**Global Partnership for Social Accountability (GPSA)**

**GPSA Grant Application: Project Team and CSO(s) experience**

**Instructions**

All grant applications are required to fill out this document and upload it into the e-application. The document contains 2 tables:

**Table 1:** Project team composition, positions, and task assignments

**Table 2:** Summary of Applicant CSO current and prior experience [Mentoring proposals must also include references of Mentee(s) CSO(s)]

**Optional:** if you have prepared a Work Plan for your proposal, you may copy it at the end of this document or attach it as a separate file in the “Attached Files” section of the e-application.

**Table 1:** Please provide the team composition (including consultants), and task assignments. For planned positions that are still vacant, please indicate “To be hired” under Team member name. For Project staff that will devote time to knowledge and learning activities, please make sure to indicate so, including indicating specific staff that would devote time to contributing to GPSA’s K&L activities (these may include knowledge-sharing activities between GPSA grantees, including virtual and face-to-face events) Add as many rows as needed.

| **Team member name** | **Position** | **Time devoted to Project:**  **Indicate (a) if full or part-time, (b) if CSO personnel or consultant, and (c) if team member will be employed for the full duration of the Project or for specific periods or tasks.** | **Project Components/Sub-Components/Activities** | **Project Main Responsibilities** |
| --- | --- | --- | --- | --- |
| Alexandra Pura | Programme Coordinator | Part-time  Oxfam GB Personnel  Full project duration | Project Management | Supervision and support to Oxfam GB project team  Oversight on project delivery, expenditure, budgets, risks and milestones, evaluation  Fundraising to complement/support project activities as well as spin-off initiatives on SAcc |
| To be hired | Project  Manager | Full-time  Oxfam GB Personnel  Full project duration | Project Management | The Project Manager is in charge of overall project management and coordination and will be the main project contact with donors, government and CSO stakeholders   1. convenes the Project Management Team 2. people management to ensure project team works effectively and collaboratively 3. establishes and maintains systems and procedures 4. leads in development and coordination of plans and activities 5. takes charge of monitoring, evaluation, learning and review 6. leads financial and asset management 7. takes charge of internal and external (donor) reporting 8. ensure fulfillment of donor contract requirements 9. ensure planning and preparation for exit |
| To be hired | Finance Officer | Full-time  Oxfam GB Personnel  Full project duration | Project Management | 1. provide financial management support to the Project Management team 2. ensure financial reporting system and donor accountability 3. assist in developing and monitoring component budgets |
| May Cerezo | Admin and Logistics Officer | Part-time  Oxfam GB Personnel  Full project duration | Project Management | 1. provide administrative and logistics support to the Project Management Team 2. assist in admin/logs needs during project events and activities 3. support in procurement of necessary goods for the project |
| Junice Melgar | Partnership Building SpecialistDirector | Full-time  Consultant from Likhaan  Full project duration | Component 1  Partnership Building and Communications | The **Partnership Building Specialist** will lead in mobilizing stakeholders for this project:   1. establish good relations and partnership with government actors such as the Department of Health, PhilHealth, Provincial Government, Provincial and Municipal Health Offices and others 2. identify and liaise with key CSOs to engage in strategic partnership (e.g., RHAN, women’s organizations, partners already targeted to engage, etc) 3. lead in developing a communications strategy 4. establish partnership with media 5. lead in inception workshops and public presentations 6. represent the project team in key public events and meetings with stakeholders |
| Adel Briones | Capacity Building Specialist | Full-time  Consultant from ANSA EAP  Full project duration | Component 2  Capacity Building for Citizen Engagement | The **Capacity Building Specialist** is expected to take the lead role in capacity building component, specifically communicating with partners and stakeholders, and convening component meetings. The person shall perform the following tasks and functions:   1. Lead drafting and development of the project’s strategy for capacity building based on the deliverables outlined in the proposal and the overall results frame; 2. Lead detailed planning, coordination and implementation of component’s activities in relation to the customization and translation of SAcc in RH 3. Set up an effective system and protocol for drawing out lessons from SAc learning activities, including the inventory and databasing of all files, 4. Provide strategic learning and capacity building support to the project team members 5. Assist in preparation of toolkits and learning facilitation guides designed to provide continuing learning support to CSOs, SAcc facilitators and community volunteer monitors |
| Randee Cabaces | Knowledge and Learning Specialist | Full-time  Consultant from ANSA EAP  Full project duration | Component 3  Knowledge and Learning | The **Knowledge and Learning Specialist** leads in data capture, knowledge generation and knowledge sharing about SAcc in RH and the project   1. Supervise the overall quality of knowledge and learning products 2. Lead the knowledge-sharing and learning activities of the project for the project stakeholders, media, and with other CSOs and partners 3. Lead the development of knowledge management and learning strategy and plans to ensure systematic, continuous learning, improvement and knowledge sharing 4. Lead in designing and establishing the on-line platform for SAcc in RH 5. Lead in developing a system for managing project data and information for overall monitoring 6. Develop and implement processes to ensure that lessons learned and good practices are captured systematically, shared, and used to improve project implementation 7. Support advocacy efforts through providing evidence of impact gathered through the M&E system, knowledge management and communication activities 8. Provide technical support and guidance to partners on knowledge and learning 9. Ensure that innovative experiences, learning and good practices are captured, synthesized, documented and shared continuously within the project, with stakeholders and GPSA network Any other relevant duty assigned by the Project Coordinator |
| To be hired | Training Officer-SAcc-in-RH | Full-time  Consultant from ANSA EAP  Full project duration | Component 2  Capacity Building for Citizen Engagement | 1. Provide support to the implementation of capacity building strategy and plans 2. Provide on the ground support to SAcc Facilitators and CVMs through mentoring and communications on CSC, budget monitoring and RH 3. Perform tasks related to knowledge and learning and monitoring and evaluation |
| To be hired | Training Officer – SAcc-in-RH | Full-time  Consultant from Likhaan  Full project duration | Component 2  Capacity Building for Citizen Engagement | 1. Provide support to the implementation of capacity building strategy and plans 2. Provide on the ground support to SAcc Facilitators and CVMs through mentoring and communications on CSC, budget monitoring and RH 3. Perform tasks related to knowledge and learning and monitoring and evaluation |
| To be hired | ICT Officer | Full-time  Consultant  Full project duration | Component 3  Knowledge and Learning  Sub-component: SAC-in-RH online platform | 1. set up the online platform for knowledge and learning on SAcc in RH 2. maintain the online platform through periodic and strategic uploading of project updates, communication, toolkits and other knowledge products 3. manage on-line feedback system and flag up information, issues and concerns, opportunities related to K&L on SAcc in RH to the PMT |
| To be hired | Knowledge Product Developer | Full-time  Consultant  Full project duration | Component 3  Knowledge and Learning  Sub-component: knowledge products | 1. provide documentation support to all capacity building activities (write-ups, videos, etc) 2. work with Oxfam’s Digital Vision team in designing communication and knowledge products 3. assist the K&L specialist in production of knowledge products |

**Table 2**. **Applicant’s Experience**. Please provide a summary of the applicant CSO’s current and prior experience on projects or programs related to social accountability. Include information for at least the past 3-5 years of experience. For proposals that include mentoring arrangements, please include a summary of both the Mentor and Mentee(s) organizations’ experience, following the format below.

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| --- | --- |
| Name of applicant CSO (for Mentor Organizations, please include country where CSO is legal entity) | Oxfam GB |
| Summary of CSO’s mission, areas of specialization, and key ongoing and past work in the social accountability field. Describe type of CSO (e.g. professional CSO, membership-based, etc.); include references to any relevant partner CSOs and membership in national or regional coalitions (formal and informal); make reference to the CSO’s ties with community-based CSOs, or other types of organizations based on membership, if applicable, especially at the local level; make reference to the CSO’s experience with its membership, and/or any other ties with volunteers, and citizen groups. | Oxfam GB is an international non-governmental organization working with local partners in 94 countries as part of the Oxfam International confederation (composed of 17 Oxfam affiliates) to tackle the root causes of poverty and respond to emergencies. It is a professional INGO with more than 4000 staff.  In ASEAN, Oxfam GB anchors the AADMER Partnership Group (APG) that facilitates working together of national and ASEAN disaster risk reduction and disaster management bodies and civil society. APG is composed of 7 INGOs (Child Fund, Save the Children, World Vision, Plan International, HelpAge International, Mercy Malaysia and Oxfam)    In the Philippines, Oxfam is engaged in:  1) advocacy and campaigns on increasing investments for small holder agriculture to protect the country’s food security, climate change adaptation, trade related issues, critical policies to support and protect women’s rights (e.g., reproductive rights) among others;  2) supporting development programmes on the ground in Mindanao, i.e., working with partners to achieve sustainable livelihoods and greater protection for the indigenous peoples, Bangsamoro, small asset-holders and internally displaced persons (IDPs) in CARAGA and Central Mindanao; and,  3) responding to rights of people in crisis situations brought about by natural disasters and conflict; Oxfam’s response to emergencies involves ensuring clean water, food, shelter and sanitation; in the long-term, Oxfam supports projects that enable disaster affected people to rebuild their lives, livelihoods, and communities.  Beginning in 2009, Oxfam GB in East Asia started its learning programme on how to mainstream the Social Accountability approach in programmes and ways of working. This was supported by our learning partner, ANSA-EAP. Actions done in the course of the learning programme were: initiating reviews of country programmes with a SAcc lens, identifying appropriate SAcc tools for the country programmes and building capacity in using such tools, and cross country sharing of experiences in developing and implementing SAcc projects.  Vietnam and Indonesia country programmes have applied SAcc tools at the local level, particularly participatory planning and budgeting and performance monitoring. In the Philippines, Oxfam supports budget monitoring and public expenditure tracking in the sectors of agriculture, education, and environment (for climate change adaptation). Partners for this work include Social Watch Philippines, Rice Watch Action Network, Rural Women’s Coalition and Akyon Klima.  Noteworthy SAcc projects in East Asia are listed below.  Apart from governance focused work, Oxfam in the Philippines integrate SAcc pillars in all its programmes (i.e., sustainable livelihoods, disaster risk reduction and climate change adaptation, women leadership) through ensuring people have access to information and their entitlements, voice and representation, and governments deliver services and allocate public resources for vulnerable groups in their localities. Oxfam also uses customized tools in DRR such as the Participatory Capacities and Vulnerabilities Assessment (PCVA) where local government staff and community members are trained and jointly analyses priority DRR measures to increase capacities and reduce vulnerabilities. |
| Description of prior and current experience. Please include past and ongoing projects covering at least the past 3-5 years. | |
| 1. Name of Program or Initiative | LISTEN (Local Initiative to Strengthen and Empower Women) |
| 1. Country where project was (or is) implemented, and duration | Indonesia (2009-2013) |
| 1. Total project cost, name of Project funder(s) and funding amounts | GBP 118,500, funder: Oxfam |
| 1. Brief project description: include project’s objectives, CSO’s role, and key outcomes achieved. | Implemented in four villages in East Nusa Tenggara province (Indonesia) which created spaces for women to participate in community decision-making processes and built the capacity of CSOs to support women and influence public opinion |
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| 1. Name of Program or Initiative | Raising Her Voice |
| 1. Country where project was (or is) implemented, and duration | Indonesia (2009-2012) |
| 1. Total project cost, name of Project funder(s) and funding amounts | GBP976,000, funder: DFID Governance and Transparency Fund |
| 1. Brief project description: include project’s objectives, CSO’s role, and key outcomes achieved. | Implemented in Papua and Aceh which worked to ensure that public policy, decision making, expenditure and customary and traditional rights reflect the interests of poor and marginalized women, strengthen capacities of poor women’s groups to participate in policy/decision making and advocacy as well as provision of technical support to be more responsive to women’s needs |
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| 1. Name of Program or Initiative | Alternative Budget Initiative |
| 1. Country where project was (or is) implemented, and duration | Philippines (2008-present) |
| 1. Total project cost, name of Project funder(s) and funding amounts | GBP240,000, funder: Oxfam |
| 1. Brief project description: include project’s objectives, CSO’s role, and key outcomes achieved. | Supported civil society and basic sectors agenda building, budget discussions to come up with budget proposals, and engages the national budgeting process. Oxfam supported the CSO clusters in education, agriculture and environment. |
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| 1. Name of Program or Initiative | Action Research on Gender Responsive Budgeting (also known as Gender and Development Planning and Budgeting) |
| 1. Country where project was (or is) implemented, and duration | Philippines |
| 1. Total project cost, name of Project funder(s) and funding amounts | GBP 18,000, funder: Oxfam |
| 1. Brief project description: include project’s objectives, CSO’s role, and key outcomes achieved. | This research is participated in by a number of CSOs in 7 municipalities where women’s groups and peoples organizations interface with their local governments to discuss how responsive the budget is to women’s identified needs and priorities |

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| **[For Mentoring Proposals ONLY]**  Name of Mentee(s) Organization(s) and country where mentee is a legal entity. If more than 1 Mentee Organization, please replicate table with references of all Mentee Organizations. |  |
| Summary of CSO’s mission, areas of specialization, and key ongoing and past work in the social accountability field. Describe type of CSO (e.g. professional CSO, membership-based, etc.); include references to any relevant partner CSOs and membership in national or regional coalitions (formal and informal); make reference to the CSO’s ties with community-based CSOs, or other types of organizations based on membership, if applicable, especially at the local level; make reference to the CSO’s experience with its membership, and/or any other ties with volunteers, and citizen groups. |  |
| Description of prior and current experience. |  |
| 1. Name of Program or Initiative |  |
| 1. Country where project was (or is) implemented, and duration |  |
| 1. Total project cost, name of Project funder(s) and funding amounts |  |
| 1. Brief project description: include project’s objectives, CSO’s role, and key outcomes achieved |  |