

# British High Commission Belmopan seeks 2020/2021 project proposal bids

## **2020 / 2021 Themes**

This year the BHC is seeking to support projects in Belize that focus on the following themes:

- Environment / Conservation – relating to climate change, eliminating single use plastics, maritime, tackling illegal wildlife
- Human rights – in particular to promoting girls' education, LGBT rights, preventing sexual violence, reducing Modern Slavery, Freedom of Religion or Belief
- Security & Justice – in particular strengthening the capacity of the criminal justice system and law enforcement, improved access to justice and protection of rights for all citizens
- Economic and sustainable growth – relating to better business environments in key sectors

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 programmes linked to the UK's thematic priorities (see above)
- Projects are funded for a single financial year running from April 2020 to 28 February 2021, with no expectation of continued funding beyond this period
- Maximum budget limit: \$26,000.00 BZD
- At least 85% of the project funding should be spent by December 2020
- There are no pre-payments. Reimbursements will be made three months in arrears once activities have taken place and all receipts submitted

## **Assessment**

Bids will be assessed against the following criteria:

- Alignment with the above mentioned thematic priorities and project outcomes (results)
- 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
- 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 a [Project Proposal Bid Form](#) (ODT, 59.5KB) and an [Activity Based Budget Template](#) (ODS, 21KB). 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 Sunday 1 March, 2020. Late or incomplete bids will NOT be considered
2. Completed Bids must be submitted to: [mellissa.rivero@fco.gov.uk](mailto:mellissa.rivero@fco.gov.uk) and copied to: [Brithicom@btl.net](mailto:Brithicom@btl.net)
3. Projects will be examined and a shortlist submitted to the British High Commission Project Board by mid March 2020. The Project Board may request further information
4. The BHC aims to sign grant agreements with successful project implementers in April 2020
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
- Consultancy fees where these form the majority of the funds. Any consultancy 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 early April
- 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 will 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 send any questions regarding the call for bids to:  
[mellissa.rivero@fco.gov.uk](mailto:mellissa.rivero@fco.gov.uk), Mellissa Rivero, Project Officer.

ODT, 59.5KB

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