



"Organization for International Co-operation on Development Projects"

AGENCY FOR INTERNATIONAL DEVELOPMENT

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**DISOP Philippines, an Agency for International Development**, is supporting community-initiated development programs, which are based on economically sustainable, ecologically sound and gender responsive development efforts. We aim to achieve this through financial assistance and multi-level capability building in partnership with non-governmental organizations (NGOs) and people's organizations (POs) with the end-view of improving the quality of life of poor communities.

Since DISOP Philippines inception in 1998, we continue to provide direct funding assistance to NGOs and/or POs in the Philippines for community-based development projects aimed at raising the living standards of poor and marginalized Filipinos.

### ***DISOP Philippines' Goal***

Our program is regarded as one of the more notable aid efforts towards poverty alleviation, particularly in terms of its responsiveness to community initiatives.

The overall goal of DISOP Philippines is to reduce poverty, create employment and improve the standard of living of poor communities through sustainable economic and social development.

### ***DISOP Philippines' Objectives***

- A. Support community-initiated sustainable poverty alleviation programs and projects.
- B. Assist capability-building initiatives of NGOs and POs towards implementing community-initiated sustainable poverty alleviation programs and projects.
- C. Establish and maintain an effective working relationship between NGOs/POs and DISOP Philippines at the local and national levels.
- D. Promote and proactively contribute to the overall development cooperation policies of the Philippine and Belgian governments.
- E. Carry out the effective and efficient delivery and management of the programs.

### ***Program Focus***

Activities for funding under DISOP Philippines should aim to alleviate poverty through **employability** in a direct and sustainable manner. Preference shall be given to activities, which have as their primary objective and major focus of implementation one or more of the following:

- A. Agricultural development – including crop production, post harvest facilities and marketing;

- B. Income and employment generation – including micro finance, micro enterprise development, and small business development;
- C. Management of the environment and natural resources on a sustainable basis – including soils, water, fisheries, habitat and forests;
- D. Potable water supply – including maintenance of water quality;
- E. Trainings - livelihood skills training; human and financial managerial trainings;
- F. Strengthening the organizational, planning, management and accountability capacities of local NGOs; and
- G. Rural and urban poor – including the development of basic community services and capacity building of community organizations (cooperatives and associations).

***Project Eligibility Criteria***

Preference will be given to proposals of local NGOs that have proven track record in the activity of the concerned sector.

Projects proposed should employ an integrated approach to community development and have the potential for sustainability beyond the period of DISOP Philippines support. To be eligible for funding, projects must:

- A. Have clearly-stated goals and well defined and quantified objectives, timetables, and programs for implementation which will allow the evaluation of achievements;
- B. Be financially and economically sound, with potential benefits significantly in excess of the costs involved;
- C. Select beneficiary groups on the basis of need, not on the basis of religious, sectarian or political affiliation;
- D. Encourage the use of existing community structures and strengthen involved organizations so that these can sustain the project, where necessary, after DISOP Philippines assistance has been phased out;
- E. Encourage and facilitate self-help among beneficiaries through their active and involved participation in defining the project objectives.
- F. Encourage the beneficiaries to have clear Goals, devise means, contribute to costs, and implement and manage projects;
- G. Encourage both men and women to take the initiative in improving their participation in development and ensure that opportunities for women to participate as decision-makers in determining objectives and types of activities are increased;
- H. Encourage sound environmental and ecological practices;
- I. Use innovative approaches to problem-solving and have the potential for wider application in other communities; and

- J. Be consistent with the development plans of the Government of the Philippines.

***Proposals Ineligible for DISOP Philippines Assistance***

DISOP Philippines does not support proposals that request funds primarily for the following activities:

- A. Relief, welfare or sponsorship;
- B. Research;
- C. Evangelism or missionary outreach, or similar activities by political organizations; and
- D. Recurrent costs for the administration or operations of an office.

***Project Features***

- A. Projects are expected to have a duration of 3 years. The projects' implementations are subject to evaluation. An unsatisfactory evaluation of the project performance or of the plans for the succeeding periods can lead to suspension and/or untimely end of the project and its funding.
- B. The normal value of a grant for an individual project will be within the range of the PhP 500,000 to PhP 4,000,000 per year. However, larger grants may be considered on a case-by-case basis.
- C. The intended beneficiaries of the project should have been organized or in the process of organization (into an association or cooperative) before their application for assistance from DISOP Philippines. The proponent should have had an ongoing relationship with the target beneficiaries prior to the request for DISOP Philippines support.
- D. The project's administrative costs should normally not exceed 30% of both the total cost and the requested grant. Administrative costs include those on personnel, office maintenance, and other administrative overheads.
- E. Disbursements of grants will be in several tranches a year.

***Eligibility Criteria for Applicant Organizations***

Funds will not be made available to individuals or privately owned business enterprises, only to NGOs and POs. Prior registration of an organization with DISOP Philippines is not required. The eligibility of organizations shall be established in conjunction with the appraisal of project applications.

Any NGO or PO, which is involved in community development activities in the Philippines and is controlled and managed by Filipinos, can apply for DISOP Philippines assistance provided that it:

- A. Is registered with an appropriate authority of the GOP, such as the Securities and Exchange Commission (SEC); Department of Labor and Employment (DOLE); Department of Agriculture (DA); Department of Social Welfare and Development (DSWD); and Cooperatives Development Authority (CDA);
- B. Has a bank account in its name;

- C. Can demonstrate its capability to efficiently and effectively implement projects; and
- D. Can keep accurate financial records and provide adequate reports.

### ***Application for Support of Projects through DISOP Philippines***

Applications for DISOP Philippines assistance must be signed by a responsible office-bearer of the organization whose name and designation are clearly indicated.

The application must be submitted in the form of a project brief (see following pages for the format) to: **DISOP Philippines** 760 Real Street, Sagkahan District, Tacloban City 6500, PO box 89. E-mail address: [disop-ph@mozcom.com](mailto:disop-ph@mozcom.com) , [disop@disop.ph](mailto:disop@disop.ph) Website: [www.disop.ph](http://www.disop.ph) The DISOP Philippines secretariat can also be contacted at telephone no. (053) 325-2488 or fax no. (053) 523-9893 from Monday to Friday, 9:00 AM to 5:00 PM

Proposals may be submitted at any time during the financial year (January to December). However, because of the large volume of applications being received, applications received by the 30<sup>th</sup> of December shall be given priority in appraisal for the next financial year.

### ***Appraisal and Reporting Requirements***

Proponents whose project briefs are selected for further consideration shall be requested to submit any additional information required. On-site assessment visits and members of the DISOP Philippines Secretariat will conduct discussions with the proponent and beneficiaries of the proposed project once the additional information is received.

The final review of applications is made by the DISOP Philippines Advisory Committee (DAC), which is chaired by the Senior DISOP Representative in Tacloban, Leyte and composed of 3 representatives from different sectors, one from NGO, one from the academe, and one from GOP or from business sector who serves in an ex-officio basis. The DAC recommends proposals, which pass its review, for approval by DISOP Belgium and possible funding by foreign funding agencies.

If a project is approved, the proponent will be required to sign an Agreement (MOA) that stipulates the terms and conditions of the grant.

Quarterly narrative / progress and financial reports are required from proponents with projects supported by foreign funding agencies.

Regular visits by the Secretariat and periodic audits by independent consultants are conducted as part of the Program's monitoring activity, and are prerequisites to the consideration of subsequent grant releases.