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**Project:**  
**Strengthening Capacities of Local Civil Society  
to Fight Corruption: Tupigane na Ufisadi  
(TUNU)**

**Guidelines for applicants for financial support  
to third parties:**

**1<sup>st</sup> round of financial support to third parties  
for CSOs' "Innovative ideas to fight corruption"**

**Deadline for submission of application:  
26.11.2023**

**OCTOBER 2023**



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## 1 INTRODUCTION

### 1.1 Background of the call for proposals

The Constitution of Kenya, ratified in 2010, emphasizes the principles of good governance, integrity, transparency, and accountability. However, despite the impressive legislative framework, corruption remains a significant obstacle to Kenya's sustainable development. Kenya's Corruption Perception Index score of 30 out of 100 in 2021 highlights the urgent need for anti-corruption efforts.

The Konrad-Adenauer-Foundation (KAS) together with Transparency International Kenya (TI-Kenya) and The Institute for Social Accountability (TISA) are implementing the project 'Strengthening Capacities of Local Civil Society to Fight Corruption: Tupigane na Ufisadi (TUNU)' in the Republic of Kenya (2023 – 2027) which is partly EU funded.

The specific objective (SO) for the TUNU project is to strengthen civil society's role in advancing transparency and access to information to fight corruption and impunity in 11 counties, by leveraging on the potential of digital technologies, public education, and increased cooperation with state actors.

The project addresses this challenge by working with 220 local CSOs in 11 counties for practical reasons the project has clustered the counties in four geographical regions: Cluster 1 - Kakamega, Siaya, Kisumu, Homabay, Cluster 2 - Uasin Gishu, Baringo; Cluster 3 - Wajir, Isiolo, Meru; Cluster 4 - Kiambu and Makeni. The counties were selected based on various factors, including corruption levels, existing CSO networks, data availability, and previous work in the region.

### 1.2 Introduction of financial support to third parties (FSTPs)

The project includes financial support to third parties (FSTPs) – hereafter “small grants”. This call for proposals is aimed at supporting "Innovative Ideas to Fight Corruption" initiatives by Civil Society Organizations (CSOs) in Kenya. This CSO and CBO support is a critical component of the project, as it will allow CSOs to expand their efforts to combat corruption and empower vulnerable groups.

### 1.3 Objectives for financial support to third parties (FSTPs)

The purpose of the small grants scheme “**Innovative ideas to fight corruption**” will be to the target group 1 (TG1 = 220 local CSOs) to carry out local initiatives that will promote the meaningful use of the Uwajibikaji Pamoja platform and the Action 4 Transparency (A4T mobile App). The successful realization of this objective is expected to register evidential result in the expanded use of the A4T mobile app by the CSOs in conformity to their contextual and situational issues as relates to the project reaching out to the diversity of vulnerable groups of youth, women, persons with disabilities, and environmental human rights defenders. Overtime, this will result in organic action by communities in their diversity in reporting corruption. Focus of these small grants will be on CSOs which create or strengthen community initiatives led by the above-mentioned vulnerable groups.



## 1.4 Financial Allocation and size of financial support to third parties

Each small grant will range from €3,000 to €5,000. The overall indicative amount made available under this call for FSTPs proposal is EUR 40,000. Each eligible CSO may receive financial support once during the project's duration. The evaluation of value for money will be part of the scoring criteria. The financial support shall take the form of lump sums.

## 2 RULES

### Eligibility criteria

There are three sets of eligibility criteria.

#### 2.1 Eligible applicants

To be eligible for financial support, applicants must:

-  Be a Kenyan Civil Society Organization registered under the country's laws.
-  Be established/registered in one of the 11 counties: Kiambu, Makeni, Baringo, Uasin Gishu, Isiolo, Meru, Wajir, Kisumu, Kakamega, Siaya & Homabay.
-  Be directly responsible for the preparation and management of financially supported activities.
-  Have experience and be actively engaged in initiatives related to democracy, human rights, rule of law, public participation, transparency, accountability of public institutions, or anti-corruption.
-  Possess a system and procedures for financial tracking and reporting.
-  Have a bank account.
-  Only CSOs that promote the interests of youth, women, persons with disabilities, and environmental human rights defenders will be eligible to receive funding. To be considered, the CSOs need to state in their statutes that they promote said interests.

#### 2.2 Eligible activities

Activities eligible for financial support include:

-  Dialogue action with vulnerable groups on their experience with corruption and reporting it.
-  ToT programs for the selected supported organizations and their target groups on the usage of digital tools in the fight against corruption.
-  Capacity building/training on the collection of evidence, the development of digital tools; initiating and managing community initiatives.
-  Public awareness activities on anti-corruption digital tools (radio, theater plays, cartoons).
-  Data collection if combined with other of the above activities



### **2.3 Eligible costs**

Eligible costs are actual/direct costs to be spent directly by the applicant in the course of the activity (e.g., honoraria of short-term experts, communication costs, travel, meals and accommodation costs, other activity-related costs goods, services) necessary for activity implementation. All costs requested in the proposal should be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The activity budget should include all necessary taxes, deductions, contributions, and bank fees related to the transfer of funds and financial transactions for the proposed activity.

The following costs shall not be considered eligible:

- Implementation of activities that are not described in the submitted FSTP/small grants application
- Commercial activities [e.g., purchase of land or building]
- Salary costs of the personnel of national administrations
- Debts (fines, penalties, credits etc.) and debt service charges (interest)
- Provisions for losses or potential future liabilities
- Expenditure declared by the beneficiary and financed by another project
- Credit (subsidies etc.) to third parties
- Fines, Penalties and expenses of litigation
- Loans to 3<sup>rd</sup> parties
- Duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation
- Cost already incurred
- Fellowship costs
- Revolving funds
- Others to be discussed

The FSTP provided under this scheme is strictly intended for activities and initiatives aimed at fighting corruption and promoting transparency. It is not to be utilized for the generation of profits or personal income by any recipient organization or individual. Any use of the financial support for purposes other than those specified in the approved project proposal is strictly prohibited and may result in the revocation of funding and legal action as deemed necessary.

### **2.4 No. of beneficiaries**

A total of 8 CSOs will be supported with FSTPs i.e., two CSOs per cluster during the first round of financial support to third parties' (FSTPs).

### **2.5 Geographic scope**

The applicant shall implement the activities in one or more of the 11 counties of Kenya targeted by the TUNU project.



## 2.6 Duration of the FSTP/small grants

All financially supported activities should have a minimum duration of 12 months and a maximum duration of 14 months, with all activities to be implemented by 31<sup>st</sup> January 2025. The intended start date is January 2024.

## 3 SELECTION OF BENEFICIARIES

### 3.1 Financial support to third parties' process

The FSTP process will follow these steps:

FSTP process	Schedule
KAS Kenya will issue a targeted call for applications.	26 <sup>th</sup> October 2023
Mapped 220 CSOs in the target counties will be encouraged to apply through the networks of the TUNU project	26 <sup>th</sup> - 26 <sup>th</sup> November 2023
Open online consultation (Information session with potential applicants) will be conducted during the application phase.	10 <sup>th</sup> November 2023
Deadline for submission of applications	26 <sup>th</sup> November 2023
An evaluation committee will review and select successful applications.	27 <sup>th</sup> - 10 <sup>th</sup> December 2023
Negotiation of contracts and adjustments of proposals	11 <sup>th</sup> - 15 <sup>th</sup> December 2023
FSTPs contracts will be signed,	16 <sup>th</sup> - 22 <sup>nd</sup> December 2023
KAS payments of first tranches of small grants funds	23 <sup>rd</sup> - 30 <sup>th</sup> December 2023
Online meeting on progress, lessons learnt, tips on reporting	May/June & Aug/Sept 2024
KAS will provide ongoing support, including monitoring and reviewing reports	Jan - Dec 2024
Best practices will be continuously analyzed and shared.	July-Aug - Oct-Nov 2024

NB: The above dates are tentative and could change.

### 3.2 Selection process

The FSTP projects will be selected by an evaluation committee formed by members of the project steering committee (PSC) and external experts. The following criteria will be taken into consideration in the evaluation process:

-  The quality of the activity idea (do activities lead to achieving the project's goals and objectives).
-  Ideas that would help to solve corruption issues in the specific community or society.



- ✚ The expected results & impact on the society / specific community and feasibility of their achievement.
- ✚ Previous experience/expertise to implement activities in relation to the call.
- ✚ Involvement of target groups relevant to the project.
- ✚ Coherence of the design of the action.
- ✚ Previous experience of the applicant dealing with FSTPs.
- ✚ The budget justification (cost/value analyses). Operating costs max. 35% of total costs.

The evaluation committee will also consider aspects of innovation, feasibility of implementation, sustainability, public interest, project team potential, cross-cluster activity between different counties.

## **4 CONTRACTUAL OBLIGATIONS FOR SELECTED GRANTEES**

### **4.1 Financial and reporting**

The recipient of the financial support/small grants will be required to report on their financial expenditure against each activity. The financial reporting will be required in the form of submitting the spent budget in the provided excel sheet (Annex 2). This reporting will be done quarterly to check on compliance and correct any errors.

### **4.2 Narrative reporting**

The recipients of the financial support will be required to provide quarterly reports on each activity undertaken. KAS will provide a template for reporting to guide the reporting of each activity. Further, the recipients of the financial support are requested to provide at least four success stories to support the activity reports.

## **5 ETHIC CLAUSES AND CODE OF CONDUCT**

### **5.1 Absence of conflict of interest**

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to contact evaluation committee members, obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project beneficiary during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

### **5.2 Respect for human rights as well as environmental legislation and core labour standards**

The applicant and its staff must comply with fundamental human rights practices and norms. In particular and in accordance with the applicable act, applicants who have been awarded financial support/small grants must comply with the environmental legislation including multilateral environmental agreements, and with the core labor standards as applicable and as defined in the



relevant International Labor Organization conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labor; abolition of child labor).

### **5.3 Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

### **5.4 Anti-corruption and anti-bribery**

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project beneficiary and the programme bodies reserve the right to suspend or cancel the financial support/small grants financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a financial support contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

### **5.5 Breach of obligations, irregularities or fraud**

The project beneficiary and the programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

### **5.6 Whistle-blowing policy**

Whistleblowing serves the purpose of shining the light on corruption, as it is a tool to make visibility to that kind of unethical behavior. Whistle-blowers are acting in the public interest when reporting an activity observed of serious matter and shall be protected face retaliation in the form of harassment, firing, blacklisting, threats and their disclosures are routinely ignored. Confidentiality is therefore crucial and the Konrad-Adenauer Stiftung (KAS) ensures them that their identity will be protected, in compliance with the data protection obligations as set out in General Data Protection Regulation (EC) No 2016/679. For that purpose, any suspicion of corruption may be notified to the KAS headquarters in Berlin at the following email address [tunu-kenya@kas.de](mailto:tunu-kenya@kas.de).

## **6 APPLICATION PROCEDURE**

The proposals and related documents shall be filled out in English and using a computer (no hand-written applications will be accepted). Only proposals that use the related application and budget forms of the call shall be considered.



Documents to be submitted

Applicants must complete and submit the following documents:

- ✚ Application form
- ✚ Budget form
- ✚ Declaration of honor
- ✚ A valid & updated certificate of registration

## 7 EVALUATION AND SELECTION OF PROPOSALS

### STEP 1: OPENING AND ADMINISTRATIVE CHECKS

The following will be evaluated during the opening and administrative checks:

- a) If the deadline has been met. If not, the application will be automatically rejected.
- b) If the application fulfils all the criteria specified in the checklist on the grant application form.  
This also includes an assessment of eligibility for the action.

If any of the requested information is missing or incorrect, the application may be rejected on this basis alone and no further assessment of the application will be made.

### STEP 2: EVALUATION OF THE APPLICATION

Applications that have passed the eligibility and administrative check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the table below.

#### Scoring:

The assessment grid is divided into sections and subsections. Each subsection is scored in points from 1 to 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximal score
<b>1. Financial and operational capacity</b>	<b>10</b>
1. Do candidates have experience in managing grants?	10
<b>2. Relevance</b>	<b>30</b>
1. To what extent does the proposal fulfil the objectives of the call for proposals and the project? Are the expected results of the activity in line with the priorities defined in the guidelines?	15
2. Does the proposal have a real cross-cluster or cross-counties focus? Does it contain specific elements of added value (e.g. innovation, best practice)?	15
<b>3. Project design</b>	<b>15</b>
1. How coherent is the action plan? Are the proposed activities appropriate, practical and consistent with the intended output(s) and outcome(s)?	5



2. Are the results of the activities in line with the needs of the target groups?	5
3. Can the activities contribute to the achievement of the specific objective of the TUNU project?	5
<b>4. An implementation approach</b>	<b>25</b>
1. Is the action plan for implementing the activity clear and achievable?	5
2. Is the timeline realistic?	10
3. Is the action likely to have a tangible impact on the target groups?	10
<b>Budget</b>	<b>20</b>
1. Are the activities properly reflected in the budget?	20
<b>Maximum total score</b>	<b>100</b>

Following the evaluation, applications will be ranked. The applications with the highest scores will be provisionally selected until the available budget for the call is exhausted. In addition, a reserve list will be established according to the same criteria. This list will be used if additional funds become available.

## 8 TENTATIVE TIMETABLE

Activity	Date	Time
<b>1. Call for applications</b>	26.10.2023	00:00
<b>2. Information session (Virtual link to be provided)</b>	10.11.2023	10:00
<b>2. Deadline for submission of applications</b>	26.11.2023	23:59
<b>3. Announcement of the results of the FSTP call</b>	11.12.2023	23:59
<b>4. Comments and feedback on selected financial supports</b>	16.12.2023	23:59
<b>5. Signing the contract for financial support</b>	22.12.2023	16:59
<b>6. Launching FSTP projects</b>	08.01.2024	00:01
<b>7. Completion of implementation</b>	31.01.2025	23:59
<b>8. Final reporting period</b>	10.02.2024	23:59

## 9 SUBMISSION OF APPLICATIONS

The deadline for applications is on 26<sup>th</sup> November 2023 until 23:59 o'clock, East African time. Applications should be submitted to the email address [tunu-kenya@kas.de](mailto:tunu-kenya@kas.de).



All applications submitted by this date and time will be considered by the Evaluation Committee. The activities supported in this round are expected to start from the beginning of January 2024.

## 10 FURTHER INFORMATION

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of applications to the following e-mail address [tunu-kenya@kas.de](mailto:tunu-kenya@kas.de) indicating clearly the reference of the call for applications.

The project team has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 10 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, the project beneficiary cannot give a prior opinion on the eligibility of lead applicants, co-applicants, or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be communicated through the respective organizations email (including contact persons emails for each of the organization), and posted on KAS Kenya's website.

## 11 VISIBILITY

The applicants must take all necessary steps to publicize the fact that the European Union has financed or co-financed the action. The project will provide advice and guidance for the selected grantees. As much as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise awareness among specific audiences or the general public, of the reasons for the action, the EU support for the action, as well as of the results and the impact of this support.



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## 12 LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

ANNEX 1: FSTP application form (Word format)

ANNEX 2: Budget (Excel format)

[https://drive.google.com/drive/folders/16SnUehYTCd2\\_e6fJlky5tpT2EVj-Z9uG?usp=drive\\_link](https://drive.google.com/drive/folders/16SnUehYTCd2_e6fJlky5tpT2EVj-Z9uG?usp=drive_link)