Safeguarding in proposal development in Nigeria infographic
CSOs should ensure that safeguarding, particularly safe programmes, is considered at the proposal development stage.

Some donors expect CSOs to have safeguarding measures in place. They assess this by:

- Asking questions about safeguarding in the application
- Reviewing safeguarding policies
- Exploring safeguarding in more detail during the assessment meeting
- Rating the organisation’s safeguarding in assessment reports
- Conducting risk assessment for organisations
For all proposals, make sure that senior management have reviewed a proposal for safeguarding content before it is submitted to the donor.

The key information to consider when writing and reviewing a programme proposal are split into four areas:

1. **Safeguarding risk assessment**
   - Describe your safeguarding risk assessment
   - Explain how community members have been involved in the risk assessment

2. **Safeguarding risk mitigation in thematic project activities**
   - Design activities considering safe programming principles
   - Consider the needs and requirements for different identity groups
   - Make sure there are practical plans for mitigating anticipated risks for all groups
   - Add a note stating that time is necessary to adapt activities if new risks arise
3 Safeguarding activities and associated costs

- Include all safeguarding actions and staff time in the budget
- Include safeguarding and safe programming training
- Include regular community engagement and awareness raising
- Consider any costs for safe recruitment (e.g. vetting)
- Include a contribution for organisational safeguarding costs (if donor allows)
- Have some funds available for urgent victim/survivor support

4 Partners, contractors and suppliers

- State how partners, contractors and suppliers will be assessed for safeguarding
- Demonstrate the safeguarding capacity of the partner
- If necessary, demonstrate how your organisation will support the partner to strengthen its safeguarding capacity and resources