



JOINT PEACE FUND

Joint Peace Fund

Call for Concept Notes
Guidance Notes

2 November 2016

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Opening of the JPF Funding Window: Call for Concept Notes

The Joint Peace Fund has been set up by a group of international donors to provide financial, technical and advisory support to a nationally owned and inclusive peace process in Myanmar.

The JPF is now opening its funding window for all three of its programme areas. Applying for JPF funding involves a two stage process. **At this stage all that is required is a concept note.** Concept notes will be appraised and successful submissions will be advanced to stage two where a full proposal will be required. All the relevant templates are available on our website www.jointpeacefund.org. Final funding decisions will be made based on full proposals.

While this funding window will remain open for the foreseeable future, the **JPF will begin its appraisal of concept notes a month after issuing this call.** The JPF will aim to respond to stage one applications (concept notes) within six weeks of receipt.

Please Note:

The JPF funding decisions and timelines will be guided by strategic priorities and needs that may change over time. In line with its principles of supporting a nationally owned and inclusive peace process, the JPF will develop and adjust its funding strategy in close consultation with the parties to the process and other stakeholders to ensure that its funding meets the evolving demands and priorities of the peace process.

All documents referred to in these guidance notes are available to download on the JPF website: <http://www.jointpeacefund.org>

Concept notes will be accepted in Myanmar or English.

1. About the Joint Peace Fund

1.1 Background

The JPF has been set up to support a peace process that ends ethnic armed conflict in Myanmar and results in a sustainable and inclusive peace from which all people benefit.

As a platform for coordinated international assistance that pools the funding of nine donors*, the JPF offers a coherent and efficient approach.

In addition to the parties to the conflict, the Government and the Ethnic Armed Organisations (EAOs), the peace process has many stakeholders and the JPF is seeking to support a broad range of them. These include different Myanmar organisations, Non-Governmental Organisations (NGOs), women's groups, Civil Society Organisations (CSOs), and Community Based Organisations (CBOs) at every level of society, Union, State and local, who are working to support peace. In particular, the JPF is keen to support the meaningful participation of women in the peace process and more broadly, gender responsive and inclusive programming. Experience elsewhere shows that the more inclusive a process is, the more likely it is to lead to sustainable peace.

JPF is an innovative fund, staffed by national and international specialists who between them have many years of experience in supporting peace processes around the world and in Myanmar itself. It offers a range of assistance, financial, technical and advisory, to support not just the formal peace process, but also activities linking to it that can help strengthen the process and deepen the peace.

1.2 JPF Management

The JPF management team comprises a Technical Secretariat (TS) and a Trustee and Contract Manager (TCM). The Technical Secretariat, run by the Nordic International Support Foundation (NIS), leads the development and implementation of programmes. It also provides analysis, advice and support to the overall governance of the Fund. The Trustee and Contract Manager, run by the United Nations Office for Project Services (UNOPS) is responsible for fiduciary management and oversight. UNOPS is the legal entity of the Fund and signs agreements with partners, except for small grants (up to US\$ 100,000). The JPF management team is jointly responsible for monitoring and evaluation of programmes and projects.

1.3 Scope of JPF Programmes

The JPF will provide financial, technical and advisory support to activities in three programme areas:

- **Direct assistance to a nationally owned and inclusive peace process:** This support is for both the ongoing negotiations and the implementation of agreements already made between the parties at Union and sub-national level, for example, the Nationwide Ceasefire Agreement (NCA) and bi-lateral ceasefires.

* Australia, Denmark, Finland, Italy, European Union, Norway, Switzerland, United Kingdom and United States.

- **Peacebuilding initiatives and activities that strengthen the peace process:** The JPF will support peacebuilding initiatives that strengthen the peace process, activities that favour the implementation of agreements already made, and enable broader participation, particularly that of women.
- **Research and Innovation:** The JPF will support applied research and innovation initiatives that enhance shared understanding, inform and enable public participation, and harness digital technology to promote awareness raising, collaborative learning, and engagement.

1.4 Grants Framework

There are two types of grants available under this call for concept notes: small grants and large grants.

Small Grants

Small grants offer up to US\$ 100,000 per year. This grants window has been designed to accommodate smaller, more targeted initiatives from organisations which may have limited capacity or experience, or are seeking to conduct small-scale peacebuilding projects or one-off events. This includes incubation-type support to single-focus, small-scale national organisations that cover critical peace-related issues, are locally relevant, or whose activities have significant potential to impact the peace process.

Large Grants

Large grants are above US\$ 100,000, they can accommodate a larger time frame, and a broader project scope. For large grants, the JPF encourages initiatives with one or more of the following features:

- Collaboration between organisations, across sectors, multi-disciplinary cooperation.
- Developing centre-periphery networks.
- Covering multiple locations.
- Where appropriate, enabling national access to international capacity, technical expertise and experience.

Grant features differ depending on which programming area the proposal is focused on: direct peace process support, peacebuilding activities that strengthen the peace process, or research and innovation. The features are described below.

1.5 Project Criteria

Please note: a project may fall within more than one of these programme areas.

Programme Area 1: Direct Peace Process Support

The proposed activity must contribute to the building of confidence in the peace process and/or trust between its parties, and do at least one of the following:

1. Support the establishment and/or functioning of:

- An institution, entity, process and/or activity that is explicitly mentioned in a bilateral or multilateral ceasefire agreement, including the NCA; or
 - An institution, entity, process and/or activity not mentioned in a formal peace agreement but accepted by the parties to the conflict to be essential for the implementation of the peace agreement concerned.
2. Support the conflict parties in specific aspects of implementation, such as interim arrangements, that are mentioned in the NCA or bilateral agreements.
 3. Enable greater substantive participation and diversity of roles of women in the formal peace process, (such as leaders, mediators, delegates, advisors and facilitators), and increase gender responsiveness of the process overall.
 4. Broaden participation in the peace process. Enable or enhance the capacity of stakeholders, particularly those cited in the NCA, to prepare for or participate in the process, whether as a member of a formal body or more informally. This may be through activities that support the engagement of different stakeholders in the peace process such as peace forum, consultations, or other events. These projects should seek to enable meaningful participation, particularly for groups often underrepresented in the peace process such as women, youth, local communities and marginalised groups.

Type of Grant Available	Features
Small Grants	<ul style="list-style-type: none"> • Maximum grant size: US\$ 100,000 per year • Open to national organisations (International organisations working in support of national organisations may apply)
Large Grants	<ul style="list-style-type: none"> • Over US\$ 100,000 per year • Open to national organisations (International organisations working in support of national organisations may apply) • Multi-party collaboration across sectors, disciplines, regions preferable • Multiple geographic locations or centre-periphery linkages preferable

Programme Area 2: Peacebuilding Support

The JPF will support peacebuilding initiatives that strengthen the peace process and build confidence in this process at community level, in a wide variety of ways. Such projects will be supported at every level of Myanmar society, Union, State and local.

The proposed activities must seek to achieve at least one of the following:

1. Build or enhance trust and confidence between the different parties to advance social cohesion and support the transformation of relationships, particularly between and among government, Ethnic Armed Organisations and communities.
2. Peacebuilding activities that support the peace process or the implementation of aspects of agreements already made. These may include support for and/or awareness raising around elements of the NCA or bi-lateral ceasefires or activities which embed peace at the local level, building confidence and trust in these agreements.

3. Community-based initiatives that enhance safety and security at the local level.
4. Socio-economic initiatives (public or private sector) that bring tangible benefits to communities and build and sustain confidence in the peace process, particularly those that create opportunities to bring together a combination of peace stakeholders (e.g. communities, government and/or EAOs) to work together for a common outcome.
5. Initiatives (including any of those outlined above) that enhance women’s role in peacebuilding around the peace process; that seek to increase women’s representation and participation in informal aspects of the peace process (fora, networks, outreach); that support informal networks or channels that enable women’s voices to be heard in the formal peace process; and initiatives that support the role of women as promoters, leaders or facilitators of peace at all levels of Myanmar society: Union, State or local.

Type of Grant Available	Features
Small Grants	<ul style="list-style-type: none"> • Duration: 6 to 18 months • Maximum grant size: US\$ 100,000 per year • Minimum grant size: US\$ 50,000 per year • Only open to national entities
Large Grants	<ul style="list-style-type: none"> • Duration: 12 to 36 months • Maximum grant size: US\$ 1m per year • Minimum grant size: US\$ 100,000 • Open to national organisations (International organisations working in support of national organisations may also apply) • Multi-party collaboration across sectors, disciplines, regions preferable • Multiple geographic locations or centre-periphery linkages preferable

Programme Area 3: Research and Innovation

The proposal should relate to research or innovation on an aspect of the peace process and at least one of the following:

1. Assessing people’s knowledge of, attitude to, and expectations of the peace process, determining their needs for information and learning around the process, analysing where important gaps exist, and putting in place solutions to address these needs.
2. Research and innovation products that provide comprehensive, evidence-based, gender responsive analyses and context assessments designed to enhance shared understanding and stakeholder capacity to engage effectively, and inform policy and innovation related to the needs of the peace process.
3. Initiatives that harness digital technology to (i) enable information sharing, collaborative learning, and public dialogue about issues that are directly related to the peace process; or (ii) open pathways to alternative livelihood opportunities for youth in conflict affected areas; or (iii) directly inform, enable, or strengthen the role of women and youth in the process.

4. Research and innovation initiatives that strengthen the capacity of stakeholders to develop jointly informed or shared positions on issues that have a direct and immediate relevance to the political dialogue process.

Type of Grant Available	Features
Small Grants	<ul style="list-style-type: none"> • Duration: 6 to 18 months • Maximum grant size: US\$ 100,000 per year • Minimum grant size: US\$ 50,000 per year
Large Grants	<ul style="list-style-type: none"> • Duration: 12 to 48 months • Maximum grant size: US\$ 1m per year • Minimum grant size: US\$ 150,000 per year • Open to national organisations (International organisations working in support of national organisations may also apply) • Multi-party collaboration across sectors, disciplines, regions, and between national organisations and international centres of excellence preferable • Multiple geographic locations or centre-periphery linkages preferable

1.6 General Criteria

When writing concept notes applicants should bear in mind that full proposals will need to demonstrate they are:

- Responsive to a demand or demonstrated need from stakeholder(s) in the Myanmar peace process.
- Aware of, and where possible complementary to existing initiatives.
- Achievable in the proposed timeframe.
- Financially sound and adequately and accurately resourced and budgeted.
- Proposed by an implementing partner which either has the proven capacity to implement the activity, or if not, has a clear and adequately resourced and budgeted plan to build its capacity to do so.
- Inclusive, which means the proposal must:
 - Address inclusivity by considering how different groups might be affected differently depending on their gender, ethnicity, location, religion, age, language and indicating how the proposal will respond to those differences to be inclusive; and
 - Address gender by articulating how the proposal understands and responds to the differing experiences and needs of women and men. In line with JPF's overall goal of allocating at least 15% of funding to gender related activities, project budgets should aim for this allocation as a minimum or explain in detail why this is not feasible or desirable.

2. Applying for Funding

2.1 Eligibility

The JPF is open to applications from potential partners, national and international, registered and non-registered, part of the formal process or outside the formal process, that are contributing to an inclusive, sustainable and nationally owned peace process in Myanmar.

Priority will be given to national actors and national implementing partners. Where international implementing partners are involved, they will be required to demonstrate strong partnerships with national entities and institutions and clear justification for why the activities cannot or should not be undertaken by a national organisation.

2.2 Budget and Additional Information

The concept note includes a section for a basic budget, the template for which is included in the concept note template. Please note that for small grants (up to US\$ 100,000) **up to 5% can be claimed** in administration fees by the implementing partner. With large grants (over US\$ 100,000) **up to 5.5% can be claimed** in administration fees by the implementing partner.

You are also asked to include some general information about your organisation.

2.3 Submitting the Concept Note and Concept Note Budget

How	You can either submit your concept note by email or by delivering it <u>in printed copy</u> to the JPF office.	
	By email	conceptnotes@jointpeacefund.org
	Direct delivery	The Joint Peace Fund 47, Shwe Taung Gyar (Golden Valley) Road Bahan Township Yangon.
When	The JPF funding window will remain open for the foreseeable future. The JPF will begin its appraisal of concept notes a month after issuing this call.	
Confirmation of receipt:	You will receive an acknowledgement of receipt of your proposal either by email or by paper copy, if delivered by hand.	

2.4 Assessment of the Concept Note

In line with principles of fairness, transparency and integrity, a JPF grant evaluation and selection committee will be responsible for the review of concept notes and the selection of those to go forward to the second stage at which a full proposal will be requested. This review is based on the criteria outlined in sections 1.5 and 1.6. It includes an assessment of the Programme and General Criteria, technical and financial aspects of both the concept note and the applying organisation. It will take into account current developments in the peace process that may affect the efficacy of the concept note at the given time and in the specific context(s).

How JPF Assesses Concept Notes:

The JPF uses a set of specific selection criteria in order to assess and measure the concept note:

- **Document Compliance:** Assessment of the extent to which the Concept Note has been completed according to the guidelines and template provided.
- **Concept Note Design:** Assessment of the extent to which the concept note falls into the minimum requirement of the programme criteria; submission by a national stakeholder or an international stakeholder with national partnership and relevant justification; appropriateness of the applicant to undertake the intervention; stipulation of a reasonable duration; evidence of intervention not being duplicated; relevance of budget towards the objectives, outcomes and activities; suitability of geographical scope and appropriateness of multiple geographical areas, if applicable.
- **Concept Note Content:** Assessment of the content includes coherence of submission in relation to clear programming logic presented; clarity of the demand for the proposed intervention; demonstration of awareness of the need to measure changes that result from the intervention; demonstration of clear understanding of the context in which the intervention is to be implemented and the response of the project design to its sensitivities; evidence of measures of inclusivity being proposed; incorporation of gender considerations as appropriate to the intervention; identification of key risks and mitigation measures.

2.5 Questions and Queries

Please see our Questions and Answers documents which covers likely questions you may have about this Call for Concept Notes. This is available on our website <http://www.jointpeacefund.org> or our Facebook page <https://www.facebook.com/jpfmyanmar>. If this does not answer your query you can email us at ask@jointpeacefund.org

The JPF plans to host information sessions in which interested applicants will be provided with information about the Call for Concept Notes as well as the opportunity to ask questions and get clarification about issues related to submissions. The first information session will be held at the JPF Office, Yangon (please see address in Section 2.3) on 16 November 2016 from 2PM to 4PM. Interested applicants who wish to attend this session may confirm attendance with the JPF Technical Secretariat at contact@jointpeacefund.org by 12 noon on 15 November 2016.

Subsequent information sessions are planned for various locations outside of Yangon. The JPF will provide a schedule of these information sessions on its website <http://www.jointpeacefund.org> as soon as they are confirmed.

2.6 Next Steps Following Submission

The JPF will aim to inform you **by email** of the decision regarding your proposal within six weeks of receipt of your concept note.

If you are selected to advance to stage two of a funding application, a full proposal will be required. This template will be sent to you; it can also be found on the JPF website: <http://www.jointpeacefund.org>

The stage two proposal will also include a more detailed and formal review of the technical and financial aspects of the proposal and the applying organisation.