

ALIGN 2020 Micro-Grant Terms of Reference

The ALIGN project is inviting proposals for its second funding round. The new micro-grant scheme aims to support knowledge generation, synthesis and brokering to understand effective action on the gender norms that underpin **gender-based violence in the workplace**. **Workplaces include any place where people are engaged in paid work, be it in farming, manufacturing, small businesses or parliaments, for example**. Small-scale projects will be funded for up to £8,000 GBP, to initiate or build on existing research and practice, to communicate knowledge and experiences, and to inform future action.

1. About ALIGN

ALIGN is a community of practice, digital knowledge platform (www.alignplatform.org) and programme of work on gender norms. ALIGN supports and informs a community of practice seeking to change harmful norms by developing and sharing high quality knowledge across multiple sectors. We undertake and commission strategic new research; we convene policy-makers, researchers and practitioners to advance learning and practice to challenge harmful gender norms; and we provide a space to share learning throughout our community of practice in accessible and innovative formats.

ALIGN is funded by Global Affairs Canada and the Ford Foundation, and is led by the Overseas Development Institute.

2. About the ALIGN Fund

2.1 What it is and who it will fund?

The ALIGN Micro-granting facility is a responsive research fund. The micro-grants are intended to respond to knowledge gaps by supporting the development of new research, synthesis and brokering of existing research and knowledge on discriminatory and harmful gender norms to inform policy and practice outputs.

We particularly invite applications from organisations based in Africa, Asia or Latin America working on initiatives related to gender norm change in the areas of gender-based violence in workplaces.

2.2 What are the themes?

Significant gains for women in the workplace have been achieved globally. Women's organisations and movements have played a critical role in advancing gender equality in the workplace, but substantial barriers remain. Gender-based violence is one prominent barrier, deterring women from entering some areas of work, causing physical and emotional harm, and limiting some women's advancement in paid work and professional roles. Gender-based violence in the workplace is sometimes normalised, degrading women's equal rights to safe working environments. Violence affecting women at work occurs on transport and journeys to and from workplaces, within work settings, and also online. Gender-based violence can be physical, verbal or psychological and includes implicit threats and harassment based on gender. There is some learning around good practices for preventing and

responding to violence in these settings, including by supporting women's organisations and women's movements. However, more learning is needed, particularly around the crucial role civic actors can play in promoting widespread social change, including in the areas detailed below.

ALIGN defines gender norms as a sub-set of social norms - the implicit, informal rules that most people accept and follow. Gender norms describe how people of a particular gender are expected to behave, in a given social context, and intersect with norms related to ethnicity, class, disability, age, sexual orientation and gender identity, among other issues. Gender norms often reflect and reinforce unequal gender relations, usually to the disadvantage of women and girls, and to people of all genders who do not conform to prevailing gender norms.

Main questions for this call:

- a. How do civic actors, organisations and movements help contribute to changing the norms that underpin violence, in all its forms, against women in the workplace?
- b. What strategies, approaches, laws and policies have proved effective in changing unequal gendered norms, attitudes and behaviours regarding violence against women in the workplace?
- c. How can these strategies and approaches, laws and policies be implemented, scaled up and/ or contribute to change in this area?

Initiatives should demonstrate an intersectional perspective which takes into account contextually relevant forms of marginalisation and inequalities.

2.3 How will the ALIGN micro-grant fund work in practice?

This is the second window of ALIGN funding for research projects, following a first round in 2018-19. For this round we expect to fund five to six awards of up to 4 months in duration. Winners will be selected in December 2020/January 2021, with funding expected to commence from January 2021.

Applicants are invited to apply to undertake research and analysis including any of the following types: primary research, deepening of existing research, analysis of secondary data, evaluation, synthesis. Within the broad area of focus on changing norms that contribute to GBV in the workplace, possible areas of focus could include:

1. Behaviour change and related scale-up programmes
2. Legal reforms, implementation, and enforcement
3. Policy development and implementation
4. Social movement campaigning for change and support to those affected
5. Mass and social media campaigns
6. Financial or other types of incentives
7. Service or infrastructure improvements
8. Engagement with leaders and leadership initiatives
9. Tools and strategies for changing hearts and minds, and/or policies that affect norms around GBV.

Outputs must include: an 8-10 page briefing paper based on learning from the funded work. These briefings will be in the ALIGN format (we will provide publications and editing support). Previous examples can be found at: <https://www.alignplatform.org/funding-archive>.

Additional outputs **could** include:

1. Web text for the ALIGN digital platform around a certain topic or theme
2. Easily digestible policy, practice and knowledge products such as short films, policy briefs, blogs or narrative accounts, toolkits
3. Reports with web text summaries

The above products will then be considered for sharing on the ALIGN platform. Editing and publication costs for additional outputs must be included in the budget.

3. Application process

3.1 Timeline of key dates

The deadline for submitting applications is 6th December 2020 at 23:59 GMT. Applicants are also asked to confirm their intent to apply via email to align@odi.org.uk by **27th November 2020**.

Any applications received after this time will be discounted and will not be eligible for consideration.

The application form consists of two documents: a technical proposal and a financial proposal. Both technical and financial proposals can be downloaded from the ALIGN website at www.alignplatform.org/funding

Please make sure you submit **both forms** with your application, otherwise we will not be able to accept your submission.

Completed application forms must be submitted to **align@odi.org.uk**.

Please use a subject for your email as 'ALIGN 2020 micro-grant application [*your organisation name*]'

We expect to notify applicants of the preliminary outcome of their full proposal submission **in December 2020 or early-mid January 2021**. Any funding offers will be made subject to any clarifications and requested modifications.

Only eligible applications (see Section 3.2) will be evaluated by a Review Panel according to the evaluation criteria set in Section 3.3.

Successful awards are expected to start their research projects within two weeks of the specific statement of work being issued.

3.2 Eligibility criteria

The following eligibility requirements need to be met to enable assessment by the Review Panel. Failure to meet any of the criteria below will result in your application not being considered and being excluded for further consideration.

Requirements:

- **Eligible organisations and individuals:** organisations (corporate or non-profit) based in Africa, Asia or Latin America; individuals from these countries may apply only if affiliated with an organisation/institution. In any other case, individual applications will not be considered.

- **Duration and commencement:** Awards are to be carried out and completed within a 4-month period maximum, anticipated to start within 2 weeks of the contracting arrangements being in place.
- **Budget size:** The maximum budget is £8,000 GBP.
- **Language of proposals:** Applications must be completed in English.
- **Format of application:** Only fully completed ALIGN application forms will be accepted:

Technical proposal

- Only ALIGN technical proposals in .doc or .docx format will be accepted – applications in any other format or template will be rejected.
- Word limits as set out in the application form will be strictly enforced. Any text over the word limit specified for each section will be deleted and will not be made available to reviewers, which may compromise your application.

Financial proposal

- Only ALIGN excel template will be accepted. Any change to the format will not be accepted.
- Please ensure all your costs in the budget are inclusive of VAT (where applicable) and overhead limits.

- **Number of applications permitted:** Organisations may submit more than one proposal either as the lead organisation or in partnership with another organisation, provided these are substantively different. If proposals are not substantively different, the chairs reserve the right to disqualify a proposal for review.
- **Application standards:**
 - Applications should be original and ensure the proposed work does not already exist.
 - Work related to advocacy is permitted, but grantees will be strictly prohibited from using any funded work that may be construed as lobbying.
 - Grantees will be required to agree to adhere to standards which will be outlined in guidance documents shared with successful applicants.
 - Prospective awards must focus on gender norms related to gender-based violence at work.
 - We expect the highest standards in research ethics. We expect that individuals in institutions will have their own standards and requirements regarding ethical considerations, incorporating principles regarding concern for the welfare of /participants, respect for people and the environment, and an obligation to treat people fairly, equitably and with dignity.
 - All written outputs must be peer-reviewed by technical experts for quality assurance purposes and **this should be within the proposal budget**. The ALIGN team will review and sign off final outputs.
 - All outputs will need to be available as open access.
 - Prospective awards must demonstrate value for money. This is defined as demonstrating economy, efficiency and effectiveness within the proposed budget. Any in-kind or matching funding will also be positively assessed.

Recommendations:

- **Financial and non-financial contributions:** Contributions to the proposals in the form of financial resources or in-kind contributions are encouraged but are not a requirement.
- **Eligible organisations/individuals:** In addition to their primary purposes or generating knowledge, awards can be used to facilitate and promote collaboration, build capacity and encourage partnerships amongst organisations working on gender norms in the global South.

3.3 Evaluation criteria

The Review Panel will evaluate eligible applications as per the evaluation criteria cited below. The highest scoring proposals will be shortlisted (there is no minimum score threshold for shortlisting).

Each shortlisted proposal will be individually assessed by experts representing relevant thematic and geographic expertise.

Review criteria	Percentage weighting
1) Policy, programme and knowledge development relevance	
a) Is the proposal closely related to the subject of gender norms around gender-based violence in the workplace as defined in this ToR?	30%
b) Is there a clearly stated demand for the proposed work?	
c) Does the application demonstrate a clear pathway for how it will enhance knowledge, policy influence or practice?	
2) Technical merit	
a) Is the proposal well thought-out and clearly articulated?	30%
b) Is the methodology clear and achievable within the proposed timeframe?	
c) Is the methodology fit for purpose?	
3) Strength of personnel and partnerships	
a) Does the proposed composition and experience of the team demonstrate the required expertise to carry out this award successfully?	30%
b) Does the approach to organising and managing the proposed work show a good understanding of the necessary timeframes, organisation of budget and delivery process?	
c) How appropriate and strong are the partnerships to execute the proposed activities?	
4) Logistical Viability and Value for money	
a) Are there risks that could compromise the implementation of proposal? If so, does the proposal sufficiently address those threats?	10%
b) How do the proposed research activities provide value for money (demonstrating economy, efficiency and effectiveness)?	

4. Our engagement with funded research awards

The Review Panel: The ALIGN team review the applications against the criteria outlined above. Independent thematic advisors may be included in this process depending on the level of technicality within shortlisted applications.

Grant management: In coordination with the research partners, the ALIGN operations manager and ODI programme manager will support the financial and risk monitoring of successful awards.

Sign-off of outputs: Final outputs will be signed-off by the ALIGN team. For more information on the ALIGN team please see here: <https://www.alignplatform.org/meet-team>

Publication: The ALIGN team will also provide guidance to research partners regarding the co-branding of outputs and may advise on research uptake. ALIGN will provide copy-editing and design support. All outputs will be published on the ALIGN platform (and thus open access).

Reporting: Successful applicants will be required to develop, in collaboration with the ALIGN team, a simple financial and narrative reporting framework to describe progress against objectives, which will be agreed at contracting. Grantees will also be expected to participate in regular check-in meetings with the ALIGN team.

5. Contact

For any queries please contact align@odi.org.uk.