

# Belize: call for projects on diverse themes for 2022/2023

## **Project themes**

- democracy, human rights, building inclusivity and the rights of women and girls
- climate and biodiversity, sustainable development
- COVID-19 response and recovery, mental health and global health security

Please note these examples intend to give an idea of the sort of areas we are looking for. However, do not restrict your bids to these areas.

## **Bidding guidance**

- the BHC will run a competitive bidding process in order to ensure we use our allocation for projects that are of high quality and deliver value for money
- the projects must directly benefit Belize and support the UK's thematic priorities (see above)
- projects are funded for a single financial year running from June 2022 to 28 February 2023, with no expectation of continued funding beyond this period
- due to the COVID-19 pandemic we have limited funding available this year, so we are looking for projects bids with a range of budgets between BZ\$8,000 and BZ\$27,000. Maximum budget per project bid is BZ\$27,000
- at least 85% of the project funding should be spent by December 2022
- there are no pre-payments. Reimbursements will be made three months in arrears once activities have taken place and all receipts have been submitted

## **Assessment**

Bids will be assessed against the following criteria:

- alignment with the above-mentioned thematic priorities
- outcomes are achievable within the funding period
- project design includes clear monitoring and evaluation procedures;
- sustainability demonstrating that project benefits continue after the funding ends and showcasing long term impact in Belize

- risk and financial accountability procedures
- the organisation's safeguarding policies that ensure protection of beneficiaries
- contribution to gender equality
- overall value for money

## Criteria and eligibility

In order to bid, your organisation or agency must demonstrate that it has previous experience in project management (preferably working with international agencies or organisations), sufficient technical, financial, personnel and logistical capacity.

We are particularly interested in project bids that will add value and impact via innovative activities to improve relationships and cooperation between all stakeholders (civil society organisations, the general public, relevant institutions, and the Government of Belize).

Projects should demonstrate how they will make a difference e.g. by covering an existing gap in the system or promoting practical change.

Results should be clear, measurable, and sustainable. Priority will be given to projects that draw on UK experience and expertise and strengthen UK-Belize co-operation.

## How to bid

To bid you need to fully complete in English the [project proposal bid form](#) (ODT, 59.1 KB) and an [Activity Based Budget template](#) (ODS, 10.4 KB). Bids will not be considered if both forms are not received.

Activity Based Budgets should list the activities needed to deliver the outcomes (results) of the project. All costs should be in Belizean dollars.

## Process

1. Project bids must be received by midnight on Thursday 31 March, 2022. Late or incomplete bids will NOT be considered.
2. Completed bids must be submitted to [mellissa.rivero@fcdo.gov.uk](mailto:mellissa.rivero@fcdo.gov.uk).
3. Projects will be examined and a shortlist submitted to the British High Commission Project Board in April 2022. The Project Board may request further information.
4. The BHC aims to sign grant agreements with successful project implementers in May 2022.
5. Unsuccessful bids will be informed.

## What you cannot bid for

The project fund cannot be used to pay for:

- recurrent monthly costs (staff salaries, rents, bills or consumables)
- projects that are purely of a political, military or religious nature
- computers, sports equipment or text books
- flights at any class other than Economy
- gifts or infrastructures e.g. a fence
- any overhead, administrative or management fees included in a project must be less than 10% and will be closely monitored to ensure value for money

## After the bid

The bidding round is an open and competitive process, assessed by the British High Commission Project Board in Belize.

- we aim to issue the Project Board decision by May 2022
- once a bid is approved, a Grant Contract will be signed with all successful bidders. In the documents section you will find an example of a Grant Contract Agreement Template (PDF, 825KB, 24 pages). Your organisation will be expected to sign the contract within one week of the funds being awarded. Failure to do so will result in the funds being re-allocated
- the implementing organisation will be required to submit quarterly reports, financial reports, and a final evaluation of the project. The implementing organisation is expected to meet deadlines set by the BHC
- please note there are no pre-payments. Reimbursements will be made three months in arrears once activities have taken place and all receipts submitted. Implementing organisations must request repayments using an invoice (including receipts and a financial report of spend) and the repayments will be carried out during those dates agreed upon in the respective contract
- the budget should be presented in Belizean Dollars. All payments will be made to a bank account held in Belize

Please ensure that all required sections of the Project Proposal Form and Activity Based Budgets are properly completed. Incomplete forms will be rejected and will not be considered. In particular, please ensure that you complete the cost and funding sections.

Please send any questions regarding the call for bids to: the BHC Project

Officer [mellissa.rivero@fcdo.gov.uk](mailto:mellissa.rivero@fcdo.gov.uk).

## **Grant Contract Agreement template**

ODT, 98.5 KB

This file is in an [OpenDocument](#) format

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