

# ACTIVE CITIZENS

Capacity Building in Primary and Secondary  
Education

Improving Quality and Equality



**Iraq Programme Cycle 2018-2019**  
Increasing Enrolment Rates in Schools  
especially for girls and marginalized  
children in rural areas  
**and**  
Increasing Access to Education for  
children with disabilities  
**Guidance to Applicants**

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## Schools Programme background

The British Council has been awarded a major EU-funded programme (Feb 2017 – May 2020) focused on improving the quality and equality of the primary and secondary education systems in Iraq through capacity building at Ministry and school level.

The programme's main objectives include:

- Sub-component one: Increasing enrolment rates by analysing the main causes of low enrolment and developing strategies to address the differential rates.
- Sub-component two: Raising the quality of education at primary and secondary school level by building capacity to enhance the curriculum, particularly in the areas of human sciences, civic and peace education, and to support children with particular needs, including disabled children, Internally Displaced People (IDPs), refugees, and children with psychosocial support requirements, potentially including Post-Traumatic Stress Disorder (PTSD).
- Sub-component three: Increasing access to education for disabled children through the collection of baseline data, updating legislation and the curriculum, capacity building and awareness-raising.
- Sub-component four: Raising the quality of education through enhanced quality assurance of schools against standards.

It will be delivered in the following geographical areas: Baghdad, Babil, Anbar, Basra, Salahaddin, Missan, Mosul, and Erbil.

We are aiming to use the Active Citizens model to implement awareness campaigns under subcomponent one: increasing enrolment rates and Sub-component three: increasing access to education for disabled children.

## Guidance to applicants

Please read all parts of this Guidance to Applicants carefully before completing your application. The Guidance contains essential information to enable you to decide if you are eligible to apply, to help you find out more about the programme and how it is delivered in Iraq, and to help you to complete the application form correctly.

## Contacting us

Please read the guidance notes fully before attempting to complete the application form. If however you do have a question which has not been addressed in the guidance notes, please email us at [Mariam.madhat@britishcouncil.org](mailto:Mariam.madhat@britishcouncil.org)

We regret that we are not able to read through draft applications.

## Submitting your application

Applications must be word processed and completed in English or Arabic. They must be e-mailed along with scanned copies of supporting documents to [Omar.Ibrahim@britishcouncil.org](mailto:Omar.Ibrahim@britishcouncil.org) by:

**12:00 PM on Thursday 19 April 2018**

# Section 1: Active Citizens Programme

## 1. Overview of the global programme

The British Council is offering grants to up to 4 Iraqi organisations (Minimum 1 works on disability related programmes) to enable them to take part in the Active Citizens Iraq Programme Cycle 2018-2019.

Active Citizens is a social leadership training programme that promotes intercultural dialogue and community led-social development. Through the programme, we bring together people with different beliefs and perspectives to learn from and share with each other. We work with partner organisations around the world to deliver and develop the Active Citizens programme. Delivery partners work closely with local facilitators that British Council select and train on the skills they need to deliver the Active Citizens training to others.

Following their training, they use the Active Citizens toolkit to design and deliver the training programme to participants in their local communities around the world. Participants receive the tools and support they need to set up or adapt the way they run their own social action projects to tackle a social issue within their community. Communities are connected globally through international opportunities to share learning and ideas as well as through the website and social media.

Active Citizens was launched in 2009 and has run in over 40 countries in the Middle East and North Africa, Europe, South and East Asia, North America, Sub-Saharan Africa and the UK.

The programme is owned and managed globally by the British Council. It is funded and delivered in partnership with a wide range of organisations that work internationally, as well as at a national and local level.

## 2. The Active Citizens Learning Journey

The Active Citizens Learning Journey is core to the overall programme. It is based on an exploration of the ways in which people relate to each other and appreciate diversity. It is underpinned by a commitment to social justice, to social inclusion and to enabling people to take the lead in shaping society.

A great way to understand the Active Citizens programme and the Learning Journey is by watching the short animation “What is Active Citizens?” on our [homepage](#).

The Learning Journey involves a number of stages, namely:



**Me – Identity and Culture (module 1):** Participants get a better understanding of the concepts of identity and culture and apply their learning to understanding the beliefs, behaviour and attitudes of themselves and other people.

**Me & You – Intercultural Dialogue (module 2):** Participants learn methods of dialogue as a tool for building empathy, trust and understanding within and across cultures.

**We Together – Local and Global Communities (module 3):** Participants develop an understanding of ‘community’ and its relationship with identity and culture. The group apply their learning to their own community to identify the problem they would like to address and the people they need to engage to achieve their objectives.

**Social Action Planning (module 4):** Participants focus on planning a social action initiative in their community, considering the process in different levels of detail and complexity. This involves identifying and clarifying their agenda, a specific intervention and how they will deliver it.

The Learning Journey can be delivered in many different ways, including evenings, weekend sessions and/or residential. Partners are encouraged to include study visits (for example to other members of the Iraqi partner network) where it will add to the delivery of the programme).

The learning outcomes are core to the programme but the content and approach can be adapted so that so that it suits the needs of participants. Optional thematic content has also been integrated/is in development (Conflict, Gender, Arts and Social Enterprise.)

### 3. Active Citizens communities

Active Citizens communities are brought together by partners. Each community is made up of participants who share something in common. We expect Active Citizens participants to carry out social action projects and apply the learning they gain in the community. The community can also include wider groups of organisations, networks and people that have a stake or should be involved in social action projects.

A community might be:

- **Geographically** based and from specific neighbourhoods, towns or areas
- **Project** based and working on a specific social initiative
- **Practice** based and involved in a professional or practitioner based network
- **Interest** based and involved in similar interest groups

Communities can benefit from the Active Citizens programme for many reasons, for example where there is deprivation, a lack of social cohesion or a lack of civic engagement.

## 4. The Active Citizens Network

The Active Citizens network is made up of people involved in the programme as:

- **Partners** who project manage the delivery of the programme in participating countries and share insight and expertise relevant to the programme themes
- **Facilitators** who can be employed by partners or British Council and who help participants complete the Learning Journey
- **Participants** who are recruited by partners and who take part in a number of facilitator-led activities to complete the Learning Journey
- **Wider networks of organisations and people from the community** identified by partners, facilitators and participants who become involved in the local programme and who offer advice, support and input into the delivery of the Learning Journey

### Active Citizens Delivery Partners

The Active Citizens programme is delivered by partner organisations on behalf of the British Council and with the support of British Council staff in each country. Delivery Partners lead on the design and delivery of the programme because they know their community best and co-ordinate the involvement of participants, facilitators and other organisations and networks.

It is important that partners recognise that the vast majority of the Active Citizens programme happens at the local or national level rather than at the international level. The Active Citizens Learning Journey involves exploring cultural diversity and its impact in the context of local or national communities and how to value difference within communities in participating countries.

### Active Citizens Facilitators

Facilitators play a crucial role in motivating, helping and coaching participants. They are responsible for adapting the learning content in the Active Citizens toolkit so that it suits the needs of their participants.

They are also encouraged to incorporate other learning content and to draw on the expertise and specialist interests of the partner organisation to develop new sessions. Often they are the link between the partner, participants and the wider community and are closely involved in the delivery of the programme.

Facilitators do not have to be employed by the delivery partner but we expect that the delivery partner will guarantee that the facilitators they are working with will complete the requirements of the programme cycle.

### Active Citizens Participants & Profile

Participants on the Active Citizens programme must meet the profile outlined below, and must be willing to commit to:

- Undertaking the full Learning Journey training through the Community Workshops

- (minimum of four days or the equivalent of activity)
- Developing their own social action project or using their new skills to contribute to an existing social action project, to which they must commit a minimum of five days
  - Involving wider community volunteers in their social action project

Participants will also be encouraged to cascade their learning and experience to others, and to register on the Active Citizens facebook page.

The Active Citizens programme in Iraq involves working with participants from different age groups. (There is no upper age limit.) Partners' recruitment of participants should be inclusive and value the diversity of the communities in/with which they work, for example in relation to gender, faith, ethnicity, socio-economic background, professional and personal interest groups, and disability and non-disability.

Participants entering the programme should have:

- a strong sense of local culture and identity
- an established local network (e.g. social, professional, religious)
- interest in learning and broadening horizons
- good communication skills
- a value for fairness and social justice.

By the end of the Active Citizens process, we hope that our participants will go on to become advocates of intercultural dialogue and that their involvement in Active Citizens will have built their confidence as social intermediaries in developing new skills and engaging with their communities.

## 5. Benefits of the programme

Involvement in the Active Citizens programme offers a range of opportunities to partners, facilitators, participants and wider communities to develop skills and knowledge to work with people from different cultural backgrounds. It also enables people to improve their understanding of local and global connections and the cultural, social, economic and political factors that shape their community.

Partners report engaging with the programme as helping them to develop their organisation's purpose and approach to work. It supports them in strengthening the relationships they have, can give them access to new policy arenas and has flexible content that can be integrated into the ongoing work of their organisations, networks and community programmes, as well as allowing them to invest in staff learning and development.

Participants have fed back that through taking part in the programme they have increased social awareness and understanding of how to take part in social action, and have developed skills or experiences that would help them in employment.

## 6. Measuring the impact of the programme

The British Council collects data about the Active Citizens programme in relation to the following areas:

- Programme management and delivery
- Programme relevance
- Learning resulting from the Active Citizens programme for participants and partners
- Actions that result from the Active Citizens programme
- Programme Legacy, or potential legacy

We then use this data to understand the impact the programme is having at an individual, group, organisational and network level.

## 7. National and Local Delivery Partners

A **National Partner** is an organisation that works in more than one area of the country in which they are based. They may work across more than one of the Iraqi provinces or/and internationally. National Partners also need to have strong partnerships in the areas of the country in which they work and at a national level. Partners may find that the Active Citizens programme enables them and their participants to strengthen the local relationships they have.

A **Local Partner** is heavily rooted in one area of the country in which they are based. They have expertise in working in partnership at the local level.

**All partners**, whether national or local, have experience of working with a wide cross section of people on community led initiatives, and have experience of designing and facilitating programmes that bring about sustainable social impact in/with a deprived and marginalised community. It is essential that they have wide reach and networks that connect them with future participants. Partners are also able to identify the potential for and achieve growth at an organisational, community, regional and/or national level through their involvement in the Active Citizens programme, for example in generating changes to the policy environment or institutional change, in developing their staff capacity or in improving their organisation's policies, procedures or processes.

## 8. The Iraq programme cycle 2018-19

The British Council is offering grants to up to 4 Iraq based organisations (Minimum 1 works on disability related programmes) to take part in the 2018-19 cycle of Active Citizens and to support the delivery of Active Citizens.

Iraqi organisations involved in Active Citizens will be responsible for project managing and steering the Active Citizens programme in their community.

The Iraq Active Citizens Programme cycle in 2018-19 will run from **April 2018 to 31 March 2019.**

Iraq Cycle Activities	Approx. timeframe
Grant Agreements issued	April/May 2018
Facilitators recruitment and programme promotion	April 2018
International Partners Networking Event	TBC
Facilitators Development Workshop*	April/May 2018
Community Workshops: Facilitators deliver modules 1-4 of the Learning Journey.	May/June 2018
Social Action Projects** initiated. <b>Mainly campaigns to increase enrolment rates and increase access to education for children with disabilities.</b> (It is understood that SAPs are very likely to run beyond the end of March 2019, and long-term, sustainable SAPs are encouraged)	<b>June, July, August 2018 (before the schools start in September 2018)</b>
Mid-year narrative progress report by partners	September/ October 2018
Selecting and sending participants to attend International Study Visits*** (if possible)	November 2018 – February 2019
ISV cascade projects by ISV participants (if attended)	December 2018 – March 2019
Final narrative report by partners	March 2019
Evaluation and Cycle Closure	March 2019
Follow up conversations with partners	April-June 2019

\* **Facilitator Development Workshop (IFDW):** Nominated new facilitators will be invited to take part in an IFDW. 5-day training - **sometime between late April and 8 May 2018.**

\*\* **Social Action Project (SAP):** Participants work together in Community Workshops to design action that enhances community life. Action should be principled, well planned and aware of local-global links. Participants are often supported by partner organisations and/or mentors to deliver social action projects locally.

\*\*\* **International Study Visit (ISV):** ISVs are week-long events where an international group visits a country and particular communities to explore social development issues and the methods the community has found for addressing these issues. The country partners play a key role in setting up the itinerary and hosting the visit. During the week, participants share skills, knowledge and experiences from their local communities. They take part in workshops, community visits and political and civic engagement. Powerful bonds formed between the participants often lead to collaborative social-action plans.

## 9. The Delivery Partner's role

Delivery Partners are responsible for all aspects of delivery in their community. Their responsibilities are to:

- Decide how the organisation is going to deliver the programme, working with stakeholders, partners and networks in the community in which they work, to design and deliver the Active Citizens programme. This includes working with Schools, Education Directorates, and Local Provincial Councils.
- Identify a Project Co-ordinator within their organisation to be the first point of contact for the British Council.
- Complete a baseline assessment research for the local community prior to starting the programme. (Target community where the number of out of school children is high including children with disabilities)
- Send a copy of their Partner Delivery Plan to the British Council.
- Recruit **300 participants** to complete the Active Citizens Learning Journey. **60 of them** to be trained in May and June 2018 to implement the campaigns (June-Aug 2018) and the rest to be trained throughout the year and up to 31 March 2019.
- Support the facilitators to adapt the Active Citizens toolkit to support the needs of the community.
- Run 10 Community Workshops delivered by minimum 2 trained facilitators (four days or the equivalent of activity as a minimum) for 300 participants.
- Support all 300 participants as they develop their own local social action projects. Participants should be prepared to commit a minimum of five days to their social action project.
- Ensure that monitoring data about participants, activities and outcomes is effectively collected using the British Council tools and processes for reporting.
- Identify members of their delivery team (Project Co-ordinator) to take part in the evaluation.
- Manage the grant, monitor and report on progress and submit an end of cycle project and financial report to the British Council on programme completion.
- Ensure **at least 1 social action project/campaign** is fully implemented in summer (June-August 2018). **These projects/campaigns should aim to increase enrolment rates especially for girls and marginalized children in the rural areas and increasing access to education for children with disabilities.**
- **Locations of work: Baghdad, Anbar, Mosul, Salahaddin, Erbil, Basra, Babil, and Missan. (it is possible for the interested organisations to apply for working in more than one province within the same total allocated grant)**
- Share facilitators and participants' stories that have positive impact on the community and post them on social media platforms.

## 10. The British Council's role

The British Council has an Iraq based Active Citizens team which co-ordinates the programme and works with the Iraqi partners and facilitators to plan, run and evaluate the programme. We provide strategic advice, help with the development of new content and pilot initiatives, and lead on planning, reporting and impact assessment.

The Iraq based team's role includes working with the 2018-19 cycle partners to agree their plans and to help them as they start up their programmes. A British Council team member also provides ongoing day to day support to the Iraqi partners.

In 2018-19 we will be supporting delivery further through visits to Community Workshops. A member of the team or a master facilitator will spend time with partners and facilitators during one of their Community Workshops, hearing how the cycle is going, getting involved in the workshop if asked, and continuing the guidance from the IFDW with newer facilitators.

We are responsible for organising Partner and Facilitator workshops and for supporting the design and delivery of International Study Visits taking place in the UK (if possible).

We are also responsible for facilitating the effective collection of data about participant and Partner experience and evaluating the impact of the Active Citizens programme for individuals, partners and across the partner network.

We will also be keeping you updated about opportunities for partners, facilitators and participants to get involved in the global programme or in other British Council managed youth and civil society programmes.

## 11. The grant to Delivery Partners

The British Council is not in principle a grant organisation and therefore we expect to co-fund the Active Citizens programme with a partner who is interested to fortify citizenship concepts in youth to build future citizens. Our financial contribution will cover running costs of the Active Citizens programme in the community. The grant is divided into three main areas of expenditure as outlined below:

- 1) **Management/Monitoring/Reporting (10%)**
- 2) **Training Delivery (40%)**
- 3) **Social Action Projects (50%)**

This means that it is not possible to use any unspent portion of Management/Monitoring/Reporting or training on Delivery costs or vice versa without a prior approval by the programme manager.

Delivery Partners are required to account for how funding has been spent by completing a financial report at the end of the cycle and providing receipts, invoices, payment vouchers for all expenditures. All grants awarded are sometimes subject to full post-activity audits by the British Council.

The maximum financial contribution available by the British Council is **50,000 US Dollars (Fifty thousand US Dollars) for each organisation. Please provide a proposed budget breakdown**

If actual expenditure is below the amount already paid, you will be required to return the unspent portion of the grant.

## 12. Other financial contributions

The British Council grant is a contribution towards the total cost of delivering the Active Citizens programme. As such partners will expect to contribute staff time in kind to the programme including for facilitation and providing on-going advice and support to participants as they undertake their social action projects. Grant applicants should expect to contribute at least 20% of the value of the Delivery grant.

In previous cycles, partners have occasionally combined the Active Citizens programme with other programmes they are delivering (sometimes in partnership with other organisations). The British Council requires that partners inform them of this, and also if they are seeking additional resources and if they are working with other organisations to deliver Active Citizens.

The Grant Agreement issued to successful applicants outlines the British Council's requirements in relation to sub-contracting elements of the Active Citizens programme to other organisations.

## 13. Intellectual property rights

The Active Citizens toolkit is an evolving toolkit of learning content. It incorporates content developed by the British Council and in conjunction with a wide range of partners and facilitators in the UK and around the world. The toolkit content grows with each cycle of the Active Citizens programme as it is adapted and contextualised by our partners. The British Council retains copyright over materials produced in conjunction with the toolkit. Partners must acknowledge British Council copyright of the toolkit and Learning Journey.

We also envisage that our partners will share their own content, developed or adapted in the context of the Active Citizens programme, with the global Active Citizens network. This will be subject to the appropriate acknowledgement of your organisation and may be at the request of the British Council.

Please note that where the British Council is providing payment for content development, the British Council expects that the copyright of that content will be the British Council.

The British Council should also be acknowledged in any marketing and promotional activities relating to the Active Citizens programme, in line with the guidance in the Identity Guidelines that are shared with partners.

## Section 2: Applying for funding

### 1. Eligibility criteria

Applications are open to organisations. Unfortunately, we cannot accept grant applications from individuals, who should instead contact the Active Citizens team for information about other opportunities.

To be eligible to apply to be a Delivery Partner in the Active Citizens Iraq Programme Cycle 2018-19, organisations must fulfil these criteria:

- Be Iraq based and work with a community in the mentioned provinces;
- Have an Iraq based bank account that requires two signatures;
- Operate from a sound financial position, demonstrated through their latest audited accounts;
- Have no conflict of interest relating to their involvement as a grantee;
- Be able to guarantee the commitment of a Project Co-ordinator ;
- Be able to contribute the necessary staff time and additional costs to ensure effective delivery of the project, including management, monitoring, evaluation and reporting commitments, **with an in-kind contribution of at least 20% of the value of the Delivery grant; (please highlight clearly in the proposed budget)**
- Accept the requirements in relation to intellectual property rights;
- Have completed the activity from any previous cycle(s). (This applies only to organisations who have been involved in previous cycles of the Active Citizens programme.)

In addition, applications must:

- be received by the deadline
- be complete
- be word processed and completed in **English or Arabic**
- be signed by the appropriate signatories
- include a completed financial spread sheet
- include the required supporting documentation (Organisation registration letter, evidence of past relevant experience, and organizational staff structure/organograms)

### 2. Support with your application

Please read the guidance notes fully before starting to complete the application form. If however you have a question which has not been addressed in the guidance notes, please email us at [Mariam.madhat@britishcouncil.org](mailto:Mariam.madhat@britishcouncil.org)

We regret that we are not able to read through draft applications.

### 3. Submitting your application

Electronic applications to be sent to [Omar.Ibrahim@britishcouncil.org](mailto:Omar.Ibrahim@britishcouncil.org), including scanned versions of supporting documents, must be received by the stated deadline. We regret that applications received after the deadline of **12:00 PM on Thursday 19 April 2018** cannot be accepted.

### 4. How your application will be assessed

The eligibility of applications will be assessed first, against the criteria listed in section 2.1

All eligible applications will then be sent for technical assessment against the following criteria:

1. The organisation shares the Active Citizens vision and ethos and has a sound business model.
2. The organisation has experience of designing and facilitating programmes related to sustainable social impact in a community with greater focus on education of girls and disabled children through working with a wide cross section of people and schools on community led social actions.
3. The organisation has strong local, regional and/or national partnerships and networks. For example good relationships with **schools and local government and community leaders.**
4. There is strong proposed impact in relation to:
  - a. working with participants that fit the Active Citizens participant profile (please refer to section 1.4 of the Guidance) and
  - b. working in/with a deprived and marginalised community that would benefit from the Active Citizens programme.
5. The organisation has wide reach, strong links to a network/networks of potential participants and will be inclusive in their recruitment.
6. The plan for delivery of the programme meets programme requirements, will achieve impact and can realistically be implemented.
7. Partners from previous cycles only: there is strong evidence that delivering the 2018-19 cycle of the programme would build on and add value to previous delivery.
8. There is evidence that the organisation will build its capacity through delivery of the Active Citizens programme.
9. Expenditure is linked to activities and on items which clearly contribute to the achievement of project outputs.
10. The organisation has the experience to meet the project and financial planning, management and reporting requirements.

It is not a requirement that organisations have prior experience of working in an international context.

We regret that applicants who receive a low score in one or more criterion will be rejected at the technical assessment stage due to the limit of 4 available grants.

The technical assessment will be carried out by British Council staff members with technical understanding of the Active Citizens Iraq and global programme.

An independent selection panel will make the final decision on grant awards. We are looking for a balance of Iraqi Delivery Partners that reflect the diversity of the Iraqi civil society sector. With this in mind, the selection panel will be asked to ensure that Partners have varied areas of interest and expertise.

The outcome of the selection process is final. However, we welcome comments on the application and selection process. Unsuccessful applicants will be given feedback on their application if requested.

## 5. Timings and communication

You will receive a confirmation e-mail acknowledging receipt of your application.

You will be informed of the outcome of your application by **End of April 2018**.

## 6. If your application is unsuccessful

If your application is unsuccessful you will receive an e-mail informing you of this as soon as possible after the selection panel, within the deadline given above. This will include feedback on your application if requested, although we regret that we cannot provide detailed feedback.

## 7. If your application is successful

If your application is successful you will receive an e-mail informing you as soon as possible after the selection panel, within the deadline given above and you will be sent a Grant Agreement, including reporting requirements

You **must**:

- return two signed original copies of the Grant Agreement, signed by the person authorised to enter into legally binding commitments on behalf of your organisation;

## 8. Monitoring and evaluation

Delivery Partners are responsible for collecting monitoring and evaluation data, including from facilitators and participants, as part of the delivery cycle.

The British Council will also contact you during the lifespan of your project in order to see how the project is progressing and what support you may need. You may also be asked to contribute to other monitoring and evaluation activity relating to the programme or to international networking activities.

You will also be contacted after the end of the project cycle, as part of the British Council's work to assess the longer-term impact of the programme.

## 9. Reporting on your activity

You must complete and send the following reports:

- mid-cycle narrative report and written financial report by September/October 2018
- end of cycle narrative and financial reports, including receipts for any items of expenditure above £100, by maximum 31 March 2019.

If you do not submit reports as specified in your Grant Agreement, you are in breach of your Agreement. The British Council will send you a recovery request for any advance payment made and not reported against.

The British Council will assess reports within 14 days of their receipt, and will pay any balance to you within 30 days of the report's approval.

20% of all grants awarded are subject to full post-activity audits. If your award is chosen for such a check you will be asked to provide the British Council with additional documentation, so please keep all your receipts/evidence of all the costs you have incurred. The audit may result in a recovery of funds by the British Council.

**You may be chosen for such a check for up to seven years after the end of your activity, and must keep all supporting documentation for that period**