

**REVISED APPLICATION FORM "DIALOGUE AND DISSENT"**  
**FOR STRATEGIC PARTNERSHIPS IN THE AREA OF 'LOBBYING AND ADVOCACY'**

Published in the Government Gazette, see [www.officielebekendmakingen.nl](http://www.officielebekendmakingen.nl)

### **Introduction**

This model application form is intended for organisations wishing to enter into a strategic partnership with the Ministry in the area of lobbying and advocacy. The model application form is based on the policy framework published in the Government Gazette referred to above. Applicants **must** submit their proposals for a strategic partnership using this form, which is part of the policy framework.

One application form should be filled in for each proposal and submitted with all compulsory appendices, as specified in the form.

### **Sections of the application form**

In order to qualify for a partnership, applicants must ensure that applications are signed by an officially authorised signatory on their behalf. The form is divided into the following sections, which must be completed in full:

- I. General information: applicant's details
- II. Threshold criteria
- III. Partner selection criteria
- IV. Applicant's signature: the application must be signed by the organisation's officially authorised signatory
- V. Appendices: the application must include all compulsory appendices and any other relevant documentation.

### **Assessment and timetable**

The policy framework describes how applications will be assessed and presents a timetable for the assessment procedure.

### **Submitting applications**

You can submit your application electronically to [samen-tegenspraak@minbuza.nl](mailto:samen-tegenspraak@minbuza.nl). Type 'Dialogue and Dissent', lobbying and advocacy strategic partnerships 2016-2020' in the subject line.

You may also send your application by post to:

DSO/MO, Ministry of Foreign Affairs  
Bezuidenhoutseweg 67  
2594 AC Den Haag

Please mark the envelope: 'Lobbying and advocacy strategic partnerships 2016-2020'.

The Ministry of Foreign Affairs must receive your application no later than **12.00 (CET) on 1 September 2014**.

If you wish to deliver your application in person or by courier, it may be handed in at the Ministry's mail desk (deliveries), Bezuidenhoutseweg 67, The Hague.

### **Application requirements**

1. Applications should be complete and without reservations. They should be signed by an officially authorised signatory (state name and position) on behalf of the applicant and preferably submitted electronically to the email address indicated above. If you prefer to submit your application on paper, please send it to the postal address indicated above. It is **not** possible to submit a provisional application.

2. Applications, including appendices, should be submitted in Dutch or English. Please do not include informative or illustrative books, CD-ROMs, USB sticks or DVDs about your organisation with your application.

3. Applications sent by post (apart from those using a 'postage paid' envelope) and postmarked on a date before the application deadline are considered to be submitted on time, provided that they are delivered to the Ministry of Foreign Affairs no later than 8 September 2014.

4. Applications sent by post using a 'postage paid' envelope are considered to be submitted on time if they are delivered to the Ministry no later than 12.00 (CET) on 1 September 2014. An item is not considered delivered until it has been recorded by the Ministry's mail department. Incoming mail is not recorded at weekends.

5. If applications are not sent by registered mail, the sender bears the risk of their application being received later than the deadline or not at all.

6. Applications submitted after the deadline will not be taken into consideration. The applicant bears sole responsibility for ensuring that the application is complete and submitted on time.

With regard to the application procedure, particular attention is drawn to article 7, paragraph 3 of the Ministry of Foreign Affairs Grants Decree. If an incomplete application is submitted, the Minister may request a supplement. In this case, the date of receipt of the application will be the date on which the application was supplemented. If the application is submitted less than four weeks before the deadline of 12.00 on 1 September 2014, the applicant runs the risk that, in case the application is incomplete, the Minister will not use his discretionary powers to request a

supplement, because it cannot be submitted before the deadline. In that case, the application will have to be assessed as it stands.

### **Further information**

Questions about this model application form or other matters should be submitted before 6 June 17.00 (CET) 2014. The questions will be anonymised and published with answers no later than 16 June 17.00 (CET) 2014 on <http://www.rijksoverheid.nl/documenten-en-publicaties/brochures/2014/06/16/vragen-naar-aanleiding-van-het-beleidskader-samenspraak-en-tegenspraak.html>.

Questions must be submitted by email to [samen-tegenspraak@minbuza.nl](mailto:samen-tegenspraak@minbuza.nl).

### **General instructions for drawing up your application**

- Your responses should be based as much as possible on SMART<sup>[1]</sup> principles.
- Your application must be accompanied by a number of compulsory appendices. These are mentioned in the relevant sections. A checklist of all compulsory appendices is also included at the end of the form. Please number them as indicated.
- Where indicated, you may refer to third-party documents in your responses. Please specify the page number and paragraph of the text that you are referring to, and number all appendices.

---

<sup>[1]</sup>SMART: Specific, Measurable, Acceptable, Realistic and Time-bound.

## **Contents**

**Your application should follow the order and numbering given below, including sections and page numbers.**

I. General information about the applicant

II. Threshold criteria

III. Partner selection criteria

III.1 Track record

III.2 Theory of change

IV. Applicant's signature

V. Compulsory appendices

## **ANNEXES**

1. List of low- and lower middle-income countries
2. Corporate rates for converting currencies into euros
3. Organisational check: COCA (Checklist for Organisational Capacity Assessment)

## **I. General information**

### **General information about the applicant and the application**

a. Name of the organisation				
b. Address and telephone number				
c. Email address				
d. If you have email, please indicate whether you consent to the Ministry sending you all correspondence, including formal decisions, to the email address indicated above.				
e. Director(s) (please provide title, i.e. Ms/Mr)				
f. Contact person for this application (please provide title, i.e. Ms/Mr)				
g. If you are the lead party of a consortium, give the names of all co-applicants, their full address, directors and contact persons. You may provide this information in a numbered appendix.				
h. Applicant's bank and bank account number (IBAN)				
i. Applicant's annual income (total annual budget) and in case of a consortium also the annual income of all co-applicants (total annual budget per applicant)	2011: 2012: 2013:	€	Local currency	Total
j. Does your organisation and possible co-applicants receive any grants from the Ministry of Foreign Affairs (including grants or contributions from a Dutch embassy)? If so, which grants, what are the amounts involved, what is their duration and for what activities have they been granted (activity number)? You may provide this information in a numbered appendix. Please refer to the numbered appendix here.				

## **II. Threshold criteria**

*An application that does not satisfy all of the criteria below will not be considered further. These criteria are listed below and explained where necessary.*

*The organisation must satisfy the following criteria:*

**D.1:** *The applicant, or the lead party if the application is made by a consortium, is a Dutch civil society organisation or a civil society organisation established in a low- and/or lower middle-income country (see annex 1), which is not-for-profit and possesses legal personality.*

*Note:* The organisation must enclose its constitution proving this. A Dutch civil society organisation is established in the Netherlands under Dutch law and has its registered office in the Netherlands.

A civil society organisation based in a low- and/or lower middle-income country has its registered office in one of the countries listed in annexe 1<sup>1</sup> and is established there under that country's prevailing laws.

International civil society organisations (INGOs) established in a high-income country or an upper middle-income country are not eligible as an independent applicant or lead party under this grant policy framework. They may be a partner in a consortium.

---

**D.1.a:** *There are two ways in which civil society organisations established in a low- and/or lower middle-income country listed in annexe 1 of this model application form can participate in a strategic partnership:*

- as a lead party of a consortium which must include at least one Dutch civil society organisation;
- as a partner in a Dutch consortium (i.e. the consortium's lead party is a Dutch organisation).

*Note:* This should be proved by enclosing a copy of the partnership agreement signed by all the parties in the consortium. The partnership agreement must describe how each of the parties contributes to the consortium's activities, and the way in which decisions are made. It must also contain an agreement between the parties guaranteeing that they will fulfil their obligations towards the Minister for Foreign Trade and Development Cooperation in respect of the grant.

---

<sup>1</sup> The organisation's registered office must be evidenced by its constitution or the local equivalent in the country of registration.

---

**D.2:** The applicant/lead party **and possible co-applicants** will strive to achieve structural poverty reduction and inclusive development by working with civil society organisations in more than three low- and lower middle-income countries (see annexe 1) **(reference date is 1 January 2014)**.

*Note:* This should be evident from the organisation's objectives as set out in its constitution and/or mission statement, or from other internal documents such as annual or multiannual plans and/or annual reports. Copies of or hyperlinks to these documents should be included with the application.

---

**D.3:** With regard to the areas of activity and in countries indicated under D.2, the applicant/lead party **and possible co-applicants** has/have at least three years' experience in strengthening the capacity of civil society organisations in low- and lower middle-income countries in the areas of lobbying and advocacy **(reference date is 1 January 2014)**.

*Note:* This should be evident from internal policy-related and other documents (e.g. annual plans and annual reports), and/or documents drawn up by third parties. Copies of or hyperlinks to these documents must be included with the application.

---

**D.4:** The applicant/lead party **and possible co-applicants** must have access to several relevant networks in the area of lobbying and advocacy. **If the applicant is a consortium, the criterion applies to the consortium as a whole and not to all participating organisations individually.**

*Note:* The applicant must submit copies of or hyperlinks to internal and/or external documents which prove regular participation in networks relevant to lobbying and advocacy at local, national and/or international level.

---

**D.5** The applicant/lead party must demonstrate that as of 1 January 2014 at least 25% of its annual income derives from sources other than Ministry of Foreign Affairs contributions.

*Note:*

The applicant must demonstrate this on the basis of income over the period 2011 up to and including 2013. If the applicant is the lead party of a consortium, this criterion applies to the whole consortium. Consequently, if one organisation derives less than 25% of its annual income from sources other than Ministry of Foreign Affairs contributions, this may be offset by another party in the consortium. Funds which are directly or indirectly obtained from the budget of the

Ministry of Foreign Affairs (e.g. a grant or contribution from a Dutch embassy) do not count as the applicant's own income.

Total annual income in 2011: € ..... of which non-BZ: .....  
 Total annual income in 2012: € ..... of which non-BZ: .....  
 Total annual income in 2013: € ..... of which non-BZ: .....  
 Projected income in 2014: € ..... of which non-BZ: .....

**D.6** *If the applicant/lead party is an organisation within the Netherlands, the gross salaries of the managers and board members must meet the norm for a director-general in the civil service (maximum of €129,500 a year, based on a 36-hour week). If the application is submitted on behalf of a consortium, this criterion applies to all Dutch organisations in the consortium and to all EU-based organisations participating in the consortium.*

*Note:* From the start of the grant period, the gross salaries of the managers and board members of non-EU applicants/lead parties and organisations within the consortium are in reasonable proportion to the seniority of their position and to the organisation's geographical location, size and complexity. If the application is submitted on behalf of a consortium, this criterion applies to all non-EU organisations in the consortium.

*Note:* The applicant must specify the salaries (including allowances) of managers (including the CEO) and board members.

Job title	Net annual salary	Other income/allowances

Number of staff members in organisation:....  
 1 Number of staff in organisation(division):  
 2 Total annual income in 2013:  
 3 Explanation of complexity and strategic positioning of the organisation (e.g. role in international policy, area of activity, research activities) which justifies the net annual salaries:  
 .....

**Use the corporate rates (annexe 2) for conversion to euros**

**D.7** *The applicant/lead party is capable of proper financial management. The applicant can ensure effective and efficient implementation of the activities due to its expertise in lobbying and advocacy.*

*Note:*

- a) This should be evident from a **valid organisational check or COCA (Checklist for**



**Organisational Capacity Assessment) with a positive outcome** conducted with respect to a grant application. . The respective COCA should not be older than four years. If there have been no changes since this check that would render the outcome wholly or partly out of date, the applicant does not need to enclose any documents but may refer to that check, indicating the activity number concerned. Applicants certified in accordance with PARTOS ISO-9001 are deemed to satisfy threshold criterion D.7.

- b) **In case the facts and circumstances have changed significantly since the organisational check mentioned under a), rendering** the outcome of that check wholly or partly out of date, the applicant must indicate what has changed and provide supplementary documentation if necessary.
- c) **If the applicant's organisational capacity has not been assessed, does not have a COCA and the applicant does not hold a PARTOS ISO-9001 certification,** it must complete the COCA enclosed with this application form (see annex 3).

### **III. Partner selection criteria**

#### **III.1. Track record**

##### **CASES**

Describe your organization's/consortium's experience of lobby and advocacy illustrated by at least 3 and maximal 5 cases from the past 3 years (prior to 1 January 2014). You are requested to formulate your cases in such a manner that the review team can assess the organisation's/consortium's vision, methods and capacity in relation to lobby and advocacy. You are free to establish your own way of presenting your written cases, though the total of cases should provide the following information:

##### Expertise and effectiveness

- What is the underlying analysis for the strategy and interventions used and what results have been achieved? How was the analysis done (used instruments and method, sources)?
- What is the organisation's expertise on issues where 'lobbying and advocacy' are deployed, for which activities and of which staff does the organisation or consortium dispose for 'lobbying and advocacy'?
- How is the organisation's/consortium's ability to select and strategically bring into action relevant influential policymakers in the public and private sectors and how are they engaged as a serious discussion partner in consultations and/or negotiations? Vice versa is the organisation or consortium invited by policymakers and the private sector to participate in policy dialogue and negotiations?
- The extent to which relevant networks are used to increase the intervention's effectiveness;
- To what extent the organisation/consortium has been effective in strengthening capacity in 'lobbying and advocacy' of their partners and how was dealt with related challenges;

##### Flexibility and learning capacity

- The organisation's/consortium's learning capacity. How has the organisation/consortium used this learning – based on their PME system – to adjust processes or to change approaches?
- the organisation's/consortium's capacity to work and cooperate in flexible, proactive and innovative ways

##### Transparency, accountability and support

- the extent to which the organisation/consortium works in a transparent and accountable manner (vis-à-vis society, grassroots members and finance providers);
- if and how local partners have been involved in planning and implementing the interventions;

### Inclusiveness

- How the organisation/consortium specifically addresses the improvement of the position of women and their empowerment and the results achieved accordingly;
- How the organisation/consortium specifically addresses the opportunities and access to basic services of vulnerable and marginalised groups and the results achieved accordingly;

### Sustainability

- How changes and results are structurally embedded

### Added value of the organisation/consortium

- the added value of the organisation/consortium in the area of 'lobbying and advocacy';

For applications made by a consortium, the cases should also demonstrate:

- Why has been chosen for working as a consortium and what is the added value of this;
- The experience of each partner in the consortium with regard to 'lobbying and advocacy'.

Provide references to evaluations and/or impact studies and/or other documents in support of the case descriptions. Each case should be described in **4,000 words** or less (approximately 8 A4 pages).

### **GENERAL**

Describe additionally in **500 words** or less:

- The position of 'lobbying and advocacy' (in terms of staff and resources allocated) in the organisation's/consortium's total programme;
- How the planning, monitoring and evaluation system (PME) of the organisation or consortium performed the monitoring, corrective action and measuring of the results of interventions in the area of 'lobbying and advocacy';

Provide the names of **three references**, including in any case:

- An embassy, a department or division of the Ministry of Foreign Affairs which has in the past awarded your organisation a financial contribution on behalf of the Minister, *or* another donor.
- A partner organisation in a low- or lower middle-income country.

The referees must be capable of providing a good description of your experience with lobbying and advocacy activities, and the results achieved.

### **III.2 Theory of Change**

Describe in your Theory of Change what social change you aim to achieve and for what specific theme it accounts for. Furthermore you should elaborate on the analysis on which this is based. The way you present the Theory of Change is up to you, but in any case you should include information on:

- a long-term goal and the intermediate steps to achieve this goal;
- proposed interventions;
- relevant actors (stakeholders) and the relationships between them;
- a vision on your organisation's own position in the partnership and the Minister's role in the partnership;
- measurable process and impact indicators for the purpose of monitoring and corrective action;
- Besides key factors for success also the potential threats and risks and a description of measures to be taken to limit these threats and risks as much as possible.

You must also describe the underlying assumptions of the intervention. These assumptions describe and explain the (social, political, economic and cultural) basis of the intended change process and the expectations with regard to how and why the proposed interventions will help to achieve the intended change. They also explain the relationship between the envisaged impact and the intervening stages (output and outcome).

A geographic focus is not necessary for the 'Theory of Change'. If geographic choices are made it is preferable that the 'Theory of Change' focusses especially on countries from Annex 1 to this application form and on other countries if necessary for achieving the overall goal of the policy framework, which focuses on countries from Annex 1.

NB: An organisation or consortium which is working on 'lobby and advocacy' related to more themes *may* submit a Theory of Change for no more than 4 themes.

The Theory of Change should be described in **3,000 words** or less (approximately 8 A4 pages).

**IV. Applicant's signature**

**I declare that I have truthfully completed the application form and all accompanying documents.**

Name of organisation	
Name of authorised signatory	
Date	
Town/city	
Signature	

## **Compulsory appendices**

**The following documents should be included with your application. Please number the appendices and use these numbers in your application when referring to the appendices.**

	<b>Appendix</b>
1.1	Copy of deed of incorporation and constitution if the organisation <i>does not</i> have a valid organisational check with a positive outcome. <b>If the organisation has a valid organisational check with a positive outcome it is not mandatory to include these documents with the application, unless the deed of incorporation and constitution is being used to show that the threshold criteria are being met.</b>
1.2	Annual accounts of the applicant/lead party <b>and possible co-applicants</b> from 2011 up to and including 2013. A hyperlink will suffice. Original documents are required to be submitted in case there is no hyperlink available.
1.3	If you are the lead party of a consortium, a copy of the partnership agreement signed by all the parties concerned. <sup>2</sup>
1.4	Approved/adopted annual report of the applicant/lead party <b>and possible co-applicants</b> for 2013. You may provide a hyperlink. Original documents are required to be submitted in case there is no hyperlink available.
1.5	The applicant's <b>and possible co-applicants'</b> auditor's report and management letter (if available) for 2013.
1.6	Track record comprising 3 to 5 cases, including 3 referees.
1.7	Theory of change.

---

<sup>2</sup> The partnership agreement must describe how each of the parties contributes to the consortium's activities, and the way in which decisions are made. It must also contain an agreement between the parties guaranteeing that they will fulfil their obligations towards the Minister for Trade and International Cooperation in respect of the grant.