Terms of Reference (TOR) *for* the Call for Proposals

ⅷⅅ IID Micro-Grant

To Support Educational Initiatives of Organizations and/or Individual

Institute of Informatics and Development (IID)

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1   About the Institute of Informatics and Development (IID)

Institute of Informatics and Development (IID) is a public policy institute that promotes informed public participation in the public policy process. IID is registered as a nonprofit organization in Bangladesh under Section 28 of the Companies Act 1994 with the vision of making policy public for an informed, inclusive, and democratic society. IID seeks to achieve its vision with its 3i missions: Inquire- evidence for policy, Inform- people and policymakers & Involve- public in public policy. Further information can be found at https://iid.dev/.

2   Objective

The objective of this initiative is to empower organizations and individuals to initiate and implement self-sustaining educational projects. It focuses on capacity building, enhanced learning culture and community engagement for lasting impact. The initiative supports efforts that promote inclusivity and equity across various themes. By fostering collaboration and resilience, it aims to drive positive change and achieve high-quality, equitable education for all.

IID Micro-Grant at a glance-

Change	Duration	Grant Amount	Applicants	Capturing
Self-sustaining	6 Months	Max 1 Lac BDT	Organization/ Individual	Learning & Change Story

3   Duration, Location of Work and Deadline

The project's duration spans approximately six months, with the aim of completing designated activities within this timeframe. The work will focus on activities anywhere in Bangladesh. This initiative will continue annually on a rolling basis. However, the application deadline for 2024 is June 30, 2024.

4   Amount of the Grant

The maximum amount of the microgrant will be up to 1 lakh BDT, with the budget depending on the scope and activities of the initiative.

5   Who can Apply

- Organizations or individuals who work for education and development and have implemented community-based projects earlier.
- Any registered or non-registered Civil Society Organizations (CSOs), Community-Based Organizations (CBOs), Voluntary Organizations, and Individuals can apply to this initiative.

Other Criteria Considerations:

- We strongly encourage not only experienced candidates but also those who are highly motivated yet lack the resources or guidance to execute impactful projects to apply.
- Applicant must have a formal transaction channel i.e.; bank account.
- Any organization applying must disclose if any of its staff members, owners, relatives of owners, board members, or management team members have a relationship with IID. This disclosure must be made officially to IID before the commencement of the selection process to ensure transparency and avoid conflicts of interest.
- It is highly advantageous for the applicant organization to possess expertise and experience in the following areas:
    i.   Capacity building and organizational development
    ii.   Monitoring and evaluation of educational initiatives
    iii. Collaboration with local or international educational bodies and stakeholders
- Applicants must demonstrate a commitment to compliance with local regulations and standards, along with the ability to maintain high levels of accountability and transparency in project implementation and financial management.
- Applicants that have a strong emphasis on community engagement and participation, ensuring that projects are designed and implemented in close collaboration with the communities they aim to serve.

6   Scope of Services and Expected Results

In this initiative, IID will concentrate on three interconnected areas:

a. **Fostering Growth and Impact:** The initiative is designed to support and strengthen initiatives that improve educational outcomes by fostering a supportive environment for different organizations, groups, or individuals. It aims to empower these entities to innovate and implement impactful educational initiatives, which in turn will promote community development including the development of various skills, advocacy efforts, and thematic capacities (e.g., gender/ social inclusion/ equity/ community engagement etc.) and other relevant areas of the organization. Through these investments, the initiative seeks to establish a sustainable community framework that encourages ongoing enhancement and empowerment in educational practices.

b **Learning Culture:** This initiative is dedicated to fostering a learning culture among and within participating organizations by facilitating the exchange of knowledge and insights. Through interactive sessions and other structured methods, we encourage collaboration and cross-learning among diverse education stakeholders. The primary aim is to enrich educational initiatives by harnessing collective wisdom and incorporating proven best practices across various organizations or groups which will significantly broaden the impact of educational interventions within the wider community.

c Story of Change: Documenting the 'Story of Change' lies at the heart of our initiative, serving as a reflective and forward-looking tool to capture the transformative impacts within educational communities and individuals. Through interviews, surveys, focus groups, and direct observations, we gather detailed accounts of shifts in educational practices, community engagement, and learner outcomes. This documentation process serves multiple purposes: providing evidence of effectiveness, pinpointing areas for improvement, and inspiring stakeholders by showcasing real-world examples of change. By compiling qualitative and quantitative data, we paint a comprehensive picture of intervention impacts, facilitating replication and scaling of successful strategies. The final compilation will be shared transparently with funders, participants, and the public through reports, presentations, and online platforms, enhancing accountability and transparency.

7   Proposal Evaluation Criteria

IID will conduct a fair and transparent process to select successful organizations. Below is the scoring that will be used to rank the proposals:

Technical Evaluation Scoring:

Categories	Score Weight
1. Alignment between the goal of this initiative and the objective of the initiative of the applicant.	35%
2. Alignment between proposed activities, objectives of the initiative and the project proposal	40%
3. Expertise and Experience of the applicants.	25%
Total	**100%**

8   Guidelines for Proposal Submission

Applicants must fill up a Google form for initial selection purposes. Click here to find the Google form. **A detailed proposal must be submitted to IID according to the template that is attached to the "Call for Proposal" Google form.**

The submission **must also be accompanied** by the following minimum supporting documentation:

   a. Profile of the organization, including the mission of the organization and date of founding of the organization or, the CV of the individual applying.

   b. Evidence of previous relevant experience that qualifies the organization or individual to undertake this project.

   c. Provide any other relevant information regarding the submission that the organization or individual wishes to share.

9 Institutional/ Management Arrangements

a. The focal point for these initiatives will report directly to Kazi Ferdous Pavel, Joint Director of Research.

b. **Monitoring and Evaluation (M&E) Requirements:** To support the success and sustainability of the initiatives, there should be an agreed-upon monitoring mechanism. This system should effectively track project progress against predefined activities and outcomes, help identify any challenges or issues, and provide an outline for mitigation measures and lessons learned. Regular progress review meetings between IID and the selected entities should be arranged to assess project progress, address challenges and adjust project plans as necessary.

c. **Reporting:** Grantee organizations are expected to submit a final project completion report, alongside a financial report. A monthly learning report should be submitted subject to IID's reporting template.

d. **Visibility and Branding:** The selected organization are expected to ensure that initiative efforts are well-documented and shared based on the IID's communication protocol and branding guidelines.