

# CALL FOR SUB-PROJECT CONCEPT NOTES

## GLOBAL REGULATORY & FISCAL CAPACITY BUILDING PROGRAMME: PROMOTING HEALTHY DIETS AND PHYSICAL ACTIVITY (GLOBAL RECAP) SRI LANKA

REF. NR. 001/20

24 November 2020

### The Global Regulatory and Fiscal Capacity Building Programme (Global RECAP)

The Global Regulatory and Fiscal Capacity Building Programme: Promoting Healthy Diets and Physical Activity (Global RECAP) is a collaborative program between the International Development Law Organization, IDLO ([www.idlo.int](http://www.idlo.int)); Canada's International Development Research Centre, IDRC ([www.idrc.ca](http://www.idrc.ca)); and the World Health Organization, WHO ([www.who.int](http://www.who.int)). It is supported financially by the Swiss Agency for Development and Cooperation, SDC (<https://www.eda.admin.ch/sdc>), the OPEC Fund for International Development, OFID ([www.ofid.org](http://www.ofid.org)), and IDRC.

Global RECAP is part of the ongoing global efforts to enhance multi-stakeholder engagement and dialogue to address Noncommunicable Diseases (NCDs). The Program aims to strengthen the capacity of countries to design, implement, and evaluate regulatory and fiscal interventions that will effectively promote healthy diets and increase physical activity for the prevention of NCDs.

Global RECAP intended Outcomes are:

1. Strengthened capacity of government officials, regulators, policymakers and civil society to understand, develop and implement (as appropriate) regulatory and fiscal measures that promote healthy diets and physical activity.
2. Strengthened national and international collaboration among policy makers, regulatory bodies, lawyers, public health and nutrition experts, civil society actors and communities to support regulatory and fiscal environments that promote healthy diets and physical activity.
3. Increased generation and use of relevant evidence and research from different disciplines to develop and implement effective regulatory and fiscal measures to promote healthy diets and physical activity.

The **International Development Law Organization (IDLO)**, as part of Global RECAP, provides financing to non-governmental organizations to support social mobilization, community education about, and advocacy for, national reforms in one or more of the policy areas below.

- Fiscal policies, for example taxes on sugar sweetened beverages to reduce consumption;
- Legal restrictions on the marketing of certain processed food and non-alcoholic beverages products to children;
- Legal and regulatory requirements for improved nutrition labelling on processed food and beverage products;
- Legal and regulatory requirements for the reformulation of processed food and beverage products to reduce e.g. salt or trans-fat content; and
- Legal and regulatory measures to encourage physical activity.

The priority policy areas for Sri Lanka will be further determined by the Ministry of Health.

Interested organizations are invited to use the standard Sub-Project Concept Note Template in accordance with the rules set out in this notice.

**Sub-Project Concept Notes shall be submitted through the dedicated section on the IDLO website**

**Deadline for submission of Sub-Project Concept Notes: 13 December 2020**  
**[Two weeks from publication of the call]**

Applicants are encouraged to carefully read through the Call for Concept Note and the FAQs section on the IDLO website. If you require more clarification, please submit your question(s) through the **General Inquiry Form** on the dedicated section on the

## GUIDELINES

### 1. TYPE OF APPLICANTS AND ELIGIBILITY CRITERIA

The following entities are eligible for submitting applications for IDLO Sub-Projects: Non-Governmental Organizations (NGOs), Community-based Organizations (CBOs), institutes, research centers, associations, foundations, NGO networks or consortia. For-profit organizations and government entities are not eligible.

Candidates can submit a maximum of one Concept Note. Minimum requirements include:

- legal registration in Sri Lanka;
- authority to operate a bank account;
- financial reliability, proven through audited financial statements;
- no conflicts of interest and no financial or personal interest with IDLO that may infringe upon the principles of transparency, independence and fairness as per IDLO policies and procedures;
- willingness to adhere to IDLO and donor rules and procedure.

### 2. DURATION

The duration of the proposed Sub-Project shall be for a maximum of 8 months. While the Program will run until December 2021, the Sub-Project will run until no later than September 2021. Applications may involve short-term activities or seed activities intended to lead to follow-up interventions.

### 3. BUDGET

The maximum budget for a proposed intervention is: LKR 10,000,000.

### 4. TYPE OF ACTIVITIES

The activities to be supported by the Program shall be related to the areas listed on Page 1 of this Call for Concept Notes. Interventions that might be funded are (non-exhaustive list):

- General public and community education regarding NCDs and the importance of the proposed priority policy areas.
- Awareness raising of policy and law makers regarding NCDs and the importance of the proposed policy areas.

- Activities to build the capacity of civil society organizations to access or develop mechanisms to monitor the adoption and implementation of the proposed policy reforms.
- Facilitate policy dialogues to build national support for the proposed policy areas.
- Support for public participation in national consultations on the proposed policy areas.
- Support for community coordination of relevant advocacy initiatives.

## 5. SELECTION PROCESS

The selection process consists of the following steps:

### 1. *Submission of Concept Note*

The Concept Note should establish the applicant's interest and eligibility to apply and contain a description of the intended Sub-Project, including goal, outcomes, outputs and activities, target groups and planned actions to ensure gender sensitivity and sustainability. It should also describe the applicant's experience in undertaking the proposed activities.

### 2. *Organizational Assessment*

The pre-selected applicant will be invited to provide evidence of organizational capacity to undertake the proposed Sub-Project. This includes information about the organization's legal status, governance, mission and strategy, partnerships, organizational structure, ICT systems, financial management, human resources management and related experience. Potential conflicts of interest will also be assessed.

### 3. *Submission of Proposal*

The selected organization will be invited to submit a full Sub-Project proposal with a budget and a work plan. The full proposal should explain in detail the approach, outcomes, outputs and activities of the proposed intervention and the monitoring mechanisms foreseen.

## 6. TIMELINE FOR SELECTION PROCESS

<i>Action</i>	<i>Timeline/Date</i>
Opening of the Call for Concept Notes	27 November 2020
Deadline for inquiries	7 December 2020
Deadline for the submission of Concept Notes	13 December 2020
Rejected applicants notified of the results of the selection process	23 December 2020
Shortlisted organizations notified and invited to complete the Organizational Assessment Form and submit relevant supporting documents	23 December 2020
Deadline for the submission of the Organizational Assessment Form and relevant supporting documents	4 January 2021

## 7. SELECTION CRITERIA

Concept Notes will be evaluated against the following criteria:

- **Quality of service:** An Implementing Partner will be selected to meet a defined set of outputs. The applicant should be able to demonstrate previous ability to deliver such outputs effectively, either in the same country or elsewhere. Evidence of past performance in delivering these outputs at a required level of quality, timeliness and efficiency should be demonstrated.
- **Local experience:** Applicants with ongoing projects in the country are preferred. Evidence of such projects should be provided.
- **Relevance:** The Sub-Project Concept Note should clearly state the relevance of the intervention for addressing problems and needs presented therein.
- **Expected Results:** Expected results should be clear and measurable.
- **Budget:** The budget should include all costs associated with the implementation of the Sub-Project, including the proposed overhead.
- **Contribution of resources:** Applicants should be able to make a contribution of resources in cash or in kind (for example, staff and administrative support).
- **Risk Analysis and Mitigation Strategy:** Applicants should demonstrate a clear risk analysis and mitigation strategy for the Sub-Project.
- **Gender sensitivity:** Gender sensitivity should be clearly reflected in the design of the Sub-Project.
- **Human rights-based approach:** Applicants should clearly lay out how human rights-based approaches will be mainstreamed across Sub-Project activities.
- **Sustainability:** The applicant should clearly lay out how sustainability of the intervention will be ensured. This includes the ability of an Implementing Partner to maintain staff for sustained periods of time, which contributes to the continuity and stability of the Sub-Project.
- **Capacity:** The applicant should demonstrate the capacity to implement, monitor and complete the Sub-Project.

## 8. SUBMISSION INSTRUCTIONS

Interested applicants are required to use the Sub-Project Concept Note Template, in accordance with the rules set out in this Call. Concept Notes in a different form shall not be eligible for consideration.

Applications must be submitted in the name of a person legally authorized to represent the applicant organization.

Applications must be submitted through the dedicated section on the IDLO website.

Concept notes must be received by 23:59 Central European Time, on the date specified in the timeline above. Concept notes received following expiry of the stipulated time shall not be eligible for review.

## **9. CONTRACTING AUTHORITY**

The contracting authority is the International Development Law Organization (IDLO) - <http://www.idlo.int>