

# EDUCATION & TRAINING FOR EMPLOYMENT

## Fiji Education Sector Programme-Non State Actors

### So You Are Eligible to Apply—What Now?

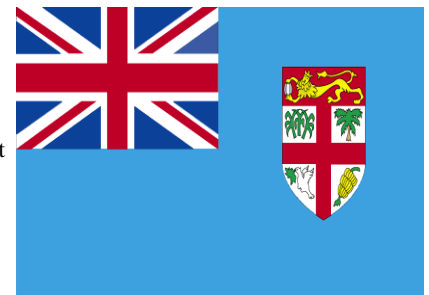
#### Special points of interest:

- Eligibility of your organization to apply.
- Putting together the Budget—What does “N-1” stand for?
- Should you go out and get audited today?
- Remember the Deadline and Keep to it.
- What really is FESP?
- Next Call for Proposal?

Let's see, your organization is a not-for-profit; it is a non governmental organization or a public sector operator such as a school or university, it is a community group, a youth group, a church group or women's savings group? Whatever the registration method used, your organization is known by others to be doing good work in the fight against poverty and you have a committee that makes decisions, has handled funds appropriately and you can show this with a letter of recommendation from a Government Ministry, a Donor organization or even a recognised religious organization. Then, you will be found to be eligible to apply.

What are you waiting for? If you are eligible, ask yourself and your colleagues, “what is it we have been longing to do as an organization but have never had the funds with which to implement?” This forms the basis of your proposal.

Your proposal must form part of the normal operation, activities and vision of your organization. This means you have a good track record in doing the proposed intervention. In other words, your group has the capacity to implement your proposal and this scores 25 points in the evaluation. Perhaps, you have wanted to expand your services to the Northern, Southern or Eastern Divisions or into the Yasawas and have not had the resources to do so, now is your



opportunity to put together a complete and honest proposal for funding to do just that.

Request an application form and guidelines and start writing today. Take it one question at a time and before you know it, your proposal application will be complete.

What is stopping you? Need Assistance? Have questions? Please do not hesitate to contact us: Information on **page 4**.

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### Remember the Deadline—21 November 2007

There are three important outcomes to the first Call for Proposals to be submitted on 21/11/2007:

1. Young people and adults are trained in contemporary and economically viable vocational skills. They are given apprenticeships and exposed to opportunities to develop a skill that they can use to im-

prove their earning potential.

2. Students are given guidance counseling, life-skills, job fairs etc. Links and support groups are set up to facilitate people from outer islands furthering their studies.
3. And finally, vulnerable members of our society are en-

couraged and able to participate in the education sector. Including people with disabilities, children out of school, children living in the streets or in commercial sex work, in essence children in the periphery who are at risk or being excluded or even forgotten.



## Question 1: How many proposals?

An organization is welcome to submit more than one proposal. However, the proposals must be entirely different projects for them both to be funded. In the event that an organization is an umbrella body representing other NGOs or CBOs (community based organizations), these member entities are eligible to receive funding directly and may apply directly for funding and if successful would receive F\$ 50,000 for their action (activities).

Each proposal will be evaluated to see if the organisation has capacity to implement it. (i) Financial Capacity is evaluated from the audit reports or several months of bank statements and the most recent accounting records of the organisation . (ii)The legality and nationality of an NGO is determined through the legal entity form which is sent with proof of registration or a letter of recommendation / recognition from a reputable institution such as a Gov-

ernment Ministry or Donor organisation.

When submitting your proposals, please make sure that the checklist is completed and declaration by the applicant and partners is signed and stapled separately . Then print one original concept note and application form with budget and sources of funding as the next batch. Finally pack the 5 copies into that envelope and seal it. Then write on the outside the address and 'not to be opened' line and send it to us.

*What does "N-1" mean in the Budget? N is this year, 2007 therefore, N-1 is 2006 and N-2 is 2005 and so forth.*

## Question 2: What if our organization is new?

New organizations are encouraged to apply.

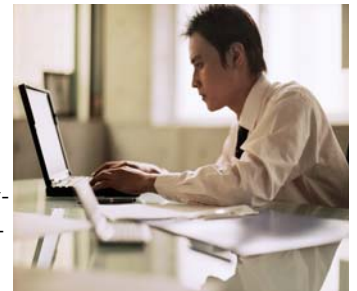
Ask yourself the following questions:

1. Do we have a committee or structure for our organization that guides how we make decisions and manage funds?
2. Are we recognised by other NGOs or Government Ministries or Donors?

3. Do we have a bank account? (can you fill in the financial identification form in preparation for when this is requested from successful applicants?)

The organization that answers yes to all these questions and is new still has the basis to receive funding if their application is successful. What may be difficult is showing a track record of past interventions.

Apply just the same because the NSA Programme is looking to build the capacity of small and new Non State Actor organizations in Fiji.



## Question 3: Where is the Legal Entity Form?

First to answer the question, "What is a Legal Entity Form" then we can let you know where you can find it.

A legal entity form is a form that is required of all organizations that receive funds from the European Development Fund. It asks an organization to state its legal status, (public, private or NGO) and then requires supporting

documents such as the organizations registration forms and constitution.

In the Call for Proposal Guidelines the Legal Entity Form is not attached because it will be sent to successful applicants whose eligibility will then need to be verified as a final step to the evaluation process.

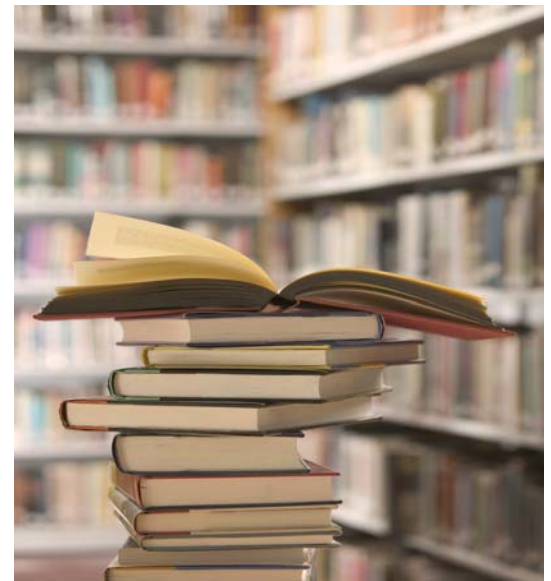
The NSA Programme wants to

simplify this process as much as possible for participants. Therefore, only once the applications have been evaluated and recommended for funding will you be required to submit supporting documents.

Find them at: [www.fijichris.gov.fj](http://www.fijichris.gov.fj) but please do not send them until invited to do so.

## Bank Form? Legal Entity Form? Available Online

The image shows two forms side-by-side. The left form is titled 'FINANCIAL IDENTIFICATION' and has two main sections: 'ACCOUNT HOLDER' and 'BANK'. The 'ACCOUNT HOLDER' section includes fields for NAME, ADDRESS, TOWN/CITY, POSTCODE, COUNTRY, CONTACT PERSON, TELEPHONE, and E-MAIL. The 'BANK' section includes fields for BANK NAME, BRANCH ADDRESS, TOWN/CITY, POSTCODE, COUNTRY, ACCOUNT NUMBER, and BRANCH. Below these are two signature boxes labeled 'BANK (NAME & SIGNATURE OF BANK OR REPRESENTATIVE)' and 'DATE & SIGNATURE OF ACCOUNT HOLDER'. The right form is titled 'LEGAL ENTITIES PUBLIC ENTITIES'. It includes fields for TYPE OF ENTITY, NAME, ADDRESS, CONTACT PERSON, TELEPHONE, FAX, E-MAIL, POSTAL CODE, COUNTRY, and PLACE OF REGISTRATION. It also has fields for DATE OF REGISTRATION, REGISTRATION NO., PHONE, and FAX. At the bottom, there are two signature boxes labeled 'DATE' and 'SIGNATURE'.



## Ministry of Education & Clean Water in Schools

Education minister, Netani Sukanaivalu said given the current water problems and the bout of bad weather the country has been experiencing, the imminent danger to our children is alarming. "Children being the most vulnerable members of our community are often the first to suffer in situations like this. It is imperative that the threat of the typhoid outbreak

be taken seriously and precautionary measures taken at home and at schools to ensure our children and the community do not fall victims to typhoid," he said. "Teachers have been reminded that the dissemination of information regarding typhoid must be repeatedly conveyed in schools, as well as observance of some very simple basic hygiene habits

like cleanliness of school environment especially that of the ablution blocks." Mr Sukanaivalu said that school dormitories must be clean and eating utensils must be clean at all times. The Minister said the provision of boiled water at schools will drive the message loud and clear of its necessity in preventing the spread of Typhoid.

*Did you know?*

*The European Union Funding to Fiji for the Education Sector is F\$43 million for five years?*

## The Fiji Education Sector Programme (FESP)

In Fiji, education plays a central role in the development of the country and also in preparing a generation of future leaders that can safeguard peace and prosperity for the nation. Spending on Education continues to represent the highest proportion of the Government Expenditure Budget as a reflection of the country's commitment to this social sector. It is also a visible priority of the people of Fiji and they demonstrate this in their commitment to participating in school committees, and in their demand for quality education and improved educational facilities for their children.

The Fiji Education Sector Programme (FESP) is one of the most significant interventions in the education sector anywhere in the Pacific and one of the largest EU-funded programmes in Pacific ACP countries. The overall objectives of FESP are to achieve equitable access, participation and achievement in lifelong education for disadvantaged communities in Fiji and to improve the quality, relevance and outcomes of learning.



## Fiji Education Sector Programme-Non State Actors Component 2007

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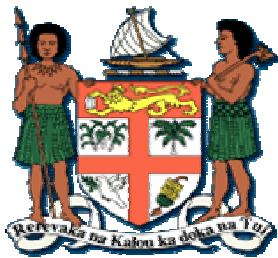
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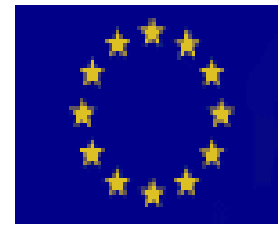
The NSA component of FESP takes into account the Partnership Agreement between the EU and African, Caribbean and Pacific States, the Cotonou Agreement, to which Fiji is a signatory. This agreement acknowledges the important role and potential for contributions of Non State Actors in the development process and the cooperation between the EC and the partner country. Therefore, in Fiji, the

FESP – NSA Programme primarily seeks to create a vibrant civil society in the area of Education under the 9<sup>th</sup> European Development Fund. Over the next 18 months, two Calls for Proposals will be issued. One to foster training in life-skills and livelihood skills for employment and community development while the second aims to support the installation of water facilities, pathways and renovation of the poorest schools in the country, with a special emphasis on schools located on remote islands as mentioned in greater depth below.



## FESP—NSA Online

[www.fijichris.gov.fj](http://www.fijichris.gov.fj)



European Union

### CALL FOR PROPOSAL # 2: IMPROVING THE QUALITY OF THE SCHOOL ENVIRONMENT

Priority under this **Call for Proposal** will be given to applications that address the expressed needs of **fifty schools**, throughout the 9 districts and 14 provinces of Fiji, that have already been identified by the Ministry of Education as being among the most disadvantaged.

These expressed needs include improved water supply (water tanks, boreholes and dams); physical access (paths, walkways, roads and footbridges); compound security (fencing, gating etc.) and other micro-projects that promote physical access to schools and improve the quality of the school environment.

*Again, this call is open to all **Non State Actors**, including NGOs, economic and social partners and civil society that have can demonstrate the capacity to implement these types of projects.*



Water Tanks attached to rain water harvesting system on classroom rooftops.



ALL PROPOSAL WRITERS ARE INVITED TO MEET FOR CLARIFICATION ON FINAL SUBMISSION STEPS IN PREPARATION FOR THE DEADLINE: If in Suva on **Monday 19th Nov. 2007** come to **3rd Floor Fiji Development Building (FDB)**. The **European Union** Conference Room is well sign posted and wonderfully suited for our pre-submission meeting. We start at **9am**.