



## TERMS OF REFERENCE

### Voice Inclusion Innovation Award

*Celebrating Inclusion*

*Bringing together innovators for inclusion*



**Contents**

1 Introduction ..... 3

    1.1 Background to Voice..... 3

    1.2 A new Award ..... 3

    1.3 Reason behind this Call for Proposals ..... 4

2 Description of key deliverables and Voice principles and instruments ..... 4

    2.1 Expected deliverables ..... 4

    2.2 Key principles and instruments..... 6

3 Implementation arrangements..... 7

    3.1 Coordination ..... 7

    3.2 Reporting and publications..... 7

    3.3 Applicant capacity and track-record ..... 7

    3.4 Available budget..... 8

    3.5 Due diligence, audit and compliance ..... 8

4 Application procedure ..... 8



### Voice Inclusion Innovation Award

## 1 Introduction

### 1.1 Background to Voice

Voice<sup>1</sup> is a fund for diversity and inclusion aiming to support rightsholder groups in their efforts to make their voices heard in accessing productive and social services, and political participation. Voice is executed by a consortium of Oxfam Novib and Hivos which coordinate the programme at national level in the ten Voice focus countries<sup>2</sup>: Oxfam Cambodia is responsible for Voice Cambodia.

Voice focuses on five groups:

- 1) People with disabilities;
- 2) Lesbian, gay, bisexual, transgender and intersex (LGBTI) people;
- 3) Women facing exploitation, abuse and/or violence;
- 4) Vulnerable youth and elderly;
- 5) Indigenous groups and ethnic minorities.

Voice supports projects with innovative approaches to strengthening capacity of influencing and empowerment are essential. At the heart of Voice is a linking and learning process, which encourages innovation and provides a forum for mutual learning. Voice is an eight-year programme (2016-2024), for which a total of €86 million is available for programme-, grants-, management- and linking and learning costs. A total of €60.2 million is available for grants.

### 1.2 NoW-Us Awards

Over the last two years, Voice collaborated with the Spindle of Partos to launch the Nothing About Us, Without Us! (NOW-Us!) Awards. The awards recognised inspiring inclusive initiatives from Africa and Asia to promote diversity and inclusion, and to trigger the self-empowerment of rightsholder groups and communities. 10 finalists were invited to participate in a week-long human-centred design process where they can reflect, learn, design, and iterate on the next steps for their initiatives. On the last day, they pitched their ideas to a jury who picked the winners to receive Empowerment grants from Voice. The event coincides with the Partos Innovation Festival held every October in Amsterdam, the Netherlands.

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<sup>1</sup> An initiative from the Netherlands Ministry of Foreign Affairs, Voice is a partnership between Oxfam Novib and Hivos. For more information please visit [www.voice.global](http://www.voice.global)

<sup>2</sup> The Voice focus countries are: Mali, Niger, Nigeria, Kenya, Tanzania, Uganda, Indonesia, Philippines, Laos and Cambodia.



**Voice Inclusion Innovation Award**

The NOW-Us! Awards have been positively and enthusiastically received. In a desire to expand its reach and further amplify inclusive initiatives done at the country-level, Voice is planning to have national NOW-Us! Awards in the countries where Voice is present.<sup>3</sup>

**1.3 Reason behind this Call for Proposals**

Voice is seeking a platform to facilitate the launch of the National NOW-Us Awards in Cambodia, July or August of 2021 and 2022. Therefore, Voice is looking to award an Innovate and Learn grant to:

- Work with the Voice country team to identify 10 organisations or initiatives from the Voice rightsholder groups in Cambodia who are already implement amazing inclusive innovations to their empowerment or influencing practice;
- Organise and facilitate a participatory 5-day inclusive innovation bootcamp for the 10 organisations or movements to reflect, refine, and ideate the next steps for their initiative;
- Organise the award ceremony, preferably as a component of a larger event or celebration where different civil society members and stakeholders gather;
- Support and mentor the winners in their inclusion innovation journey, including their participation in the Innovation Festival in the Netherlands;
- Amplify and promote the NOW-Us! Awards to influence national conversations on diversity and inclusion;
- Manage the contractual elements of this grant.

Celebrating Inclusion’s key objective is to bring together rightsholder voices together and, through an Award, highlight unsung efforts to take us one step closer to a responsive and inclusive society.

**2 Description of key deliverables and Voice principles and instruments**

**2.1 Expected deliverables**

Some key tasks and deliverables expected from this contract are:

Deliverables	Description
Identify and bring together 10 organisations or initiatives from the Voice rightsholder groups	<ul style="list-style-type: none"><li>▪ Scout for potential candidates, especially in the regions where Voice is active.</li><li>▪ Work with the Voice country team to establish criteria and a jury to shortlist organisations and movements to participate in a week-long special participatory programme on innovation by the end June 2021/22 at the latest.</li></ul>

<sup>3</sup> Cambodia, Indonesia, Kenya, Laos, Mali, Niger, Nigeria, Philippines, Tanzania, and Uganda



## TERMS OF REFERENCE

### Voice Inclusion Innovation Award

<p>Organise and facilitate a special programme for these selected organisations and movements</p>	<ul style="list-style-type: none"> <li>▪ Develop a participatory 5-day inclusive innovation bootcamp with workshops, debates and/or unconference days for 20 participants/2 for each finalist from different genders.</li> <li>▪ Involve the participants in all stages</li> <li>▪ Organise the logistics and travel arrangements</li> <li>▪ Connect stakeholders of interest to the participants</li> </ul>
<p>Organise the award</p>	<ul style="list-style-type: none"> <li>▪ Organise the logistics of holding the award ceremony scheduled anytime between July and August 2021 and 2022, preferably as part of a larger event/celebration attended by civil society and other stakeholders</li> <li>▪ Collaborate with the Voice country team to develop a set of agreed criteria for the selection of the Award winners;</li> <li>▪ Establish a jury to be engaged in final selection during the public event</li> </ul>
<p>Support the winners in their inclusion innovation journey</p>	<ul style="list-style-type: none"> <li>▪ Provide continued support and mentorship to the winners who will receive 25,000, 15,000, and 10,000 EUR in Empowerment grants;</li> <li>▪ Facilitate capacity strengthening activities according to the winners' approved plan and budget;</li> <li>▪ If necessary, act as a fiscal host in case winners are informal groups;</li> <li>▪ Support the 1<sup>st</sup> place winners' participation in the Partos Innovation Festivals in October 2021/22, including visas, travel, and 7-day accommodations to/from the Netherlands for 2-3 people<sup>4</sup>;</li> </ul>
<p>Amplify and promote NOW-Us!</p>	<ul style="list-style-type: none"> <li>▪ Communicate the existence of the Inclusive Innovation Award online and offline through the organisation's existing network and beyond;</li> <li>▪ Document and share stories about the NOW-Us! Awards process</li> <li>▪ Publish stories of NOW-Us! shortlisted finalists and winners using a variety of media;</li> </ul>
<p>Manage this grant</p>	<ul style="list-style-type: none"> <li>▪ Contract management of the grant</li> <li>▪ Coordination, administration and reporting of all activities</li> </ul>

<sup>4</sup> Organisers are encouraged to consider budgeting for a 3rd person in case the winners will need an extra assistant, especially in the case of persons with disabilities. Ideas on alternative support activities are also welcomed in case international travel is still restricted during the Partos Innovation Festival in October 2021 and 2022.



Voice Inclusion Innovation Award

Applicants are expected to develop proposals on how they envision this process and how the Award fits in their existing programming and public event(s). We invite everyone to be as innovative and creative as possible.

2.2 Indicative timeline

In order to support interest organisations in preparing their applications, we have prepared an indicative timeline of when certain activities need to be completed.

Date	Description
01 APR 2021	Start of contract
End of MAY 2021/22	Deadline of submission for NOW-Us! Awards
2 <sup>nd</sup> week of JUL 2021/22	Announce the 10 finalists for the NOW-Us! Awards
3 <sup>rd</sup> week of AUG 2021/22	Innovation Bootcamp + NOW-Us! Awards Ceremony
01 SEP 2021/22	Processing of NOW-Us! Award winners visa to the Netherlands
2 <sup>nd</sup> week of October 2021/22	Partos Innovation Festival

2.3 Key principles and instruments

**Leave No One Behind** - No person – regardless of ethnicity, gender, geography, disability, sexual orientation, race, or other status – should be denied universal human rights and basic economic opportunities<sup>5</sup>. The consortium sees civil society as a platform for citizens to raise their voice, key to vital democratic societies and inclusive and sustainable development. Putting the furthest first.

**Nothing About Us Without Us!** (Latin: "Nihil de nobis, sine nobis"), a saying highlighted since the 1990's by the movement of people with disability. This slogan communicates the idea that no policy should be decided by any representative **without** the full and direct participation of members of the group(s) affected by that policy. In line with this saying, Voice will promote full and direct participation of members of the group(s) affected by the Voice interventions and the individual grantees' projects. Further it will support people-led lobby and advocacy and encourage learning on successful inclusive approaches.

**Inclusion** – is related to attitude, communication, accessibility & participation. It can be understood as a set of inked, unending processes to do with the participation of individuals: the creation of settings,

<sup>5</sup> The commitment to 'leave no one behind' has been a key feature of all the discussions on the post-2015 agenda and the Sustainable Development Goals.



### Voice Inclusion Innovation Award

systems (procedures, policies, and laws) that encourage participation; and with putting ‘inclusive’ values into action. All three are about everyone rather than about a particular group.<sup>6</sup>

Knowledge generation and exchange should include the people concerned in all aspects and produce accessible information using various media.

**Innovativeness** - Innovative approaches are sought in all key components of Voice. Being innovative means not only creating new ways of working but also creating space for improvement in every step of the implementation of Voice, which can entail different steps in different contexts. This implies flexibility, to allow for the implementation of new ideas. For instance, reaching out to groups that have never been reached before requires creativity and flexibility to respond to new ideas.

Voice promotes respect for diversity, people led action and human centred innovation. Voice seeks to collaborate with creative, edgy, and innovative frontrunners to bring that diversity to life.

### 3 Implementation arrangements

#### 3.1 Coordination

The eventual grantee will work in direct coordination with the Voice country team: Programme Officer and Linking, Learning, and Amplifier Officer. They will monitor implementation and be responsible for quality management.

#### 3.2 Reporting and publications

The grantee will report every six (6) months. Furthermore, the organisation will commit to record all facilitated processes with a variety of media and make these reports available to all involved. Lay-out and branding will consider the Voice branding guidelines. Personal and organisational safety and security are guiding.

#### 3.3 Applicant capacity and track-record

- Proven experience in facilitating dynamic learning processes, successful innovation events and grant management, with high level of accessibility.
- Preferably considered a frontrunner in its field.

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<sup>6</sup> <http://www.indexforinclusion.org/themeaningofinclusion.php>



### Voice Inclusion Innovation Award

The applicant has strong experience in reporting and publications, and will provide proof of earlier products. If the organisation collaborates with other partners on some aspects/tasks, they will provide sufficient information on these partnerships.

The applicant organisation, preferably has a network of partners working in Cambodia needs to be registered as a non-for-profit organisation/social enterprise for at least 2 years and able to submit audited financial statements. The applicant needs to be rightsholder-led or has a strong and reputable relationship with the Voice rightsholder groups. You should be actively engaging in the Leave No One Behind agenda.

The applicant organisation must have a positive image in the country, is known for being reliable and credible with a positive influence on the public especially the rightsholder groups and stakeholders.

The applicant organisation is a risk taker and self-starter with a proven capacity of thinking out of the box

#### 3.4 Available budget

The maximum budget is 200,000 EUR for a duration of 24 months. This is funding drawn from the Innovate & Learn grant window.

All costs associated with organising events including but not limited to costs for participation and the inclusive innovation award(s) should be covered from the grant.

#### 3.5 Due diligence, audit and compliance

For grants over 100,000 EUR, the Grantee is responsible for ensuring that an independent and complete financial audit is undertaken at the end of the project with detailed project annual accounts (for multi-year projects). The financial audit may be Voice project specific or an audit of the organisation as a whole, provided that an organisational financial audit report provides annual income and expenditures per donor.

If a positive advice for funding results, a legal contract between parties is signed, including agreements on disbursement schedule, reporting guidelines, reporting schedule and formats, grievance procedures, audit requirements, etc. Financial and organisational risks identified in the organisational assessments will be translated into a capacity strengthening plan that is part of the agreement with grantees. This means that a part of the grant can be used to mitigate particular risks and strengthen capacities.

## 4 Application procedure

Potential candidates will apply through the online application system available on the Voice website.