an emphasis on supporting marginalized populations | | |
| **Expected results** | **-** Education law is changed to include early childhood care and education as a part of government-funded basic education  **-** Government increases public education expenditure on early childhood education. Measures are in place to support access to ECCE among poor and historically marginalized populations. | | |
| **Strategy 1** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
| **Coalition builds internal capacity to work on ECCE policy issues.** | 1 - Coalition expands membership to organizations and activists working on ECCE | Number of meetings held with potential new members | 2 |
| Number of new ECCE members joined coalition |
| 2 - Coalition establishes thematic group on ECCE | Thematic group established with the endorsement of coalition members | 2 |
| Meetings of thematic groups held and minutes shared with coalition members |
| 3 - Development of toolkit for engagement in policy dialogue at community level | Toolkit disseminated to all members | 2 |
| 4 - Training workshop on ECCE and policy advocacy organized in 2 districts | X coalition members attend training | 2 |

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| **Objective 1** | Expand access to quality early childhood care and education, with an emphasis on supporting marginalized populations | | |
| **Expected results** | **-** Education law is changed to include early childhood care and education as a part of government-funded basic education  **-** Government increases public education expenditure on early childhood education. Measures are in place to support access to ECCE among poor and historically marginalized populations. | | |
| **Strategy 2** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
| **Coalition engages in policy dialogue with Ministry of Education and members of parliament to advocate for ECCE.** | 1 - Participation in MoE ECCE Technical Working Group | * Coalition officially joins MoE ECCE Technical Working Group (for example through signing MoU to institutionalize it) * Coalition develops ECCE policy proposal based on broad membership consultation which is used in advocacy and lobbying activities * Coalition input generates debate with the MoE and LEG (measured through TWG minutes) * Coalition ECCE policy recommendations are taken onboard in official policy documents * Coalition recommendations on government support to ECCE is reflected in parliamentary processes * Coalition comments on ECCE inclusion in national education sector plan is taken onboard in government funding application to GPE | 1 |
|
| 2 - Thematic group develops policy position paper for the governments annual sector review | 1, 3 |
|
| 3 - Presentations on ECCE at MoE policy events (specific dates), annual reviews and budget exercises | 1 |
| 4 - Training workshop on ECCE and policy advocacy organized in 2 districts   * Constituency dialogue * Presentation at parliamentary committee * Lobbying of members of parliament | 1, 2 |
| 5 - Coalition works with legislators to draft ECCE legislation | 1 |
| 6 - Coalition comments on government funding application to GPE with regards to inclusion of ECCE in national education sector plan | 1 |

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| **Objective 1** | Expand access to quality early childhood care and education, with an emphasis on supporting marginalized populations | | |
| **Expected results** | **-** Education law is changed to include early childhood care and education as a part of government-funded basic education  **-** Government increases public education expenditure on early childhood education. Measures are in place to support access to ECCE among poor and historically marginalized populations. | | |
| **Strategy 3** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
| **Coalition leads public awareness campaign on increasing access to and public funding of ECCE.** | 1 - Develop user-friendly briefing on ECCE for knowledge sharing at community level | * Awareness campaign is widely disseminated and captured in various media (measured through media monitoring) * Number of meetings held at various schools to encourage debate on ECCE in communities * Increase in the number of coalition members engaging in coalition meetings and discussions on ECCE. | 2 |
|
| 2 - *Media work including* public talk-shows, community radio, and press articles | 2 |
|
| 3 - Dissemination of information to communities (meetings and mobilization) | 2 |
| 4 - Creation of street theatre performed at national level and selected districts | 2 |

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| --- | --- | --- | --- |
| **Objective 1** | Expand access to quality early childhood care and education, with an emphasis on supporting marginalized populations | | |
| **Expected results** | **-** Education law is changed to include early childhood care and education as a part of government-funded basic education  **-** Government increases public education expenditure on early childhood education. Measures are in place to support access to ECCE among poor and historically marginalized populations. | | |
| **Strategy 4** | **Activity** | **Milestones/indicator for success** | **Which CSEF theme does this activity relate to?** |
| **Coalition completes research on the benefits of ECCE, the costs of supporting ECCE and strategic investment needs for state-funded expansion of quality ECCE.** | 1 - Reach out to local, regional and international research institutions, think tanks, funding agencies to look for potential research partners | * Research team identified and set up * Data is collected through xx number of interviews and focus groups * Research materials are finalized through consultation with membership and published * Coalition uses disseminated research report in their activities * Research feeds into Strategy 1.1 activities – informing engagement with TWG, MPs, MoE, parliamentary process etc * Research feeds into Strategy 1.2 activities – informing engagement with media, communities etc. | 3 |
|
| 2 - Design and implement research | 3 |
|
| 3 - Develop research related communication materials (e.g. working papers, position papers, policy briefs, newspaper articles) | 1,3 |
| 4 - Disseminate research | 1,3 |

# Section 3: Proposal budget and budget notes

**CSEF Budget and Budget Notes**: Attach a detailed budget and budget notes using the CSEF budget template. This will be **used to monitor progress against objectives and strategies so please complete these bearing in mind realistic time scales to deliver the various areas of your plan.**

**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.**

# Section 4: Coalition capacity needs assessment and experience sharing

For CSEF 2013-2014, national coalitions are being asked to complete a capacity needs assessment. Use the table below to outline capacity gaps in three areas (i) coalition membership and representation, (ii) capacity related to key objectives and (iii) management capacity and indicate the preferred type of capacity building support. This information will be used by the Regional Secretariats and Regional Financial Management Agencies to identify key needs in the region and develop regional capacity-building support activities. Please refer to *Programme Overview and National Coalition Proposal Guidelines (CSEF 2013-2014)* for reference.

|  |  |  |
| --- | --- | --- |
|  | **Capacity Building Needs / Gaps** | **Preferred type of capacity building support** |
| ***Coalition membership & representation*** | ***1*** |  |
| ***2*** |  |
| ***3*** |  |
| ***4*** |  |
| ***5*** |  |
| ***Capacity related to key coalition objectives*** | ***1*** |  |
| ***2*** |  |
| ***3*** |  |
| ***4*** |  |
| ***5*** |  |

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| ***Management capacity*** | ***1*** |  |
| ***2*** |  |
| ***3*** |  |
| ***4*** |  |
| ***5*** |  |
| ***Other*** | ***1*** |  |
| ***2*** |  |
| ***3*** |  |
| ***4*** |  |
| ***5*** |  |

**Knowledge and experience sharing**

Staff, board and other members of national coalitions also have expertise and experiences, as well as tools and documents (e.g. position papers, strategic plans, or research products) which may be useful to other coalitions and for sharing at the regional and global levels. Please use the below table to identify coalition experience, expertise, documents and tools which your coalition can share with other coalitions.

|  |  |  |
| --- | --- | --- |
| **Thematic areas** | **Coalition experience and expertise** | **Coalition documents, tools and other resources/capacity** |
| ***Example:*** *Early Childhood Care and Education, Education Legislation* | ***Example:*** *Our coalition (coalition name) helped write legislation on early childhood care and education that recently became law, with support from multiple political parties.* | ***Example:*** *We can share a draft of the ECCE legislation. We can deliver training workshop.* |
| ***Example:*** *Budget Tracking* | ***Example:*** *Our coalition (coalition name) worked with sub-national coalitions to implement a budget tracking exercise which tracked infrastructure and bursary expenditures at the district level.* | ***Example:*** *We can share the planning and methodology documents used for implementing the budget tracking exercise and analyzing the data.* |
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# Section 5: Coalition financing and background

This section provides background on coalition membership, structure and governance, staff, financial management experience, audit practice and financing.

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| **Structure and Governance:** What is the coalition’s governance and management structure, including regional/sub-regional offices/links, thematic groups, board? |  |
| Indicate how often the Board meets with the coalition’s Coordinator and describe how the Coordinator reports to the Board. *Attach a copy of the coalition’s constitution and registration document* |  |
| **Program Management Experience:** Describe the Board / staff capacity and experience in designing, implementing, monitoring & evaluating programs related to the objectives included in this proposal. |  |
| **Financial Management Capacity:** Describe the Board / staff experience and current norms in financial management: budgeting, funds disbursal, record keeping and acquittal. If the coalition has a financial management handbook, please send it as an attachment to this application. Indicate that the coalition / lead agency is able to:  - prepare and submit a quarterly financial report according to agreed formats and budget heads, including monthly income and expenditure statements, account balances, cash on hand, and variances in expenditure from the agreed budget.  - undertake a quarterly internal audit which will form part of the quarterly financial report   [Note: Internal audits ordinarily involve a small team constituted by the coalition Board, to include the coalition Treasurer (or any other similar position) and one or two other individuals who are similarly not involved in direct programme / project implementation but have knowledge of the overall functioning, mission and vision of the organisation. They are expected to review and confirm that the uses of CSEF funds are consistent with organisation norms, processes and towards intended purposes in the proposal and activity plans.] |  |
| **Audit:** Indicate that the registered coalition or lead agency is audited annually | YES/NO |
| **Non-CSEF financing:** Please indicate source and amount of non-CSEF financing the coalition expects to receive in 2013 and 2014. |  |
| **Fundraising and financial sustainability:** Outline your fundraising objectives, target and plans for 2013-2014 and plan to work toward financial sustainability. |  |

**Board and Staffing**

**Indicate the number of coalition staff, their positions, gender, date of joining the coalition and whether full-time or part-time.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of staff member** | **Position** | **Gender** | **Date joined coalition** | **Full time or Part time?** |
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**Provide a list of Board members, including their gender, the organisation they are from and if they are office bearers, their title.**

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| **Name of board member** | **Organisation** | **Position** | **Gender** | **Date the individual joined the board** | **Office held on board (chair, treasurer etc.)** |
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| **Please indicate the staff and board representation of ethnic and language minorities and other historically disadvantaged populations and groups.** |  |

**Please provide a list of coalition members, below or attach separately**

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| **Name of coalition member** | **Type of organisation (NGO, INGO national office, union, parents' association etc.)** |
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