**AMREF HEALTH AFRICA**

**Y-ACT, YOUTH IN ACTION PROJECT**

**SUB-GRANTEE APPLICATION FORM – SIERRA LEONE, ZAMBIA AND SOUTH AFRICA.**

For official use ONLY

UNIQUE CODE

Provide contact information for your organisation in the table below:

|  |  |  |
| --- | --- | --- |
| 1 | Registered name |  |
| 2 | Acronym (Where applicable) |  |
| 3 | Registration Number |  |
| 4 | Country |  |
| 5 | Year of Registration |  |
| 6 | Postal Address |  |
| 7 | Postal Code |  |
| 8 | Telephone Number |  |
| 9 | E-mail Address |  |
| 10 | Name of Key Contact Person |  |
| 11 | Position of Key Contact Person  |  |
| 12 | Physical location of the head office | Town: |
| Building: |
| Street: |
| Nearest Landmark: |
| 13 | Physical location of branch offices (if any) *Office 1* | Town: |
| Building: |
| Street: |
| Nearest Landmark: |
| 14 | Physical location of branch offices (if any) *Office 2* | Town: |
| Building: |
| Street: |
| Nearest Landmark: |

# SECTION 1: LETTER OF INVITATION

Amref Health Africa (HQ), in partnership with the Bill and Melinda Gates Foundation (BMGF), invites interested organizations in Sierra Leone/Zambia/South Africa to submit proposals for the Y-ACT,Youth in Action Project. This project aims to empower and strengthen the capacities of youth-led organizations in Sierra Leone, Zambia and South Africa to advocate for tobacco control policies and initiatives. The project is designed to be inclusive, engaging and empowering, and it seeks to bring together young people from different backgrounds and with varying levels of experience to work towards a common goal - reducing the impact of tobacco use in Africa.

Eligible organizations for this grant include Civil Society Organizations (National and local Non-Governmental Organizations, Community-Based Organizations and Faith-Based Organizations), private not-for-profit sector organizations and professional associations. The application form must be filled by the organizations applying to be considered as Sub-Grantees (SGs) for the four-year Y-ACT Youth in Action project.

It is important to note that all information provided in the application form will be treated confidentially and used solely to assess the organization's capacity to implement components of the project. The answers must be typed, not handwritten, and all supporting attachments must be appropriately arranged and page numbered.

The information provided in this application will be verified and any false information provided will result in automatic disqualification of the organization's application. All applicants are encouraged to answer all questions as accurately as possible to increase the chances of being considered for the grant.

**Applications will be received on/or before** **Monday March 25,2023, at/or before 17.00 hours.**

# SECTION 2: INFORMATION FOR APPLICANTS

## About the Y-ACT Youth in Action Project

## [Y-ACT, Youth in Action](https://yactmovement.org/) is a multi-country youth-led initiative established in 2017 at Amref Health Africa. With a current presence in over 21 countries in Africa, Y-ACT mentors support and increase the capacity of youth advocates and youth-led organizations to influence youth health policy and resource priorities. Y-ACT believes that Africa’s youth have a huge opportunity to shift policy landscapes to address challenges that the youth face and subsequently achieve their full potential. Y-ACT’s network comprises youth-led organizations in 21 countries.

## Y-ACT's approach incorporates collaborative capacity strengthening for greater advocacy impact and institutional strengthening, distributive power, participation, and youth leadership to local levels, policymaker champions, and partnership with governments. Y-ACT utilizes blended (in-person and remote) training, mentorship, and coaching on advocacy and monitoring, evaluation, and learning (MEL) within their youth-developed advocacy curriculums. The organization engages members early in the project phase, trains a pool of national and regional trainers on youth-led advocacy, and progressively shifts the mentoring role to rely more heavily on non-staff, locally-led organizations and networks. Y-ACT works with policy makers to train them on how to effectively engage with youth, fosters stronger champions inside the government, and uses a champion- and ally-building approach to their work with policy makers.

## Why the Youth Advocacy Project?

Youth advocacy is crucial in tobacco control efforts, especially in Africa, where tobacco use among young people is a growing problem. [The WHO Africa Regional Office reports](https://www.afro.who.int/health-topics/tobacco-control#:~:text=Countries%20in%20the%20African%20Region%20are%20experiencing%20an,by%20the%20tobacco%20industry%20to%20expand%20African%20markets) that 13% of young adolescent girls in Africa use tobacco products, and the majority of tobacco users begin before the age of 18. The implementation of the WHO Framework Convention on Tobacco Control (FCTC) is vital in controlling the use of tobacco in Africa, and effective governance involving a whole of government approach is necessary. However, there are several challenges and opportunities for intervention in the region.

One of the biggest threats to tobacco regulation in Africa is the lack of attention from researchers and policymakers compared to other regions. This lack of attention is compounded by a fast-growing youthful population that is predisposed to drug abuse. There is also inadequate locally generated data to inform policy and advocacy, with over half of publications on tobacco-related research in Sub-Saharan Africa coming from South Africa and Nigeria. Therefore, supporting youth-led efforts in Africa is crucial in curbing the tobacco menace.

Internal opposition within governments is also a challenge in tobacco control policymaking. Government ministries, especially those dealing with commerce/trade, finance, and agriculture, sometimes work in opposition to health ministries. For example, in South Africa, various institutions were implicated in a case of advancing the interests of commercial enterprises, including the tobacco industry. The tobacco industry in Africa has also systematically resisted measures such as increasing tobacco prices and taxes, implementing smoke-free policies, and banning all forms of tobacco advertising, promotion, and sponsorship.

Moreover, there is inadequate capacity to challenge policy formulation and implementation. Most Sub-Saharan African health ministries have a TC focal point, but these are not exclusively dedicated to tobacco control activities. Health ministries may need more negotiation and diplomacy skills to bring together other government departments/agencies to discuss and agree on common TC approaches. Limited government investments in TC are also a challenge, with most African countries falling behind the widely recommended 5% of Gross Domestic Product earmarked for the health sector or the allocation of 15% of the budget for health financing pledged in the Abuja Declaration.

Finally, there is a need to address the capacity and sustainability of CSOs in the tobacco advocacy space. CSOs and non-governmental organizations have been vocal and visible in the political space, contributing to awareness creation and the advancement of the adoption of TC legislation in the region. However, many of them lack adequate experience in advocacy and sustainable means beyond donor funding.

In light of these challenges, youth advocacy is critical in tobacco control efforts. Since the majority of tobacco users begin before the age of 18, it is essential to educate and empower young people to advocate for tobacco control policies. Youth-led efforts can provide a fresh perspective, and their lived experiences can inform policy and advocacy.

Additionally, youth advocacy can help address the internal opposition within governments. By mobilizing and organizing, young people can put pressure on policymakers to prioritize tobacco control policies. They can also work towards building partnerships with other government departments/agencies to discuss and agree on common TC approaches.

Youth advocacy can also help address the capacity and sustainability of CSOs in the tobacco advocacy space. Young people can bring new ideas and energy to the space, and their engagement can help increase the visibility and impact of CSOs. By partnering with youth-led organizations, CSOs can build sustainable means beyond donor funding.

In conclusion, youth advocacy is vital in tobacco control efforts in Africa. With the challenges of inadequate attention from researchers and policymakers, internal opposition within governments, inadequate capacity to challenge policy formulation and implementation, limited government investments in TC, and the capacity and sustainability of CSOs, it is crucial to empower and support young people to advocate for tobacco control policies. Their voices and perspectives are essential in ensuring that tobacco control policies are effective and sustainable.

## What Approach Will Be Used?

Y-ACT's approach to address tobacco control (TC) involves youth-led advocacy interventions. Y-ACT will collaborate with partners to conduct research on youth perspectives and practices related to tobacco use in Africa to inform their advocacy. They will also use social media and other online platforms to engage young people in TC discussions and campaigns. Additionally, Y-ACT will provide training and capacity building for youth advocates and pre-selected CSOs to enhance their advocacy skills and ensure the sustainability of their efforts beyond donor funding. Overall, Y-ACT's approach aims to empower young people in Africa to act against tobacco use and to amplify their voices in the TC policy-making process.

## Goals, purpose, duration and objectives of the project

**Goal:** To increase youth-led advocacy for tobacco control policies in Africa.

**Purpose:** To reduce the prevalence of tobacco use and exposure to second-hand smoke among youth in Africa, and to improve their overall health and economic potential.

**Duration of the project**: December 1, 2022- November 30, 2026

**Objectives:**

1. Mobilize and strengthen youth-led organizations at regional and national levels in Sierra Leone/Zambia/South Africa for effective tobacco control advocacy.
2. Build the capacity of youth-led organizations to engage in tobacco control policy processes and to advocate for the adoption and implementation of tobacco control policies in line with the WHO Framework Convention on Tobacco Control (WHO FCTC).
3. Foster collaboration and networking among youth-led organizations and civil society organizations working on tobacco control advocacy in Sierra Leone/Zambia/South Africa
4. Generate evidence on the influence of the tobacco industry on policymakers and promote accountability in policy processes.
5. Increase awareness among policymakers and the general public on the harmful effects of tobacco use and the need for stricter government measures against lobbying and marketing tactics aimed at the youth.

## Framework of the Project

The project seeks to mobilize and empower youth-led organizations in Sierra Leone/Zambia/South Africa to advocate for tobacco control policies and integrate them into existing tobacco control coalitions. The framework involves identifying existing youth networks working on tobacco control advocacy, strengthening their capacity for tobacco control advocacy, and supporting their engagement in the policy advocacy stage. The project also seeks to promote evidence generation on the influence of the tobacco industry on policymakers and the need for accountability in policy processes.

## Eligibility Criteria:

1. Be a Civil Society Organization (National and local Non-Governmental Organizations, Community-Based Organizations and Faith-Based Organizations), private not-for-profit sector organization or a professional association registered in Sierra Leone, Zambia or South Africa and based in the designated areas.
2. Have a functional office with management and decision-making organs of the organizations at the local level in Sierra Leone/Zambia/South Africa.
3. Have worked for more than 12 months after registration in the field of advocacy for Tobacco control with youth and the Sierra Leone/Zambia/South Africa
4. Be a Youth Led Organization with at least 80% membership below 35 years.
5. Able to Host a youth Network (Youth space).
6. Able to organize and participate in advocacy meetings, initiatives and key events as required by the project
7. Has a strong communication person for visibility?
8. Previously handled donor funds or managed any other funds.
9. Should not be affiliated to any pro tobacco industry player.

## Grant to be awarded

The successful Youth Led Organization from Sierra Leone/Zambia/South Africa will qualify for a maximum **USD 106,000** for the **4-year project cycle**. This amount will be disbursed in tranches on a yearly basis subject to fulfilment of the terms of the sub award agreement. The project will focus on advocacy around tobacco control, and the funds may be used for a variety of purposes, including but not limited to capacity building, awareness-raising, research, and policy development. The grant provides a unique opportunity for the selected organizations to play a leadership role in advancing tobacco control advocacy in Sierra Leone/Zambia /South Africa and to make a meaningful impact on the lives of young people and communities in need.

**Activities that can be funded by Amref Y-ACT, Youth in Action Project include:**

• Convening project planning meetings.

• Performing a baseline analysis of youth-led organizations in the country.

• Taking part in the project launch.

• Establishing a youth-led coalition with other organizations and agreeing on priority advocacy themes.

• Conducting a situation analysis of the country's needs to address advocacy capacity gaps.

• Taking part in advocacy training.

• Conducting meetings with youth to review priorities and develop an advocacy plan around tobacco control.

• Facilitating a sensitization/capacity-building session with policymakers on MYE.

• Organizing quarterly advocacy meetings with policymakers.

• Conducting quarterly project progress and review meetings.

• Maintaining active online engagement with youth in the county.

• Documenting advocacy work with the project.

**Activities or Items That Cannot Be Funded by Amref Y-ACT project:**

## Activities carried out before the agreed grant start date are not eligible for funding.

## The Sub-grantee is not permitted to engage in lobbying or political campaign activities, which are specifically defined under U.S. tax law. Please review the information at the following link: [Foundation Funds and Advocacy](https://docs.gatesfoundation.org/Documents/advocacy-guidelines.pdf), to determine whether any of your proposed activities may constitute lobbying as defined by the IRS. If so, please revise your proposal before submission.

## The funds provided under this grant cannot be used to support activities that violate U.S. laws related to combating terrorism, are with persons or entities on the List of Specially Designated Nationals, or are in or with countries or territories against which the U.S. maintains comprehensive sanctions.

## This grant is not eligible for further sub division/sub granting.

## It is also prohibited to offer or provide money, gifts, or other things of value to anyone to improperly influence any act or decision relating to the Foundation or the Project.

## The Budget

## The Y-ACT Youth in Action project will provide funding for the direct costs of preparing and implementing project activities, as well as related follow-up activities within the same timeframe. Allowable expenses include materials, facilitator fees, venue hire, transportation, accommodation, meals, and publicity, among others.

## A detailed budget should be prepared to cover all expected costs necessary for efficient implementation of project activities. Grantees should exercise prudence in spending to ensure maximum value for money.

## Please note that inflated costs may reduce the chances of funding approval.

## The budget must be submitted in the specified format and in US dollars, with due attention given to accuracy to avoid errors in arithmetic or typing.

## Key assessment criteria for all applications

All funding applications submitted will be evaluated based on their relevance to the mission and values of the Youth in Action (Y-ACT) project, with a focus on how the proposed project aligns with the main project objectives. Successful applications will need to satisfy most, if not all, of the assessment criteria listed below. The Y-ACT project will prioritize grants for advocacy interventions that:

1. Establish an active partnership between the applicant and their target group.
2. Show potential for the project's sustainability beyond the grant period, if successful.
3. Provide a detailed justification for all costs outlined in the budget and demonstrate that best value for money will be achieved.

When making award decisions, the Y-ACT project will also consider the following:

1. The cost-effectiveness of the proposed intervention.
2. The use of innovative approaches to address the identified problem(s) or gap(s).
3. The extent to which crosscutting issues such as human rights, gender equality, poverty reduction, sustainability, and collaboration with others have been integrated into the proposal.
4. The organization's capacity to manage the project, including record-keeping, reporting, and fund management.
5. The competitiveness of the proposed intervention compared to other known interventions targeting similar areas.
6. Whether there are any ongoing activities being implemented and if appropriate records are being kept.
7. Existing collaborations and partnerships, history of proposal applications, and successful funding or declination outcomes.
8. Technical capacity in the area of youth needs, including the availability of IEC materials and knowledge of youth gaps, major issues, and trends.
9. General perceptions from other stakeholders about the organization's performance and activities on the ground.
10. Whether the Amref proposal format has been used as required.

## Assessment of Sub-grantees Capabilities and Systems

Y-ACT expects that those who receive their grants have the necessary programmatic, financial, and management abilities to carry out their roles effectively. Following the proposal review, an Organisational Capacity Assessment (OCA) will be conducted to assess the capacities of the sub-grantees selected for the program to ensure they have the necessary skills to carry out the grant's activities.

**Important information about your narrative response in all the sections**

To ensure consistency and readability, it is required that all narratives follow the format outlined below:

* Information should be typed
* Font size should be 12 point, Times New Roman, and not reduced
* Spacing should be set to 1.5
* Page margins should be 2cm on all sides
* In addition, it is important to adhere to the maximum page limits specified for each section and not exceed them.

**Application Deadlines and Notice**

The deadline for receiving applications is **Saturday March 25, 2023, at/or before 17.00 hours.**

**Submission of the proposal**

The proposal and scanned documents should be submitted to the e-mail address below**:**

Y-ACT.Grants@amref.org

CC;

YouthAdvocacy@Amref.org

Faith.boit@amref.org

Calan.omuse@amref.org

# SECTION 3: PROPOSAL OUTLINE

**Table of Contents**

**Executive Summary: (5 marks)** - A concise summary of the proposal, including the problem, methods, activities, and expected outcomes. ***The section should not exceed half a page.***

**Organizational Profile: (5 marks)** - Detailed information on the proposing organization and its activities, including previous and current relevant activities, management capacity, human resource capacity, organizational structure, partners and networks indicating the activities they support. ***The section should not exceed half a page.***

**Problem Statement and Justification: (10 marks)** - A literature review, statement of the problem, priority intervention area, and justification. The project will focus on youth-led advocacy for tobacco control policies. The section should describe the specific problems related to youth in Sierra Leone/Zambia/South Africa and justify why the advocacy activity should be funded. ***The section should not exceed one page.***

**Technical Capability: (70 marks)** - This section should demonstrate the following:

**Programmatic Performance: (5 marks)**

* Information on new development/intervention in tobacco control efforts amongst the youth of Sierra Leone/Zambia/South Africa.
* Availability of qualified staff to implement the project.
* Evidence of timely response to donor/partner issues and identification of challenges.
* Ability for timely and quality implementation.
* Evidence of implementing or advocating for tobacco control policies. ***The section should not exceed one page.***

**Project Planning and Implementation: (10 marks)** - Methodology and approach, geographical area, target population and/or project beneficiaries, procedures, and strategies of implementation. The section should clearly outline the goal, objectives, activities, expected outputs and outcomes, beneficiaries, and involvement in planning and implementation. ***The section should not exceed one page.***

**Financial Management and System: (20 marks)** - Illustration of accountability for funds, compliance with reporting and communication requirements, capacity to manage financial resources, human resource capacity, financial documentation and record keeping, internal control system, documented procurement procedures, and capacity for timely procurement of goods and services. ***The section should not exceed two pages.***

**Program Monitoring and Evaluation: (15 marks) -** The organization's reporting process, elements being monitored, follow-up of activities, outputs, and indicators, measurement of project success, data collection on project effects, expected changes in the Country, potential barriers to success, monitoring progress against set indicators, and evaluation of project achievements. ***The section should not exceed one and a half pages.***

**Governance and Management: (10 marks) -** Organizational organogram, board members/committee management information. Use the table below to provide this information. ***The section should not exceed one page.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Profession** | **Gender** | **Position on the board/committee management** | **Number of years on the board/committee management** |
|  |  |  |  |   |
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**Sustainability plan: (5 marks)-**Explain your plan for ensuring the continued implementation of successful activities once the funding period ends. ***The section should not exceed half a page.***

**Detailed financial plan: (5 marks)** - In this section, create a one-year budget and performance framework based on the proposed activities outlined above. ***(Templates are provided in the annex.)***

# DECLARATION

I confirm that the information provided in this assessment form is a true reflection of the operations and technical capacity of my Organisation. I understand that this is a competitive process.

Name: ……………………………………………………………………………………………………………

Signature: …………………………………………………………………………………………………….

Date: …………………………………………………………………………………………………………….

Stamp: ………………………………………………………………………………………………………….

# ANNEXES TO THE APPLICATION: - 10 marks

## Annex 1: Attachments

The following documents must be included as annexes to the application by all applicants:

**Mandatory Attachments:**

1. A copy of the valid registration or incorporation certificate of the organization.
2. A copy of the signed constitution of the organization.
3. A certified bank statement for a minimum of three months.
4. Annual reports to the relevant government institutions.
5. Signed minutes of board or management committee for one year (four if quarterly or two if biannual).
6. CVs for key staff.

**Additional Attachments:**

1. A valid organizational tax compliance certificate.
2. Approved financial reports.
3. Organizational governance and management structure.

## Annex 2: Budget Template

|  |  |
| --- | --- |
| **Project Name** |  |
| **Implementer** |  |
| **Area of Focus** |  |
| **Country**  |  |
| **Goal**  |  |
| **Period**  |  |
| **Activity Code**  | **Description**  | **Expenditure**  | **Units of Measure**  | **No. of units**  | **No. of days** | **Unit rate****(USD)** | **No. of sessions** | **Total costs**  | **Jan** | **Feb**  | **March**  | **April**  | **May**  | **June**  | **July**  | **Totals** |
|  | **Activity 1** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sub total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Activity 2** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sub total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Activity 3** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sub total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Project Activities Sub-total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **SGs Administrative costs**  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Monitoring & Evaluation**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sub total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Staff Salaries (LOE)**  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Sub-total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Admin Sub-total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Grand total**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |