

Institutional Support Grant Guidelines

Why does your organisation need an Institutional Support Grant?

You need to strengthen the advocacy capacity of your organisation, and be able to respond in a proactive manner to policy and business challenges. Your industry needs sustainable growth and competitiveness to thrive. You want to increase your communication skills and membership base, plus strengthen the goals and objectives of your organisation.

BEST-Dialogue can help you to achieve your advocacy goals through Institutional Support Grants. We do this by helping you to hire, and retain competent staff. All positions are subject to standard reporting requirements, which must be made directly to BEST-Dialogue. All positions will require a Terms of Reference, a document which sets out the job specification of each new recruit.

BEST-Dialogue provides grants for the following types of officers:

- a. **Advocacy and Communication Officers:** the focus must be on advocacy projects granted by BEST-Dialogue, communication in general and communication directed at advocacy projects;
- b. **Policy Officers:** the focus must be on public sector policies that can affect the private sector and particularly members of the organisation where the new recruit is placed by BEST-Dialogue.

Assessment criteria

You must be a private sector or civil society organisation with a membership base, have a rich and long-term advocacy agenda and a strong sustainability plan.

How to apply?

Start by completing an Institutional Support Application Form. By using the form, the organisation provides BEST-Dialogue with:

- General information (e.g. size of the organisation, number of staff, track-record, systems, governors).
- The organisation is also required to attach a budget, and Terms of Reference for the officer (e.g. type, main objective, duties, and responsibilities).

Organisations must be willing to have a sustainability plan in order to function long after BEST-Dialogue has ceased funding. For each year you retain an officer, we step down our funding by 25 per cent, until funding is tapered down to zero per cent. BEST-Dialogue must approve an organisation's written annual assessment of the officer before providing funding for the following year.

Guidelines to the Application:

SECTION 2.1: Introduction

Section 2.1 requires you to provide a short explanation of the importance to your organisation of having an officer subsidized by BEST-Dialogue.

- Please provide a short overview of your current programme with BEST-Dialogue.
- What are the main weaknesses in the institutional capacity of your organisation?
- What would be the added value to your organisation of having an officer subsidized by BEST-Dialogue?

SECTION 2.2: Type of Officer

In section 2.2 three different options are offered as to what kind of officer the organisation is interested in hiring to increase its effectiveness in the advocacy programme. Choose the officer relevant to your application by adding an 'X' in the box of your choice.

Advocacy and Communications Officer: Choose this option if you are looking for a person to work directly on an advocacy project and on the communication regarding advocacy projects granted by BEST-Dialogue, as well as internal communication to your members.

Policy Officer: choose this option if you are looking for a person to carry out policy analysis. The focus here should be on government policies that affect the private sector and the ease of doing business.

SECTION 2.3: Main objective of the Officer

In section 2.3 you are required to summarize the main objective of the role of the officer. Describe here what the overall purpose of the officer's work will be.

SECTION 2.4: Main duties (scope of the work) and responsibilities of the Officer

Section 2.4 should provide an overview of the main duties of the officer. What are the tasks and responsibilities that the officer will perform in his or her job?

- Provide the tasks and responsibilities of the officer using bullet points.

SECTION 2.5: Deliverables

In this section you are required to summarize the main deliverables that the officer is expected to provide within a certain time-frame and under the supervision of one of your the current staff.

- Provide a list with the deliverables expected from the officer using bullet points.

SECTION 2.6: Qualifications

In section 2.6 please write down the main qualifications that the officer should have to successfully carry out the job using bullet points.

SECTION 2.7: Expected starting date

In this section write down when the officer is expected to start working with your organisation.

SECTION 2.8: Budget and payment conditions

BEST-Dialogue is involved in the hiring process of the officer, and specific budget and payment conditions are discussed with each individual.

SECTION 2.9: Key staff with whom the officer will work regularly

This last section will provide an overview of whom the officer will be working closest with, what their positions are within the organisation, what their highest level of education is, and what their profession is (e.g. agronomist, economist, engineer, HR manager and so on). This is important information for BEST-Dialogue since it gives an indication of internal staff support systems for the new officer.