

## Supporting Effective Dispute Resolution Project

# Grant opportunity: Arts for Alternative Dispute Resolution (Arts-4-ADR)

Call for Proposals – Guidelines for grant  
applicants

September 2023

Part of the programme



Funded by the  
European Union



Implemented by



---

## Guidance notes

Please read all parts of this Arts for Alternative Dispute Resolution (Arts-4-ADR) *Call for Proposals – Guidelines for grant applicants* carefully before completing your application. This guidance contains essential information to enable you to decide if you are eligible to apply, to know what kind of activities can be funded, and to enable you to complete the application form correctly.

## Contacting us

If you have questions about how to apply, please first read this guidance. You may also contact us via e-mail at [SEDR@britishcouncil.org](mailto:SEDR@britishcouncil.org)

---

# 1. About SEDR

## 1.1 Background

The European Union (EU) has contracted the British Council to deliver the **Supporting Effective Dispute Resolution** project (hereafter **SEDR**) in Sri Lanka over five years from 2020-2025. SEDR is funded by the European Union and the project is one element of the EU's wider Strengthening Transformation, Reconciliation, and Inclusive Democratic Engagement (STRIDE) programme.

The **Overall Objective** of SEDR is to “strengthen dialogue between the people and the state thereby contributing to the resolution of critical underlying causes of conflict and prevention of escalation of local disputes”. The project's **Specific Objective** is “to improve dispute resolution services for both individual and community level grievances”.

SEDR therefore seeks to enhance the effectiveness and availability of alternative dispute resolution (ADR)<sup>1</sup> mechanisms, foster social cohesion and more inclusive community-state engagement in Sri Lanka.

SEDR activities are mainly focussed in 3 target provinces and 6 districts, which are as follows: Northern Province (Mannar & Vavuniya), Eastern Province (Ampara & Trincomalee), and Uva Province (Badulla & Monaragala). In addition, some project activities are being delivered island-wide at a national level.

The project comprises 4 Result Areas:<sup>2</sup>

- **Result Area 1** - Improved functioning of Community Mediation Boards in addressing individual disputes (family, criminal and relevant property/financial disputes).
- **Result Area 2** - Improved and expanded functioning of Land Special Mediation Boards.
- **Result Area 3** - Inclusive local action forums work to address shared problems and improve the resolution of community level grievances.
- **Result Area 4** - Senior stakeholders and officials can evidence the benefits of mediation processes through cross-agency coordination, enhanced data collection and increased awareness of how and why mediation is used.

Through Result Areas 1, 2, and 4, SEDR provides direct support to the national mediation programme of the Mediation Boards Commission (MBC) of Sri Lanka, under the leadership and guidance of the Ministry of Justice.

The Arts-4-ADR Call for Proposals described in this document below, seeks to contribute towards the achievement of SEDR's Result Area 3 – specifically focusing on community level grievances.

---

<sup>1</sup> For the purposes of this Call for Proposals, ADR refers to informal mechanisms or processes facilitated by local actors to resolve community level disputes/grievances/conflict without the involvement of the formal justice system.

<sup>2</sup> The Asia Foundation (TAF) has been contracted by British Council to lead the implementation of Result Areas 1 & 2.

---

## 2. Scope of the Call for Proposals

### 2.1 Context

The relief in the lifting of many of the Covid-19 pandemic related restrictions in late 2021 was tempered by the emergence of the worst socio-economic crisis in Sri Lanka since independence, triggered in part, by its first ever public default on international debt re-payments. As part of these developments the *Aragalaya*, or People's Struggle Movement, called out the failings of the ruling political elite seeking, amongst others, better economic and political governance, more inclusive democratic participation, and stronger social cohesion. The first half of 2022 therefore saw a political and economic crisis leading not only to a change of government, but also a massive currency devaluation and near total collapse of the Sri Lankan economy. According to recent estimates, poverty nearly doubled in Sri Lanka between 2021 and 2022, reaching a staggering 25%, with no sign of any real improvement over the short to medium term.

The lasting effects of the pandemic and the continuing effects of the current socio-economic crisis have dramatically increased pressures on the entire Sri Lankan population, with marginalised communities being particularly vulnerable to such external shocks and the accompanying increase in overall inequality. This context is further shaped by prevailing traditional structural issues which have, over generations, continued to add pressure on marginalised communities. These have created unique conditions on the ground where local communities in different provinces are facing different regionalised challenges, the solutions to which requires creative, innovative, and inclusive cross-cultural consultation, mediation and action. Non-state actors, Civil Society Organisations (CSOs), and Community Based Organisations (CBOs) all have a major role to play in addressing these challenges in a coordinated manner. Some of these local-level issues, if not comprehensively addressed, may escalate into negative social impacts at a regional or even national level.

To understand these issues and challenges better, SEDR conducted comprehensive national- and provincial-level (in Northern, Eastern and Uva Provinces) problem analyses, which have recently been updated. Five main issue-clusters emerged from the research and these form the foundational basis for this Call for Proposals by SEDR. The five main issues can be summarised as follows:

- 1) Marginalised groups such as women, young people, lower caste persons, economic and ethnic minorities are often not provided with the space or opportunity to feed into local decision-making processes (political as well as cultural), leaving local disputes/grievances/problems unaddressed, causing social exclusion, frustrations, and resentment.
- 2) Large-scale national level economic development has not focussed on the local small-medium enterprise (SME) sectors (e.g., agri-businesses, fisheries, handicraft, cottage industries, and small-scale tourism value-chains), creating local level unemployment and alienation, which may be perceived as ethno-religious neglect and discrimination.
- 3) Unaddressed post-conflict legacy issues such as conflict related disability, women headed households/military widows, youth in conflict with the law, land disputes, communal intolerance, and language issues are leading local communities towards political hopelessness and mistrust regarding reconciliation efforts and may further exacerbate existing ethno-religious suspicions and divisions.
- 4) Traditional structural issues (e.g., discrimination, inequality, patriarchy) in day-to-day economic and cultural practices limits innovation and creativity in effectively connecting diverse ethno-religious communities, inhibiting social cohesion and inter-group harmony (e.g., inter-dependent economic value chains).
- 5) Environmental disparity, resource shortages, geographical barriers, language inequality, and Covid-19 related access to justice challenges may manifest and be understood as discrimination towards

---

marginalised communities in local contexts, in the absence of mechanisms to create a shared understanding of grievances between and within diverse communities.

Community-based alternative dispute resolution mechanisms play a vital role in resolving disputes and preventing the escalation of conflict into overt violence. In Sri Lanka, where social tensions prevail along different fault lines – often ethno-religious – community-based ADR initiatives provide effective pathways to access justice for local communities. This includes various committees and local action forums established by civil society and community-based organisations, including inter-religious structures.

In addition, Sri Lanka has a well-established National Mediation Programme operated through more than 300 Community Mediation Boards (CMB) where approximately 8,400 well trained volunteer mediators deal with roughly 250,000 disputes per year. Hybrid in nature, straddling both state and society participation, Sri Lanka's National Mediation Programme has proven itself to be an effective alternative dispute resolution mechanism to mitigate against the delays and cost of the formal court system boasting dispute settlement rates exceeding 65% and customer satisfaction rates above 80%.

In addition to providing institutional- and capacity building support to the National Mediation Programme, through the Ministry of Justice and the Mediation Boards Commission, SEDR also works with non-state actors to strengthen community-based ADR mechanisms, with a specific focus on community level grievances.

## 2.2 Why Arts & Alternative Dispute Resolution?

Throughout history the Arts - film, visual art, poetry, storytelling, performance, spoken word, music and theatre – have been utilised as a tool and practice where individuals and communities represent and reflect themselves, their beliefs, their values and their struggles for change and social justice. In Sri Lanka too, there is a long history of individuals and organisations utilising the arts to strengthen resilience and social cohesion, and to call for social change. The most recent example of arts advocating and promoting social change was of course the creative outputs from the 2022 *Aragalaya* movement.

Recognised as a powerful vehicle for social change the arts have the potential and power to reach and move people, often transcending other forms of interactions. Stimulating the imagination, arts resonate at a visceral level and can connect us across boundaries and cultures, to our shared values. Whilst engagement with the arts can set free creativity and imagination it can also provide a safe and neutral space for dialogue with the potential to provide opportunities and platforms for marginalised groups to express themselves, encourage empathy, recognise others, challenge perceptions, and mediate differences through new insights.

Because it can allow for an enabling environment to be created and for the participation of people of all abilities and backgrounds, arts-led initiatives working with the grain of local culture and traditions can play a pivotal role as a creative medium for community-based alternative dispute resolution.

Arts and Culture can contribute to alternative dispute resolution processes by:

- Using imaginative strategies, devices and solutions collaboratively to address the specific challenges faced by marginalised communities and raise awareness/understanding of the root causes of conflict/disputes/grievances, as well as locally available ADR mechanisms.

- Building the capacity and agency of arts practitioners to facilitate dialogue and engagement with target communities/audiences around ADR themes.
- Providing arts practitioners with the opportunity to represent the lived experiences of marginalised groups and local communities through language, music and cultural practices.

Arts-4-ADR therefore proposes a new Creative Arts based approach to create and addresses community-based issues with a particular focus on understanding the root causes of conflict, while at the same time encouraging and supporting the use of alternative dispute resolution approaches.

It is in this context that SEDR calls for proposals from suitably qualified local Arts Curators, Arts organisations, Arts collaborations as well as Civil Society Organisations (CSO) and/or Non-Governmental Organisations (NGOs), who have worked with arts strategies, to design and implement an Arts-4-ADR programme, using the Arts as a vehicle and platform, addressing the Specific Objectives described below.

## 2.3 Objectives

Through this grant, SEDR seeks to contribute to an Overall Objective of *strengthening social cohesion* in the project's target communities.

Proposals from prospective partners should contribute towards delivering the following three Specific Objectives of the Arts-4-ADR project, namely:

- to facilitate dialogue regarding root causes of community-based conflict/disputes/grievances,
- to increase awareness and understanding of community-based ADR mechanisms, and
- to encourage the use of ADR mechanisms as pathways to access justice, through art-for-social development approaches.

Proposals should target arts practitioners, women, young people (those aged 18-35), and marginalised groups and clearly indicate how they will participate in project activities and what benefits will flow to them.

## 2.4 Additional requirements

Additional requirements for this Call for Proposals include the following:

- One or more local Arts curator, Arts organisation, Arts collaboration, CSO and/or NGO, can apply together as partners. SEDR will sign a Grant Agreement with only one organisation as the lead implementing partner. The lead organisation is responsible for achieving the project results, managing funds, reporting requirements and management of any provincial implementation partners.
- Prospective partners are invited to propose new projects ideas/concepts, or they may propose to continue or scale-up existing initiatives with has a strong track record of success.
- Through this Call for Proposals SEDR will award one grant (covering all three target provinces and Colombo) of up to the value of EUR 100,000, for project proposals of up to 12 months in duration.<sup>3</sup>
- Proposals should ideally follow a **Three-plus-One (3+1) Model**: three sets of activities uniquely delivered in each of SEDRs target provinces, the most prominent elements of which are then

<sup>3</sup> Using the British Council's current bookkeeping rate, this equates to approximately LKR 34.7m.

showcased in Colombo culminating in an exhibition/series of events to ensure exposure of and access to the outputs for audiences in the capital and an opportunity for them to engage with provincial artists and their unique work.

- Proposals should seek to incorporate interdisciplinary arts approaches, digital/social media solutions, and dialogic methods to curate inventive and creative programmes aimed at delivering the Specific Objectives mentioned above.
- Prospective partners are encouraged to utilise the *Facilitator Guide: Facilitating Dialogue for Critical Engagement with Art* produced by the Strengthening Reconciliation Processes (SRP) in Sri Lanka project (published by GIZ in 2022) to design and deliver capacity building workshops and training programmes for selected local arts practitioners, to enable and empower them to develop their skills and knowledge of critical engagement and facilitation of dialogue with audiences, using the Arts.
- Proposals should contain a strong element of recording and documenting the process how the art initiatives are conceptualised, produced and delivered, with an emphasis on archiving and generating evidence of what works.
- All documentation material and outputs including videos, short films, audio visual materials, podcasts, scripts and screen plays, should be in local languages, inclusive of appropriate language subtitles.
- Proposals should consider how creative outputs from the three provinces could be shared island-wide, before or after the Colombo event, and incorporate strategies for traditional media outreach of their initiatives to ensure for greater public exposure of their proposed initiatives.
- In line with the 3+1 model, proposals must cover activities in all SEDR's target districts in each of the three target provinces. These are: Vavuniya & Mannar (Northern Province), Trincomalee & Ampara (Eastern Province), and Badulla & Monaragala (Uva Province). Additional locations in the target provinces may also be included, if well justified. A final concluding exhibition/series of events should take place in Colombo.
- Proposals should incorporate measures to monitor and validate progress of changes in target communities through relevant indicators and targets.<sup>4</sup>
- Applicants must demonstrate understanding of the local community dynamic and context (e.g., conflict legacy, issues of caste, gender, cultural, and religious differences) of SEDR's target districts in each of the three target provinces and clearly indicate relevant 'do-no-harm' approaches, and how their initiatives will mitigate against risks of further conflict.
- Coordination and collaboration with existing EU funded initiatives and/or with other development partner/donor interventions in the target areas is encouraged, the work of the local chapters of the European Union National Institutes of Culture (EUNIC) as well as the EU and GIZ funded Strengthening Social Cohesion & Peace in Sri Lanka (SCOPE) project in particular.

## 2.5 Examples of arts-based initiatives and interventions

In line with the Specific Objectives mentioned above, SEDR aims to support local Arts Curators, Arts organisations, Arts collaborations, CSOs and/or NGOs to deliver interdisciplinary arts-based initiatives and interventions, which may include the following examples:

---

<sup>4</sup> Indicators and targets should reflect increased access to forums for dialogue on local issues, increased awareness of ADR (sources of conflict and resolution mechanisms) and increase likelihood of participants' use of ADR approaches, and where relevant, increased skills e.g., in promoting ADR at community level among local champions utilising the arts.



- Forum theatre – Acting out Dispute Resolution: To help increase awareness and offer concrete examples of resolving conflict/disputes/grievances through ADR methods and structures.
- Film and Video – Representation on Screen: on screen expression can be a powerful and relatable tool. Stories told by local filmmakers screened in public theatres or community centers offer an opportunity for engagement through post-screening facilitated discussions, written reviews, and verbal feedback.
- Social Media Storytelling – Spotighting Stories of the Youth: Working with local young artists /local university students to use their social media platform (Facebook, Instagram, X – formerly Twitter, Snapchat, Tik Tok et al) to share a personal subjects/theme in their local community. Highlight voices of young people, and engage with an older generation of duty bearers, mediators, community leaders to articulate the voices of the youth.
- Artistic Exchange – the arts are often used in education as a tool of self-expression, sharing stories of home and family. Beyond the classroom, art can be a tool for exchange at any age.
- Workshops: art therapy as a tool that utilises the science of psychology and process-driven artistic practice to bring comfort, solidarity, and lessons in expression to sensitive post-conflict communities. Through workshops with professional art therapists, new methods of communication and mediation can be explored in a safe environment in support of ADR methods and structures.
- Artists share their own stories: workshops and public exhibition for young artists, facilitating dialogue, discussions and sharing stories from their communities within the three provinces.

**Please note the types of initiatives listed above are indicative only.** Applicants are **strongly encouraged** to propose their own inventive and creative interventions focussing on the Specific Objectives outlined above.

### 3. Applying for Funding

#### 3.1 Eligibility Criteria

To be eligible to apply for this SEDR grant, applicants must fulfil all the following criteria:

- Have preferably five years' experience in successful delivery of relevant artistic practice, and/or arts-for social development initiatives and/or strengthening social cohesion in Sri Lanka.
- Have a strong track record relevant to the specific proposal to be funded (i.e., of similar type, location, value, and scale) in Sri Lanka.
- Clear evidence of partnership-working and collaboration with the arts and creative sector, state, and non-state actors.
- Have, or agree to have, a Sri Lanka-based bank account that requires two signatures, if the applicants bid is successful.
- Have sufficient financial policies and controls in place to ensure transparent, responsible, and accountable use of funds.
- Submission of audited financial statements of past two years of operation.
- Only one application per lead organisation is permissible. Applications from a consortium or alliance of organisations are welcome but must demonstrate prior consultation and agreement of such partnership.

The review of applications will consist of two phases. During the first phase, eligibility of applications will be assessed, to check that applicants satisfy basic criteria, and have submitted all the required supporting



---

documentation by the application deadline. Only those applications deemed eligible will proceed to the second phase, during which an evaluation of full proposals will take place.

### 3.2 Pre-application briefing session

On **Monday 02 October 2023**, SEDR will host an **online briefing session** with potential applicants to further explain the objectives and requirements under this Arts-4-ADR Call for Proposals. All interested applicants must pre-register their intention to participate in the online event, in advance on or before **Friday 29 September 2023**, by emailing [SEDR@britishcouncil.org](mailto:SEDR@britishcouncil.org). Applicants who do not register in time, may not be able to attend and benefit from the pre-application briefing session. Registered applicants will receive a link via e-mail to attend the online session.

### 3.3 Clarifications

For any questions or clarifications related to this Arts-4-ADR Call for Proposals, please submit any question(s) directly to the SEDR team by emailing [SEDR@britishcouncil.org](mailto:SEDR@britishcouncil.org) on or before **04 October 2023**. After this date, no further questions or clarifications will be addressed. Responses to all questions/clarifications will be provided by **06 October 2023** via e-mail to all applicants who attended the online briefing session (see 3.2 above) and those who submitted questions for clarification. These will also be published on the SEDR website at <https://www.sedrslanka.org>.

### 3.4 Submitting your application

These guidelines are designed to help applicants complete the templates for the technical and financial proposals. It is important to read these notes (and guidance notes in the templates) before and during the process of completing the application for funding. **Template A** is the technical/narrative proposal which contains specific guidance for each section of your application. The same approach should be followed in completing Templates B (*Financial Proposal*) and C (*Due Diligence Checklist*). Failure to provide the information in the requested format may lead to the disqualification of your application.

All applicants are provided with 4 templates to complete and to submit, as follows:

- Template A: Technical Proposal
- Template A: Technical Proposal Annex 1 Workplan
- Template B: Financial Proposal
- Template C: Due Diligence Checklist

In addition to these guidelines, *Finance Proposal - guidelines for applicants* is available to inform the preparation of the budget and financial proposal.

All complete applications must be submitted electronically via e-mail to [SEDR@britishcouncil.org](mailto:SEDR@britishcouncil.org) by 12:00 noon (Sri Lanka) on **Monday 30 October 2023**. Your email application must have the following subject/title: "SEDR Arts-4-Alternative Dispute Resolution (Arts-4-ADR) - Proposal Submission: [organisation name]". For example, 'SEDR Arts-4-ADR - Proposal Submission: British Council'.

Any submission received after the above closing date may not be accepted. Any missing documentation submitted after the closing date may also not be accepted. This is with the exception of where SEDR requests any additional documentation from an applicant.

All documents submitted as part of your proposal should be named in the following way: “SEDR [organisation name] [file name]”. For example: ‘SEDR British Council Template A’. You are also asked to submit scanned copies of all your supporting documents, along with your application in PDF format. Please kindly avoid submitting documentation other than requested documents.

Applicants are required to observe the specific page limits for each section of *Template A: Technical Proposal*. Applications which fail to respect the set limits may be disqualified. Material presented which is beyond the set limits, may not be considered in the evaluation of the application. All applications must be made, using the templates provided.

Please note that completion and submission of a proposal does not guarantee award of contract by SEDR.

### 3.5 Timing and communications

You will receive an email acknowledging receipt of your application within 24 hours of it being received by SEDR<sup>5</sup>. You will be informed of the outcome of your application as outlined in Sections 4.2 and 4.3 below. The successful applicant will be expected to begin implementation of their grant proposals from **01 December 2023**, following successful completion of due diligence checks and contracting.

Please see the table below of key dates relevant to this SEDR grant opportunity.

Timeline	Date
Call for Proposals – publication/launch	18 September 2023
Pre-application briefing for interested applicants	02 October 2023
Deadline for receipt clarification questions	04 October 2023
Publication of responses to clarifications questions	06 October 2023
Submission deadline for Proposals	12:00 noon 30 October 2023
Outcome of eligibility checks	06 November 2023
Outcome of evaluations	20 November 2023
Commencement of project implementation	01 December 2023

## 4. Evaluation of proposals

### 4.1 Eligibility assessment

All applications will first be assessed for eligibility. This will be done by a panel of SEDR project team members which will check that applicants satisfy the basic criteria (as outlined in Section 3.1) and have submitted all the necessary supporting documents.

---

<sup>5</sup> In case you have submitted an application and do not receive acknowledgement of receipt, please contact us as soon as possible.

## 4.2 Evaluation Criteria and methodology

All eligible applications will then go through to the second phase of assessment. This is a full evaluation of eligible proposals using the below evaluation criteria and weightings and is a two-tiered quality assessment:

**4.2.1** A full evaluation of eligible proposals by a panel comprising SEDR and members of the Arts-4-ADR Advisory Group. This panel may also include EU and Ministry of Justice observers. This panel will use the following criteria, scoring, and weightings to assess the quality of proposals.

Weighting	Evaluation Criteria	Score out of 100
Technical (80%)	<b>Problem analysis &amp; organisational experience/track record</b> <ul style="list-style-type: none"> <li>Does the proposal demonstrate a clear understanding of the context, the specific problems to be solved and/or addressed, and the target communities in the delivery location(s)?</li> <li>Does the applicant have demonstrated experience in a project of similar type, scope/scale, and value in Sri Lanka?</li> </ul>	15
	<b>Detailed project description (approach/methodology)</b> <ul style="list-style-type: none"> <li>Will the project lead to strengthened social cohesion in the SEDR's target communities?</li> <li>Is it clear who the target audiences of the proposed Arts programme will be?</li> <li>Does the application demonstrate a clear understanding of the need for a wide ranging and interdisciplinary arts approach and demonstrate how this approach will be reflected in the proposed programme?</li> <li>Is there evidence that the application is based on a clear understanding of the stakeholders that need to be involved and is the planned engagement well considered?</li> <li>Does the proposal clearly indicate how key target groups like arts practitioners, women, young people, and marginalised groups will participate in project activities and what benefits will flow to them?</li> <li>Does the proposal clearly illustrate a sound understanding of Alternative Dispute Resolution approaches and indicate how the planned activities would increase public awareness and understanding?</li> <li>Does the proposal address the issue of capacity building of artists to facilitate dialogue and engagement with audiences, promoting future sustainability, and how clearly is it illustrated?</li> <li>Does the proposal have a clear and well-designed community mobilisation plan for the various stages of the 12-month programme?</li> <li>Does the proposal demonstrate its commitment to documenting and archiving the activities and outputs and how does it propose to do so?</li> <li>Is the proposal responsive to the project objectives and requirements, as follows?</li> </ul>	50

Weighting	Evaluation Criteria	Score out of 100
	<ul style="list-style-type: none"> <li>Covers all 3 SEDR target provinces and both target districts in each province, as well as Colombo. The proposal demonstrates a clear understanding of the need for wide ranging, and inventive interdisciplinary arts approach, using physical and digital platforms, workshops feedback sessions and more.</li> <li>Does the proposal reflect an art-for-social development approach and how does it do so?</li> <li>The proposal demonstrates its commitment to documenting and archiving the activities and outputs (best practice materials) and how does it propose to do so?</li> <li>Does the proposal demonstrate a commitment for documentation and outputs to be in local languages inclusive of appropriate subtitles?</li> <li>Includes an element of coordination and collaboration with existing EUNIC/SCOPE programme initiatives and/or with other development partner/donor interventions in the target areas.</li> <li>Specifies relevant 'do-no-harm' approaches, if working with conflict-affected communities.</li> <li>Are the objectives of the project well defined and achievable?</li> <li>Are the project's outputs and activities clearly described and logical for the achievement of the objectives?</li> <li>Is there sufficient detail about planned activities and are they presented in a clear and logical manner?</li> <li>Is the approach to monitoring, evaluation, and learning (MEL) sufficiently robust incorporating measures to monitor and validate progress of changes in target communities through relevant indicators, targets and tools?</li> <li>Does the proposal contain innovative strategies to ensure clear Communication of project outcomes and visibility of EU funding island-wide?</li> <li>Are the risks and challenges identified, specific, and manageable and are risk mitigation measures clear and relevant?</li> <li>To what extent is sustainability ensured to ensure the project benefits flow beyond the period of funding, and prioritised?</li> </ul>	
	<b>Project management</b> <ul style="list-style-type: none"> <li>Is it clear what the applicant organisation, including any local partners, will do in the delivery of the project?</li> <li>What is the structure of management and is there sufficient levels of supervision, support, and quality assurance?</li> <li>Are there well developed and clear systems and procedures in place to support effective and accountable management of the project?</li> </ul>	15
<b>Financial</b>	<b>Financial Proposal/budget</b> <ul style="list-style-type: none"> <li>Is the budget within the ceiling of EUR 100,000 clear, accurate, containing all information required?</li> </ul>	20

Weighting	Evaluation Criteria	Score out of 100
	<ul style="list-style-type: none"> <li>Does the financial proposal match the description of the activities in the technical proposal?</li> <li>Is the budget sufficient and reasonable for delivering the proposed activities?</li> <li>Is there a reasonable balance in funds allocation among project activities and crosscutting expenses (including staff costs) in the budget?</li> </ul>	

The following scoring methodology will be used for evaluating responses:

Score	Description
<b>10 points</b> (Excellent)	A comprehensive and strong submission with demonstrable evidence that the applicant is fully capable and experienced to deliver the required outcomes. A detailed reply that directly responds to all requirements with no ambiguity and relevant examples provided.
<b>7 points</b> (Good)	There are minor concerns the applicant may not be able to fully achieve all the outcomes required and the response lacked some details, e.g., relevant experience. A less detailed submission that broadly responds to the requirements, but with some ambiguity and only some examples or evidence provided.
<b>5 points</b> (Adequate)	There are concerns that the applicant will not be able to achieve the outcomes required without some additional support. The response significantly lacks details of relevant experience. A less detailed response that meets the minimum requirement, but with some ambiguity and very few or no/irrelevant examples provided.
<b>3 points</b> (Poor response/limited evidence)	There are serious indications that the applicant will not be able to achieve the outcomes required and has not provided appropriate evidence of experience to successfully deliver the outcomes required. A response that is not entirely relevant to the requirement, with significant ambiguity and lacking specific detail.
<b>0 points</b> (Unacceptable)	The response is non-compliant and/or no relevant information has been received to demonstrate the applicant can achieve the required outcomes. No response or a response that is entirely irrelevant.

**4.2.2** Upon completion of the first tier of the evaluation process, the evaluation panel will make a recommendation on grant award. This recommendation will be the proposal which has received the highest scoring during assessment. A senior British Council colleague will review the recommendation and make the final decision, as per British Council policy. The outcome of the evaluation process is final.

### 4.3 If your application is unsuccessful

Any application deemed ineligible will be notified via e-mail within two days after the closing date (i.e., by close of play Wednesday 01 November 2023), with the reasons for such ineligibility. An applicant

---

organisation which has been deemed ineligible may appeal this decision, where it can clearly demonstrate eligibility. Any appeal against a ruling of ineligibility must be submitted, along with supporting evidence as necessary, by close of play Friday 03 November 2023.

If your evaluated application is unsuccessful, you will receive an email informing you of this after the completion of the work of the selection panel, approximately within four weeks of the closing date (by 27 November 2023). All decisions are final and there is no right to appeal the evaluation process outcome. Applicants may, however, request feedback on the evaluation of their unsuccessful proposals within one week after notification. Written feedback requested on unsuccessful proposals, will be provided within three weeks of the receipt of the request.

### **4.3 If your application is successful**

The successful applicant will be awarded a grant based upon the evaluation process as described above. The applicant selected for a grant award will be the organisation that scored highest during the evaluation.

If your application is successful, your organisation will receive notification of the award by 20 November 2023.

Following this, SEDR will undertake due diligence checks on your organisation and then prepare a Grant Agreement. The checks that will be done on your organisation include, but may not be limited to:

- A Counter terrorism and Money Laundering report
- An Ethical Screening Report
- A financial aged debt report. This is to ensure that your organisation does not owe the British Council any money.
- Credit Safe Report

SEDR reserves the right to withdraw any successful award from a selected applicant based on unsuccessful due diligence checks. SEDR also reserves the right to offer no grant awards.

## **5. General guidance**

### **5.1 Support with your successful proposal**

SEDR will have an accompaniment-approach to successful proposals, providing technical capacity building support during the entire lifecycle of the project, seeking to create a strong partnership with the successful applicant arts curator, arts organisation or arts collaboration.

The successful applicant organisation will be offered technical assistance from SEDR in developing/refining their proposal to better respond to the objectives and specific requirements of this call for proposals, if required. This will take the form of one or more consultative sessions with the successful applicant and the SEDR project team immediately after the awarding of the grant and in advance of contracting. These sessions are intended to be supportive and conversational, with key points for discussion agreed beforehand by the applicant organisation and the SEDR project team. This initial support may consist of:

- Additional technical proposal review to ensure the submitted proposal meets the requirements of the call for proposal, in line with the outcomes of the evaluation process.



- Additional budget analysis and subsequent development, to ensure requested funds are sufficient for the intervention proposed.
- Further refinement of outcomes of the proposed intervention, to ensure a close fit the overall objective of this call for proposals.

Throughout the lifecycle of the successful proposal, on-the-ground support and quality assurance will be provided by SEDR's 3 dedicated Provincial Coordinators based in each of the target provinces, while technical content guidance will be provided by the SEDR project's Key Expert (Alternative Dispute Resolution) and other Access to Justice expertise. SEDR's project management staff will provide ongoing contract management support, while the SEDR Finance team will guide and advise on budget monitoring and financial management.

SEDR's Monitoring, Evaluation and Learning Expert will provide support in terms of reporting requirements and the development and use of monitoring tools, while the SEDR Communications team will provide technical advice and guide successful applicants with effective communications and visibility approaches. An important aspect of both the MEL and communications work is to ensure that we capture and share lessons learned from implementation as well as to record and document stories of success.

Soon after contracting, if possible before commencement of implementation of successful proposals, SEDR will conduct a targeted orientation and capacity building session for the successful (a two-day session, preferably face-to-face). This orientation session will consist of a brief overview of the SEDR project and detailed briefings on all the key technical, financial and project management requirements of the grant. This will also include specific sessions on MEL, Communications & visibility as well as Gender and Social Inclusion.

#### **a) ADR and cross-cutting capacity building**

SEDR has in-house technical experts in the fields of ADR, conflict management, peace building, access to justice, and gender & social inclusion. The capacity building partnerships SEDR seeks to create with successful applicant, will build a demand-driven approach based on the specific needs of the grantee and their staff within the scope of the successful proposal. To this end SEDR will, in close liaison with the successful Arts Curator, Arts organisation or Arts collaboration, develop a **tailor-made capacity building plan** that will build onto the initial orientation and briefing sessions delivered at the start of the grant contract.

#### **b) Monitoring, Evaluation and Learning (MEL)**

In addition to the Monitoring, Evaluation, and Learning activities that the successful applicant Arts Curator, Arts organisation, Arts collaboration or CSO/NGO will be undertaking as an integral part of implementing the grant proposal (including regular technical and financial reporting – see Section 5.1(d) below), SEDR will liaise regularly during the project lifecycle to assess project progress, capture evidence of change, provide support and enable learning and sharing between other successful grant applicants, and, most importantly, to adapt and make changes in approaches, if required. These could take the form of:

- Face-to-face meetings with SEDR Provincial Coordinators at least once every month as well as on-line calls/engagements with other SEDR technical managers, as and when required
- Monthly and Quarterly technical and financial reports using an agreed template
- A six month 'Stop/Go Review' - in liaison with the SEDR project management
- Surveys on specific aspects of the project, as agreed



- Phone calls and e-mails exchanges based on the needs of the grantee

### **c) Communications and visibility**

Successful applicants will be required to follow communications and visibility guidelines provided by SEDR, in compliance with European Union and British Council requirements. This will have two main elements: (i) Awareness creation (inc. digital/social media engagement) with target audiences about the aims and objectives of the grant project, its successes, challenges as well as lessons learned; and (ii) ensuring visibility of financing from the European Union for the grant project, via SEDR.

### **d) Reporting on the implementation of your proposal**

Successful applicants will be required to prepare and submit the following reports:

- Monthly summary update reports, against SEDR project workplan tracker in the prescribed format.
- Quarterly written Progress Reports (Technical and Financial) with supporting documentation/evidence, as stipulated in the Grant Agreement.
- Project Final Report (technical narrative and financial report, with supporting documentation/evidence) within two months of the end of the grant agreement.

A more detailed exposition of the reporting requirements will be specified in the Grant Agreement with the successful arts curator, arts organisation, or arts collaboration.

## **5.2 British Council Policies**

SEDR is being implemented in line with British Council policies, procedures, and guidelines. As such, any applicant organisation is expected to adhere to the British Council's policies. All relevant policy statements can be found on the [British Council website](#). These include, but are not limited to the following policies:

- Anti-Fraud and Corruption Policy
- Freedom of Information Policy
- Safeguarding Policy
- Equality Policy
- Health and Safety Policy

By submitting an application, your organisation is agreeing to comply and adhere to all British Council policies.