

# How-to note



## How to integrate safeguarding into proposal development For CSOs in Ethiopia

### Safe programming and proposal development

Everyone who interacts with a civil society organisation (CSO) and its activities must be safeguarded from Sexual Exploitation, Abuse and Sexual Harassment (SEAH). **Safe programming** is about designing programmes that manage risk, are as safe as possible and include community input.

CSOs should invest time and resources in ensuring that the safety and wellbeing of programme participants and people who interact with the organisation are considered at project design. Investing resources in safeguarding up front may avoid expensive interventions when things go wrong. So, it is necessary to include plans, resources, and costs for safeguarding in funding proposals.

#### **Tip on engaging with donors on safeguarding!**

Do not exaggerate your organisation's safeguarding situation or progress in your proposal. That may increase risks for people who interact with your organisation. Also, it may affect the organisation's reputation.

If a donor has strong safeguarding requirements and you do not know how to fulfil them, contact the donor for their advice and technical support.

If you are a local CSO, RSH can give you free advice. **[Click here](#)** for our Ask an Expert service.

### Securing an award

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

- Asking questions about safeguarding in the application form
- 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 and categorising (high, medium, or low risk).

Many donors, including USAID, FCDO (former DFID), INGOs and UN agencies will require you to show progress against all or some of the **safeguarding standards**.

Donors recognise that organisations will be at different stages of their safeguarding journey. Where gaps are identified, donors may ensure that gaps are addressed by:

- Placing conditions on the funding
- Allowing budgets to be allocated towards strengthening safeguarding
- Providing additional funding for capacity building
- Providing advice and resources themselves.

# Safeguarding information to include in your proposal

The sections below suggest questions and the key information to consider when writing and reviewing a project proposal. You can use the sections to guide your proposal development and ensure that the proposal has covered all relevant areas before submitting to the donor.

Some donors may use different terms in the proposal document to relate to organisational safeguarding measures or approaches, including “Do No Harm,” “Accountability,” and “Code of Conduct.”



Each proposal for every type of project needs to integrate safeguarding, e.g., projects on food security, water, sanitation, and hygiene (WASH), child protection and other focus areas can all consider safeguarding using these four steps.

## 1. Safeguarding risk assessment

- Describe your risk assessment explaining the vulnerabilities, barriers, power dynamics
- Explain how the identified risks have informed your proposed project and selection criteria. For example, are there any SEAH risks associated with the activities, location, or population group?
- Describe how various community members have been involved in the risk assessment process or verification of findings. For instance, did different community members assess if the community and proposed activities make them feel safe?

## 2. Safeguarding risk mitigation in thematic project activities

- Make sure that activities are designed and delivered in a way that meets the principles of **safe programming**.
- Are appropriate safeguarding measures integrated into your activities for a specific thematic area e.g., Water, Sanitation and Hygiene (WaSH), Education, Health, Food security, Nutrition.
- Make sure that the technical input considers the safeguarding needs and requirements for people across the community, considering age, gender, disability, sexual orientation etc.
- Make sure there are practical plans for mitigating anticipated risks, e.g., gender segregated latrines, disability inclusion, accessible safe spaces, proximity to services etc.
- Make sure that existing **community based reporting mechanisms** (CBCM) and local referral services are identified and a process is in place for reporting and referrals.
- Note in the proposal that time and resources are necessary to adapt activities if new risks arise.

### 3. Safeguarding activities and associated costs (for programme and cross-organisation measures)

- Ensure that all safeguarding measures/actions to minimise risk for the proposed activities and all related staff are included in the budget.
- Include safeguarding and safe programming training for everyone involved in the project e.g., staff, partners, volunteers, and specific training (e.g., on investigations for identified focal points or key staff).
- Include community engagement and awareness raising on safeguarding and CBCM into your regular project-related engagement
- Include the cost of information and education communications (IEC) materials. This may include costs for design, translation, and accessibility requirements for people with visual impairments, hearing impairments or other disabilities.
- Consider if there are any costs for safe recruitment, e.g., diverse recruitment channels or vetting.
- Where the donor allows, include a contribution for core organisational safeguarding costs, e.g. focal point/Advisor salary, CFM Officer/assistant, policy development (see more on [standards](#)).
- Allocate staff time and budget to enable response to complaints reported through CFM. Allocate time on an estimated number of complaints, adapt if necessary.
- Have some flexible funds available in case you need to transport a victim/survivor to urgent services because of an incident caused by your organisation.

### 4. Partners, contractors, and suppliers

- Clearly state how partners, contractors and suppliers will be assessed for safeguarding.
- Make sure that the role of the partners, contractors and suppliers is clear and that the extent of contact with children and vulnerable groups is stated.
- Demonstrate the capacity of the partner to safeguard children and adults.
- Where necessary, create and explain capacity building plans for partners, contractors and suppliers that include safeguarding. For more, read [RSH Tips on conducting SG due diligence checks](#).

## Sample budget areas

The table below outlines safeguarding related activities that can be included in a budget. It notes if these costs can be project specific and / or organisational / core costs. Funders, donors, and decision makers should be provided a clear explanation and evidence to support budget requests.

Safeguarding related activities for budgeting	Project specific cost	Org / core costs
Safeguarding focal point		
CBCM Officer/Assistant – or X percent of staff time		

Safe recruitment- background checks, advertising channels (you need to confirm if recruitment costs can be covered by the specific funder)		
Awareness raising, code of conduct and other materials design and printing		
IT, anti-virus software, staffing costs for IT security, data protection		
Training for programme staff, volunteers, suppliers etc. on safeguarding, safe programming, and role-specific requirements, e.g., investigations training for Focal Point/Advisor, CBCM response		
Community mobilization staff time for regular community engagement on safeguarding, CBCM, building trust etc. (e.g., every X weeks), include community member training on CBCM		
Additional activities (where necessary) to ensure thematic projects/ programmes are delivered safely, e.g., flights or road trip for safeguarding focal point/ to support program activities		
Organisational measures / standards, e.g., policy, CoC etc		
CFM channels and procurement of various reporting tools (reporting box, phones, phone lines and credit for phone lines)		
Insurance or contingency costs for investigations, case handling and survivor-support costs e.g., transporting urgent cases to service where necessary/cause by your CSO, medical support etc.		

## Sample indicators to monitor and evaluate safeguarding

To reinforce your commitment to safeguarding, you may want to consider including indicators in your proposal. We have suggested indicators in the different safeguarding areas outlined above.

Your indicators can include: 1) indicators that measure organisational safeguarding progress and / or 2) "safeguarding sensitive" indicators (safeguarding risks are reflected within the specific project indicators).

Safeguarding area	Possible indicators	Qualitative or Quantitative
1. Safeguarding risk assessment	# Of specific thematic activities that include a safeguarding risk assessment	Quantitative
	% Of children and adults who can identify safeguarding risk in their community	Quantitative
2. Risk mitigation	Plans for mitigating risk are actioned effectively	Qualitative
	# Activities responsive to identified risks	Quantitative

	# Of activities delivered that meet the principles of safe programming	Quantitative
3. Safeguarding activities	Reporting / CBCM	
	% Of communities with CBCM with multiple reporting channels in place	Quantitative
	# Staff who are trained on safeguarding and safe programming guidelines	Quantitative
	# Reports received through each reporting channel (note this should be combined with the indicator below on response rate)	
	% Of community complaints responded to by CSO	Quantitative
	% Of children, adults and other stakeholders in communities who know how to make a complaint / report a safeguarding concern	Quantitative
	Training	
	# CFM staff and community members trained on reporting mechanism	Quantitative
	# Of staff that have been trained in their roles and able to monitor CFM and safeguarding in programmes.	Quantitative
	# Staff, volunteers, and other representatives who are aware of and have been trained on safeguarding and safe programming guidelines	Quantitative
4. Partners, contractors, and suppliers	Safeguarding capacity building plan in place with partner	Qualitative
	# Of agreements with suppliers, contractors and partners that reflect safeguarding commitment	Quantitative
	# Suppliers, partners, and contractors who are aware of and have been trained on safeguarding and safe programming guidelines	Quantitative