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In Partnership with

# Strengthening Capacities, Independence and Credibility of Local and Grassroots CSOs As Actors of Good Governance and Development in Ethiopia

## ANNEX III

### Guideline for Expressions of Interest (EOI) Application

November 2025

Addis Ababa, Ethiopia

## INSTRUCTIONS

This guideline serves as the primary reference for preparing and submitting Expressions of Interest (Eol) applications for sub-grantees. Each potential applicant is expected to review each section of the guideline and affirm its eligibility for the application.

### **Application Process**

1. Initial submission: Initially, only the completed Eol form (ANNEX II – Eol Application Form) should be submitted for evaluation.
2. Eligibility check: the submitted applications will undergo an eligibility check to check on whether each applicant fulfills the mandatory requirements to go/not to go for the next steps.
3. Going for a competitive full proposal preparation stage: finally, a competitive invitation for proposals will be issued for CSOs who have taken the proposal development training that will be organized in each respective region to compete and submit a full application.

To apply for this grant, applicants must review this guideline thoroughly to understand the requirements and application process, verify their eligibility against the mandatory requirements outlined in this guideline. complete Annex II – Eol Application Form diligently, providing accurate and comprehensive information, fill in and sign the declaration included in the application form to confirm their understanding and commitment to the grant terms.

### **In addition to this,**

- Please ensure that all application materials are submitted within the specified deadlines.
- Inaccurate or incomplete applications may result in rejection from the grant application process.
- For any inquiries or clarifications, please contact the designated program representatives.

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## 1. Background Information about the Project

The Civil Society Fund Plus (CSF +) Programme is financed by the European Union (EU) Delegation to Ethiopia under the Civil Society Organizations (CSOs) Thematic Programme within the Multiannual Action Plan (MAAP) 2021-2024. Under this thematic programme, Christian Aid has been awarded a contract by the EU to implement a civil society strengthening programme entitled **“Strengthening Capacities, Independence and Credibility of Local and Grassroots CSOs as Actors of Good Governance and Development in Ethiopia”** (referred to as “EU CSF +”) or interchangeably (CSF +).

The CSF + is a 4-year EU-funded programme aimed at increasing the capacity and space of local and grassroots Civil Society Organisations (CSOs) in Addis Ababa, Central Ethiopia, South Ethiopia, and Tigray from February 2025 to January 2029 to effectively engage them as credible actors of good governance and development. Christian Aid is implementing the programme in partnership with the Ethiopian Civil Society Organizations Forum (ECSF), Civil Society Resource Center (CSRC) and Chura Abugida Artistic Association (CAAA) as the co-beneficiaries<sup>1</sup>.

The action will strengthen the capacities of local and grassroots CSOs, and their networks, through third party financing and tailored capacity strengthening to enable them to engage in evidence-based policy dialogue and advocacy from lower administration levels to sub-national and national levels. The support is aimed primarily at smaller, emerging and grassroots CSOs, operating at the local level and working for the economic and social benefit of marginalized communities and/or engaging in governance, democracy, peacebuilding, human rights issues at regional, zonal, and Woreda level. These CSOs are often overlooked by other initiatives yet are crucial for contributing to a vibrant civic space in Ethiopia to connect different levels.

## 2. Sub granting approach and process

This first call for expressions of interest aims to select 20 CSOs (5 in each of the targeted regions) that will receive comprehensive capacity strengthening and financial support for a period of 12 – 18 months duration. The eligibility and selection criteria for potential sub-grantees is defined under section 7 of this guideline. A pre-defined, custom-made tool will be employed to assess the application and select 48 CSOs for proposal development training and going forward for preparing the full proposal package. Hence, 12 CSOs from Tigray, 12 CSOs from South Ethiopia, 12 CSOs from Central Ethiopia and 12 CSOs from Addis Ababa will be selected at this stage. These CSOs will go for region-based competition in their proposals and the last 20 will be selected for potential partnership (granting) assuming they will meet all the required requirements for the sub granting.

## 3. Objectives of the Programme

The overall objective of the programme is Local and grassroots CSOs in Addis Ababa, Tigray, South Ethiopia and Central Ethiopia Regions to have the capacity and space to effectively engage as credible actors of good governance and development. The following are the specific objectives of the initiative.

**Specific objective 1:** Local and grassroots CSOs (particularly women, youth or PLWD focused) are strengthened through the sub-granting scheme and tailored capacity strengthening to implement policy dialogue, advocacy and development plan monitoring initiatives at local, sub-national and national levels.

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<sup>1</sup> “Co-Beneficiaries” as per the EU contract is the term used for consortium partners. Used here as per the contract to ensure consistency with the donor terminology.

**Specific Objective 2:** local and grassroots CSOs and their networks (particularly women, youth or PLWD focused) have enhanced networking and collaborative capacities to exchange knowledge, effectively monitor and influence government and claim civil society space.

To achieve these objectives, the programme will directly support 60 local and grassroots CSOs and their networks through a combination of grant funding and tailored capacity-strengthening initiatives. This will enable CSOs to lead locally driven initiatives that align with the programme's objectives. Over the course of the project, €2,200,000 will be allocated directly to CSOs through three funding windows and €350,000 will be used for the tailored capacity strengthening intervention whereas €90,000 will be invested in enhancing networking, collaboration, and the enabling environment.

#### 4. Thematic Priorities

The EU CSF+ programme outlined the following specific thematic priorities for this Expression of Interest (EoI) applications. Each eligible CSO should submit only one application ensuring the alignment of their strategic missions and the proposed project activities with these thematic priorities—with one application per thematic area with the maximum amount of subgrant per organization will not be more than the indicated budget as defined in section 7.1 of this document.

Following the EoI submission, applicants meeting quality and eligibility criteria will undergo a rigorous selection process. Subsequently, selected applicants will be invited to attend proposal development training followed by the submission of a competitive project proposal addressing one of the following thematic areas.

##### 4.1. Key thematic priorities in for the EU CSF plus intervention are;

##### 4.1.1. **Enabling Environment for CSOs and Civil Space Protection**

The possible project activities under this thematic area are;

- Facilitating multi-stakeholder dialogues between CSOs and government bodies on regulatory issues,
- Capacity strengthening on advocacy strategies and effective communication skills,
- Networking and collaboration, advocacy and policy engagement, research on the state of civic space,
- Advocate for legal reforms to protect CSOs, and
- Foster community dialogues to discuss civil issues etc.

##### 4.1.2. **Governance and social inclusion**

The proposed activities under this thematic area can be;

- Strengthening citizen participation through open dialogues and platforms that facilitate meaningful interaction between communities and government officials,
- Supporting community oversight mechanisms to ensure effective monitoring of public services and infrastructure projects,
- Enhancing transparency and accountability in local budgeting processes and resources allocation to prevent misuse of public funds, and
- Promoting inclusive policy making processes that actively incorporate grassroots voices, including marginalized groups.

#### **4.1.3. Empowering Youth Voice and Agency**

- Create platforms for youth to engage in policy dialogue with city officials,
- Supporting youth-led advocacy campaigns on issues like employment or recreation,
- Fostering youth leadership through mentorship programs, and
- Integrating livelihoods programs with trauma healing, migration awareness and peace initiatives to ensure a holistic and sustainable impact.
- Strengthening associations of youths to engage in local governance and planning processes,
- Promoting youth-led initiatives in local peace-building and civic participation,

#### **4.1.4. Conflict Resolution, Peacebuilding, Creating Social Cohesion, and Prevention of Illegal Migration**

- Strengthening local peace structures,
- Organize community level peace dialogue among diverse groups,
- Implement Conflict prevention initiatives through local structures,
- Peace building campaigns and awareness programs to create a stable environment for broader development efforts,
- Facilitating inter-ethnic and cross-border community forums to address historical grievances,
- Trauma-informed approaches include psychosocial support through community, gender and traditional structures,
- Conflict Mediation Training like training local elders and youth leaders in non-violent conflict resolution techniques,
- Facilitating inter-ethnic and cross border community forums to address historical grievances,
- Large-scale campaigns targeting youth and community members, using peer-to-peer approaches and school-based programs, to highlight the risks and consequences of illegal migration,
- Enforcing accountability for smugglers and those facilitating illegal migration routes,
- Engaging elderly and youth in dialogue and interventions to strengthen local social structures such as the Community Care Coalition (CCC) to respond to migration trends, and
- Strengthening existing traditional peace structures (e.g., elders' councils) or formal peace committees by providing training in modern mediation.

#### **4.1.5. Advancing Women's Rights and Leadership**

- Supporting GBV survivor services (e.g., counseling, legal aid),
- Organizing campaigns to combat sexual harassment in public spaces,
- Providing leadership and advocacy training for women to engage in community and city-level governance,
- Leadership and advocacy training for rural women,
- Campaigns to combat harmful traditional practices,
- Offering support to survivors of gender-based violence, and
- Microfinance and vocational training for women to start small businesses, establish women self-help groups, campaign and community dialogues on harmful practices, GBV and challenge norms like “mingi” and early marriage, rural women advocacy groups, support associations of women to engage in local governance.

#### **4.1.6. Social Accountability for Basic Services**

- Implementing community scorecards or social audit processes where citizens formally rate their local school, health post, or water service, and use the evidence to advocate for specific improvements in dialogue with officials, and
- Establishing and training Water User Committees or Clinic Management Committees to not only oversee local services but also to act as a formal interface for monitoring and collective bargaining with Woreda level service providers,

## 5. Crosscutting priorities

This call for Expressions of Interest (Eoi) will prioritize projects that effectively integrate cross-cutting issues such as gender equality and social inclusion (GESI), conflict sensitivity, community ownership and sustainability, networking and coalition-building, human rights promotion, democratic principles, good governance practices, children's rights, the rights of marginalized people including women, youth, and persons with disabilities. Please note that this aspect will be given significant weight during project evaluation.

## 6. Project call announcements and information sessions

Christian Aid and its co-applicants advertise and disseminate the call for application primarily through Ethiopian Reporter and Addis Zemen newspapers, Radio/TV broadcasts like Ethiopian Broadcasting Corporation (EBC), in partner websites including EU (European Union), Ethiopian Civil Society Organization Council(ECSOC), Ethiopian Civil Society Organizations Forum (ECSF), Authority for Civil Society Organizations (ACSO), and Consortium of Christian Relief and Development Association (CCRDA), regional networks and posters in strategic areas/platforms of regulatory bodies such as regional BoF, BoJ, BoWSA, and their social medias in a way that ensures transparency and equal opportunity for all applicants. These platforms will be held in English, Amharic, and other relevant languages. The EOI will be on air for a period of one month (22 October 2025 – 21 November 2025).

In addition, a brief information session including Q&A will be organized online using **Microsoft Teams** to provide additional information on the application process, eligibility criteria, and other pertinent details, whereby everybody can join without downloading the application. The information and Q&A session will be organized through using below link on **November 03, 2025, from 2pm - 4pm (14:00 – 16:00 EAT)**.

### [Join the meeting now](#)

Meeting ID: 396 258 974 680

Passcode: 9cb2UD3k

The program will share a summary of the Q&A and recording of the session through links on the website so that members of the local CSOs who were unable to attend the information session will get acquainted with the requirements of the call for application. Besides, the contact person from each region will provide clarity using phone calls in case applicants face challenges in accessing the application areas.

## 7. Criteria and rules for the call [EOI Application]

### 7.1. Eligible organizations' selection criteria for the EOI

Entity	Definition	Eligibility Criteria	Type of Grant
Smaller or grassroots or emerging CSOs	<p><b>Category ONE:</b> Small size CSO/CBOs with narrow functional structures, legally established, re-registered or re-established as per the new local CSO law Proclamation Number 1113/2019 at <b>local</b> or <b>national</b> level. These groups are expected to have a grassroots presence but are not expected to have prior experience in the target region (no requirement on project implementation experience), have at least a sub-standardized strategic plan which will be developed in due time, operational plan, have 2 to 3 registered volunteers/staffs one of whom is financial/accounting staff. They should have the mandate to work on human rights, governance, and development and either be women, youth or disabilities focused or led.</p>	<ul style="list-style-type: none"> <li>- Must meet the requirements indicated in the definition.</li> <li>- Must meet all blanket eligibility requirements</li> <li>- No need to have experience of managing grant.</li> <li>- Have at least one registered volunteer financial/accounting staff that can support financial management reporting.</li> <li>- Ready to accept up to three instalments and a grant of not more than 10,000EUR (equivalent in ETB) per project.</li> </ul>	Small grant /Micro
	<p><b>Category TWO</b> Small size CSO/CBOs with narrow functional structures, legally established, re-registered or re-established as per the new local CSO law Proclamation Number 1113/2019 at local or national level. They should have been working in the target region for the last 3 years (no requirement for recently established new CSOs), have at least an operational plan, and governance policies, have 3 to 5 staff or have been working with registered volunteers. With an annual income of <b>more than twice of the requested budget amount in ETB</b> since the year 2019 and work at woreda or regional level with limited geographic focus. They should have the mandate to work on human rights, governance, and development and either be women, youth or disabilities focused or led.</p>	<ul style="list-style-type: none"> <li>- Must meet the requirements indicated in the definition.</li> <li>- Must meet all blanket eligibility requirements</li> <li>- Experience of managing at least one grant above 10,000EUR (equivalent in ETB) in the past 3 years. Have at least one financial/accounting staff that can support financial reporting</li> </ul>	Small Grant/ Micro
Medium/Large CSOs	<p>These are local CSOs in the targeted regions; legally established, re-registered or re-established in and after 2019 G.C under CSO Proclamation Number 1113/2019; working in the CSO sector with more than 5 years' experience (with active projects without gaps) or voluntary projects in place; have comprehensive governance and compliance policies, a strategic plan (more than 3yrs), well-established financial management practices, have permanent staff (more than 5 technical and supportive staff), well-established, and have an annual expenditure of <b>more than twice of the</b></p>	<ul style="list-style-type: none"> <li>- Must meet the requirements indicated in the definition.</li> <li>- Must meet all blanket eligibility requirements</li> <li>- Have demonstrated experience in managing grants above 30,000EUR (equivalent in ETB) in the past 3 years.</li> <li>- 5 years of practical experience in working with marginalized</li> </ul>	Meso

	<p><b>requested budget amount in ETB</b> (equivalent in EUR). The CSO must have an experience of operating in the thematic areas identified by the EU CSF+ programme at least since 2019 including human rights, governance, and development and either be women, youth or disabilities focused or led.</p>	<p>community groups and in a similar thematic area identified by the EU CSF+ programme including human rights, governance, and development and either be women, youth or disabilities focused or led.</p>	
Association	<p>An Association is an organization formed by five or more members and governed by a General Assembly as the supreme decision-making body, established, re-registered or re-established in and after 2019 G.C under the CSO Proclamation Number 1113/2019 or other legal provision at local level/in the target region. Working in the CSO sector for more than 5 years, with some fund management practice of above 30,000EUR (equivalent in ETB) have strategic plans (like a 3yrs short period), governance and compliance policies, established financial management practices, have 5 technical and supportive staff or has been working with registered volunteers. Examples of associations include non-government affiliated associations like teachers' association, women's associations, domestic works associations, youth association, Pensioners association, Association of Persons with disabilities, and ethnic minority right.</p>	<ul style="list-style-type: none"> <li>- Must meet the requirements indicated in the definition.</li> <li>- Must meet all blanket eligibility requirements</li> <li>- Have demonstrated experience in managing grants above 30,000EUR (equivalent in ETB) in the past 3 years.</li> <li>- More than 3 years of practical experience in working with marginalized community groups and in a similar thematic area identified by the EU CSF+ programme including human rights, governance, and development and either be women, youth or disabilities focused or led.</li> </ul>	Meso
Grassroot Networks	<p>Groups of legally registered CSOs (consisting of a minimum of 10 to 50 CSO members), CSO forums, coalitions, CSO Federations, consortiums, or networks, established at local and national level by civil society actors, re-registered or re-established in and after 2019 G.C under the CSO Proclamation 1113/2019 or other regional or local regulatory body, working in CSO sector for a minimum of 5 years with active funds. Have comprehensive governance and compliance policies, have a strategic plan (3-5yrs), well-established financial management practices, have more than 3 permanent staff (technical and supportive staff), well established project management systems, and have an annual expenditure/income of <b>more than twice of the requested budget amount in ETB</b> (equivalent in EUR) since the year 2019.</p> <p>These grassroots CSO networks work on common agendas and/or issues that are aimed to facilitate learnings, consultations, collaborations, and coordination as well as on</p>	<ul style="list-style-type: none"> <li>- Must meet the requirements indicated in the definition.</li> <li>- Must meet all blanket eligibility requirements</li> <li>- Has demonstrated experience in managing grants above 30,000EUR (equivalent in ETB) in the past 3 years.</li> <li>- 3 years of practical experience in working with marginalized community groups and in a similar thematic area identified by the EU CSF+ programme including strengthening Civil Society organizations especially in coordination, learning and networking.</li> </ul>	Meso grants

	CS enabling environment to jointly identify opportunities, challenges, and strategies in a particular or multiple sectors to transform the civil society landscape.		
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**Note:** microgrant applicants can propose budgets with a range of €10,000 - €30,000, and those for the Meso will fall to a range of €30,000 - €50,000.

## 7.2. Rules of the call

The following rules will apply to all applicants at all stages of the grant management process:

- Eligible CSOs which meet all the criteria indicated section 7.1. can apply,
- Only successful applicants (at the EoI stage) will be invited to participate in the proposal development process,
- Each organization is expected to submit applications for interventions in only one geographic region. Applications from a single CSO for multiple regions will be considered ineligible, and will lead to cancellations,
- Any application received after the deadline, or incomplete submission of required documents will result in rejection of the application,
- All application should be prepared and submit in English language,
- Applicants will not be reimbursed for the costs that were incurred in the preparation and submission of the EoI. All preparation and submission costs are at the applicant's expense,
- In addition to the above, applications at any stage will be rejected due to the following reasons:
  - Failure to meet the call's expected quality standards or requirements
  - A major finding during the due diligence assessment
  - Unforeseen circumstances that impact the program's viability
- The EU CSF+ program reserves the right to engage in discussions and negotiations with any applicant regarding the content, structure, or budget of their proposed project following the EoI stage. The program also retains the right to fund any or none of the grant applications received,
- The objectives and contents outlined in the EOI cannot be altered during the full proposal development stage,
- Any error or significant discrepancy related to the EOI guidelines may lead to the application's rejection,
- Handwritten applications will not be accepted. EOIs must be typed and submitted in English,
- Any instance of plagiarism in the preparation of the EOI or proposal will result in the application's rejection, and
- The budget must be presented in Ethiopian Birr (ETB) and accompanied by an equivalent amount in Euro (EUR) for ease of comparison. The applicant is expected to use an exchange rate of 1€ with an equivalent rate of ETB160.00.

## 7.3. Eligible and Ineligible Activities and Costs for Sub Granting

### 7.3.1. Eligible and Ineligible Activities

The types of activities that may be financed are those that directly align with the objectives and priorities of each funding window. All activities should be designed to produce specific, measurable results addressing identified challenges. Eligible activities must clearly demonstrate their contribution to the call for proposals and the overarching objectives and priorities of CSF Plus. These may include, but are not limited to those that:

- i. Enhance the role of local CSOs in monitoring government policies and plans,

- ii. Facilitate partnership building between CSOs,
- iii. Mobilize citizens, particularly youth, women, and people living with disabilities to raise awareness of key challenges and hold decision-makers to account,
- iv. Use different forms of media to create momentum on key policy issues as per the communication and visibility guideline/plan of EU CSF Plus program.
- v. Develop collaborative research reports and policy papers to enable evidence-based advocacy campaigns.
- vi. Activities that facilitate partnership building and forming CSOs networks among CSOs and promote transfer of capacity among local and grass root organizations.
- vii. Activities that mobilize CSOs, the citizenry, especially the youth, women, persons with disabilities to advocate for democratic reforms that will enhance the accountability, rule of law and equality in Ethiopia.
- viii. Activities focusing on training, mentoring, supporting and inspiring the work of local and grass root CSOs in Ethiopia.
- ix. Activities mainstreaming gender, human rights, conflict sensitivity, disability and other cross-cutting issues.
- x. Activities supporting the full realization of human rights of the disadvantaged segments of the society with special focus to children, youth, women and persons with disabilities.

Ineligible activities include those that:

- i. are prohibited by the national law,
- ii. activities directly affiliated with or supportive of political or religious agendas.

### 7.3.2. Eligible and Ineligible Costs

Budgeted costs, which are necessary, reasonable and essential to the administration and operation of projects by sub-grantees under the EU CSF Plus are generally considered allowable for funding.

#### **Eligible costs include:**

- Printing, copying, and publication,
- Transportation costs,
- Staffing costs,
- Rental costs for occupancy in privately or publicly owned buildings used for the benefit of the project where the total cost of space may not exceed the rental cost of comparable space for privately-owned buildings in the same locality. However, rental costs for property owned by the grantee may not be charged,
- Conferences and Workshops. Allowable costs may include conference or meeting arrangements, rent of conference space, postage, telephone charges and travel expenses (including transportation and subsistence for facilitators/speakers and participants),
- Office and programme supply,
- Postage,
- Consultancy-related expenses where specific skills or expertise are required and cannot be accessed without payment. The appropriate procurement procedures of the organization must be followed in alignment with the *EU Procurement Rules for Beneficiaries*,
- Project-related communication expenses,
- Vehicle and equipment rental where necessary,
- Security.

#### **Ineligible costs:**

- Alcoholic beverages,
- Gifts or bribes,
- Military-type equipment,
- Purchase of car, property or land,
- Major capital expenditures,
- Compensation for government employees,

- Salary costs of the personnel of national administrations,
- Costs incurred outside of the project period,
- Debt repayment, bad debts to related parties, or interest payments or service charge payments for a finance lease,
- Payments for activities of exclusively religious or political nature,
- Payments for works or activities that are funded by other sources,
- Negative interest charged by banks or other financial institutions,
- Other costs specifically prohibited in the Grant Contract,
- Bonuses to staff at all levels,
- Currency exchange losses,
- Fines and penalties (including) Statutory fines, criminal fines or penalties, and
- Provisions for losses or potential future liabilities.

This is not an exhaustive list of non-allowable items. Christian Aid and co-beneficiaries as Key Grant Partners should review all costs during proposal review and flag any costs which fall outside of the principles of CSF Plus.

### 7.3.3. Eligibility of applicants

The action aims to primarily support local and grassroots CSOs that are less established and face additional capacity challenges. However, CSOs, coalitions, associations, and networks are eligible to apply but must meet specific organizational eligibility criteria to ensure that risks related to financial mismanagement are managed. The list below denotes the blanket eligibility criteria that apply to all applicants regardless of type of organization:

- ✓ Registered by the government of Ethiopia at federal or local levels (a valid renewed registration certificate or license),
- ✓ Operate in Ethiopia within the target geographical regions (must operate and work in lower administration levels (kebele, city administration, or woreda) in Addis Ababa, Central, Southern or Tigray Region),
- ✓ Be free from financial liabilities,
- ✓ Must not be under investigation for fraud, corruption, sexual abuse, sexual exploitation, or other wrongdoing,
- ✓ Have or committed to have proportional and functional internal control systems (financial management, procurement procedures, human resource management, project management, organizational governance, etc.). Proportionality based on type of organization,
- ✓ Have at least one financial/accounting staff member that can support financial reporting,
- ✓ Has demonstrated experience in managing grants above 10,000EUR (equivalent to ETB) for those applying for small grants and 30,000 EUR (equivalent in ETB) for those applying for meso-grants in the past 3 years,
- ✓ 3 years of practical experience (except newly established CSOs) in working with marginalized community groups,
- ✓ Does not include entities/persons in the list of EU restrictive measures,
- ✓ Adhere to the 20/80 ACSO and other national and local laws,
- ✓ Have or be committed to have mandatory working systems including safeguarding, conflict of interest, code of conduct; or be willing to develop within two months of the contract agreement with support from the beneficiaries,
- ✓ Be directly responsible for the preparation, management, and implementation of the action, not acting as an intermediary.

Although not an eligibility criterion, the calls will particularly welcome applications from women, youth and PWDs focused grassroots organizations to support us to meet our programme targets of supporting 40% of women, youth and disability focused/led CSOs and their networks.

### 7.3.4. Geographic Eligibility

The proposed project interventions must be carried out at the community, woreda, zonal, and regional levels within one of the following areas: Central Ethiopia, South Ethiopia, Tigray, or Addis Ababa city administration. Applications from outside these specified regions will be considered ineligible.

### 7.3.5. Number of applications

Each organization is expected to submit applications for interventions in only one geographic region. Applications from a single CSO for multiple regions will be considered ineligible and will lead to cancellations.

### 7.3.6. Duration of the action

The duration of the action is minimum 12 months and does not exceed 18 months.

### 7.4. Application procedure and deadline

Applications must be submitted in accordance with the EOI instructions outlined in the EOI application template annexed to these guidelines (ANNEX II). Applicants must strictly follow the specified format and complete the paragraphs and pages in the prescribed order. Please fill out the EOI carefully and with utmost clarity to facilitate a thorough assessment.

Within EOI, applicants must provide an estimated grant amount and an indicative percentage of the operational and program cost components of the action using the summary table for the budget. A detailed budget will be required only from shortlisted applicants during the second stage of the application process, upon submitting the full proposal.

EOIs must be submitted via email to [eucsfplusapplication@christian-aid.org](mailto:eucsfplusapplication@christian-aid.org) or hand delivery submit to co-applicants' office located at the address indicated in the table below before the deadline. The subject heading of the email shall be [Project Title [Organization Name] [Region you applied for]]. Please avoid linked file sharing methods.

**Table 1: Addresses for submitting documents physically (hand delivery)**

Name of Organizations	Local Address	Region
<i>Civil Society Resource Center (CSRC)</i>	Addis Ababa, Bole Sub city at the back of Friendship building, Alex Building 4 <sup>th</sup> Floor, House No. 4C <b>Contact:</b> Henok Teshome, Phone: +251 974 157421	Addis Ababa City Administration
	Hosanna City, Central Ethiopia Region Bureau of Finance (BoF), 2nd floor, CSOs Coordination Directorate Office <b>Contact:</b> Daniel Fantaye, Phone: +251 974 157421	Central Ethiopia Region
<i>Christian Aid Jinka Office (CA)</i>	South Ethiopia Region, Christian Aid, Jinka Area Office Jinka town, Arkisha Kebele, Action for Development Compound <b>Contact:</b> Netsanet Feleke, Phone: 251 913 232 651	South Ethiopia Region
<i>Chura Abugida Artistic Association (CAAA)</i>	Mekelle City, Addi Haki Sub city, Adi – Housi Kebele, Around Saint Marry Church – Near to Adi Hawsi Market, <b>Contact:</b> Biniyam Nadew +251 914721453	Tigray

Hand delivery of the Eoi is also acceptable if applicants face challenges accessing electronic services. In such cases, applicants must submit a sealed and stamped two copies of the application with an application cover letter and all required documents. Upon submission, applicants must ensure that their application is registered and obtain a signed and dated letter acknowledging receipt.

The application form must be accompanied by the following supporting documents:

1. Proof of the association's legal identity (certificate of registration)
2. Financial statement of the organization indicating the recent financial position
3. Completed project Eoi Form (Annex III)
4. Completed EOI Application Declaration (signed and stamped) (Annex IV)

**Deadline:** The deadline for Eoi submission is 21 November 2025 at 17:00 EAT (5:00pm). Applicants are

strongly advised to submit their Eols in advance to avoid potential complications arising from heavy internet traffic or internet connectivity issues, including electricity failures.

Please note that the deadline is strictly enforced. Eols received after the deadline will not be considered.

**Complaints.** For any complaints, applicants may send an appeal through the CA Compliant Email [Ethiopia.complaints@christian-aid.org](mailto:Ethiopia.complaints@christian-aid.org). Moreover, there are Compliant Boxes at regional application centers for hand delivery compliant submissions.

### 7.5. Assessment of applications

Applications will be examined and evaluated by the already established EOI review committee. All applications will be assessed by the internal process defined in financial support to third parties (FSTP) manual. If the examination of the application reveals that the proposed action does not meet the CSO eligibility stated in Section 7.1, the application will be rejected on this sole basis.

### 7.6. Administrative Checks

During the administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the Eol satisfies all the eligibility criteria specified in this EOI application guideline and instructions of the EOI application form. This includes an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis, and the application will not be evaluated further.

### 7.7. EOI Evaluation

The Eol that passes the administrative checks will be evaluated on the relevance and design of the proposed action. The Eol will receive an overall score out of 100 using the breakdown in the evaluation grid below. The evaluation will also check the compliance with the instructions on how to complete the Eol.

Description of the evaluation criteria	Maximum Score
How relevant is the proposal to the objectives and priorities of the call for application?	10
Are the general and specific objectives clearly indicated.	10
The extent to which the RF is structured in a way that activities are feeding into outputs, outputs are contributing to the outcomes?	20
How relevant is the proposed action to the particular needs and constraints of the target region(s) and target locations?	10
Are the project targets clearly identified, are they clearly defined and strategically chosen? Are their needs (as rights holders and/or duty bearers) and constraints clearly defined? Are they aligned with EU CSF+ targets?	10
Are the project stakeholders clearly identified, defined and strategically chosen? Are they aligned with EU CSF+ targets?	10
Risks are listed and risk management mechanisms are in place.	5
To what extent are the experiences indicated aligned with the sectors and thematic areas listed in this guideline. <b><i>This criterion is not applicable for emerging local and grassroots CSOs.</i></b>	15
Is the budget as per the threshold and meets compliances?	10
<b>Maximum total score</b>	<b>100</b>

Once all Eol have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Only the selected applicants will be contacted and invited for the proposal development stage training and participate in the call for proposal to compete with other shortlisted CSO's.