

CALL FOR PROPOSALS No. 04

The Public Participation and Accountability Facilitation Fund¹ (PARAFF) announces its fourth and last CALL FOR PROPOSALS from Vietnamese non-profit and non-governmental organisations. PARAFF seeks to promote public participation and accountability in law-making and policy development processes by strengthening engagement of non-governmental organizations in these processes at national and sub-national levels as well as in monitoring the implementation of these.

I. Support Areas and selected themes

All proposals must lie within one or more of PARAFF's Support Areas listed below:

1. **Raising Awareness** of NGOs and key partners about the rights and opportunities provided under the present legal framework related to public participation and accountability (e.g. the Law on the Promulgation of Legal Documents, the Ordinance on Grass-root Democracy, etc.);
2. NGO lead-initiatives on **monitoring** and providing feedback to Government and Elected representatives on the implementation of laws, government policies, and budgets at national and sub-national levels (e.g. initiatives enabling citizens to exercise their supervisory rights on government agencies; strategies to make service delivery more accountable such as complaints mechanisms, public information campaigns, citizens report cards and score cards, community monitoring and social audits; budget transparency and accountability strategies, public expenditure monitoring, participatory auditing; initiatives to secure freedom of information and transparency, including initiatives focused on making revenues from natural resources more transparent);
3. **Networking**² among NGOs and other stakeholders for enhanced engagement in legislative and law-making processes, in policy dialogues with the National Assembly and the People's Councils, and Government agencies at various levels.

Proposals that focus on networking and mobilising NGOs for (i) law/policy dialogues with drafting authorities and/or examining committees at national level, and (ii) directly contributing to the drafting or amendment of laws and bills are encouraged and will be given priority in the evaluation process. Research are not invited in this Call for Proposals.

All proposals should relate to one or more laws or ordinances from the agenda for development of laws and ordinances of the 13th tenure of the National Assembly in 2015.

¹ PARAFF is co-funded by the Danish International Development Assistance (DANIDA) and the UK Department for International Development (DFID). It works under the supervision of the Office of the National Assembly of Vietnam.

² Networking is in the context of PARAFF defined as the exchange of information, experiences and knowledge.

This Call for Proposal will give priority to the bills listed below:

No.	Bills to be passed in the 10 th session, Oct-Nov 2015	Drafting Authority	Examining Committee
1	Law on administrative proceedings (amendment)	Supreme People's Court	Justice Committee
2	Criminal Code (amendment)	Ministry of Justice	Justice Committee
3	Law on Information security	Ministry of Information and Communication	Committee for Science, Technology and Environment
4	Bill on referenda	Vietnam Lawyer's Association	Law Committee
	Bills to be commented on in the 10 th session	Drafting Authority	Examining Committee
5	Bill on promulgation of administrative decisions	Ministry of Justice	Law Committee
6	Bill on Protection, Care and Education of Children (amendment)	Ministry of Labour, Invalids and Social Affairs	Committee for Culture, Education, Youth and Teenagers
7	Press Law (amendment)	Ministry of Information and Communication	Committee for Culture, Education, Youth and Teenagers
8	Bill on access to information	Ministry of Justice	Law Committee
9	Bill on faith and religion	Government Committee for Religious Affairs	Committee on Social Affairs
10	Bill on Population	Ministry of Health	Committee for Social Affairs

II. What kind of grants do PARAFF offer?

Applicants may apply for Small Project Grants of up to VND 800 million per proposal for a maximum duration of 09 months subject to that grant contracts are signed and implementation started before the end of November 2014.

- Implementation of proposals must be completed no later than 31 August 2015

III. Who can receive a PARAFF grant?

Target groups are Vietnamese non-governmental organizations, mass organizations, socio-political organizations, professional associations, and community based groups.

Applicants who apply for **small project grants** will be expected to meet a set of minimum criteria as follows:

- Established for Non-profit purposes;
- Non-government and non-international;
- Registered officially for more than one year by Vietnamese Authorities;
- Have a legally binding set of rules that explains how the organisation operates;
- Have a bank account operated by more than one signatory, and
- Have the support of relevant authorities and/or elected deputies on central or provincial levels that the applicants will engage with during implementation of the proposed project.

IV. How should applications be made, and by when?

Applicants should submit full project proposals with detailed budget break-down in Vietnamese language based on the application forms available at the PARAFF website. An application must include one (01) original and two (02) hard copies with authorised

signature and stamp on each copy, and a soft copy on a CD. The application must be accompanied by copies of the following supporting documents:

- The statutes or articles of association of the applicant organisation and, where appropriate, of each partner organisation (legally binding set of rules that explains how the organisation operates);
- The applicant's most recent annual financial statements (statement of income and expenditure and balance sheet for 2013);
- Support letter from relevant authorities and/or elected deputies at central or provincial level the applicant(s) will engage (send this letter only when a project has been selected for funding, this letter is a condition for the award of grants).

Applicants should carefully study the Guideline for Applicants available for download on the PARAFF Website and ensure that all required supporting documents are enclosed with the application. Incomplete applications may be rejected. Applications may be sent by registered mail, messenger services or be delivered by hand to the PARAFF Secretariat at the address below:

Public Participation and Accountability Facilitation Fund (PARAFF)

Unit 303-B3, 3rd floor, Van Phuc Diplomatic Compound
298 Kim Ma Street, Ba Dinh District, Hanoi, Vietnam
Tel: (+84) 04-6273 6531; Fax: (+84) 04-6273 6542
E-mail: office.paraff@gmail.com

The deadline for the submission of applications is **Friday 29 August 2014 at 17:00 hours**. Any hand-delivered applications submitted after the deadline will be rejected. Applications postmarked or picked-up by a messenger service before the deadline but not received by the PARAFF Secretariat within five working-days will also be rejected although the delay is due to the postal or messenger service.

Please visit the PARAFF Website at <http://www.paraff.org> for more information about the selection criteria, application process and to download application forms.

PARAFF plans to organise events in different provinces and cities, aiming at raising the knowledge regarding the selected themes of this call for proposals, project formulation skills, and any other issues and concrete requirements raised by applicants for formulating best possible project proposals. The tentative schedule of these field events is as follows:

- From 28-29 July 2014: Da Nang for organisations from the Central provinces and the Central highlands.
- From 01-02 August 2014: Ho Chi Minh City for organisations from the Southern provinces and Ho Chi Minh City.
- From 04-05 August 2014: Hanoi for organisations from the Northern provinces and Hanoi.

Registration of attendance should be made to the PARAFF Secretariat at least five (5) days before the above-mentioned dates. Kindly register your attendance by e-mail to office.paraff@gmail.com.



V. How are applications assessed?

Grant applications will be screened according to the **eligibility criteria** and **evaluation criteria** available for download on PARAFF website. Short-listed applications will be considered by an independent Grants Fund Committee. Outcomes of the Call for Proposals and a list of successful organisations to be funded will be published on the PARAFF website mid-October 2014. PARAFF is available to answer any questions or inquiries about the outcomes from applicants at the above contact address.