



# United Methodist Committee on Relief (UMCOR) Supports Recovery Efforts in Japan

## 2013 Request for Proposal (RFP)

**Deadline:** July 31, 2013

**UMCOR Programs:** Disaster Response, Disaster Risk Reduction, Global Health, Sustainable Agriculture and Food Security, Economic and Social Development

**About UMCOR:** The United Methodist Committee on Relief (UMCOR) is a not-for-profit organization dedicated to alleviating human suffering around the globe. UMCOR's work reaches people in more than 80 countries, including Japan. UMCOR is a ministry of The United Methodist Church, and our goal is to assist the most vulnerable persons affected by crisis or chronic need without regard to race, religion, gender, or sexual orientation. We believe all people have God-given worth and dignity.

UMCOR cooperates with other aid organizations and works with local partners and beneficiary communities to extend our reach and impact. UMCOR works globally to respond to crises by providing holistic support and assistance when lives are threatened or livelihoods disrupted by natural disasters, human-caused catastrophes, social inequalities, and public health emergencies. In addition, UMCOR works to support disaster risk reduction (DRR) programs aimed at strengthening local capacity, protecting livelihoods and assets, and building infrastructure to reduce vulnerabilities in communities affected by recurrent natural disasters. Furthermore, UMCOR provides support for long-term rebuilding initiatives and development activities to accompany communities as they seek to improve their quality of life through greater access to education; household economic and food security; and health and well-being.

**Purpose of RFP:** UMCOR is seeking applications in response to Japan's triple disaster (earthquake, tsunami and nuclear) in Fukushima, Miyagi and Iwate prefectures. While preference will be given to beneficiaries and communities in the impacted prefectures, consideration will be given to any program or project that serves those impacted by the disaster, regardless of their current location in Japan. Applicants may design their programs or projects to address a single prefecture or group of prefectures, but priority will be to those organizations benefitting survivors of the disaster, especially marginalized populations such as female-headed households, the elderly, disabled, orphans and non-Japanese nationals (those not eligible to receive government support). Among these prefectures, applicant submission must mention the district(s), city/cities, town(s) or village(s) where the program/project will take place.

**Funding Availability and Total Number of Awards:** UMCOR seeks to award up to US\$5,000,000 to support multiple programs or projects described herein. Final funding levels will depend



on content, feasibility, number and quality of qualified applications received, needs and competing priorities. UMCOR expects to issue *a minimum of five awards* under this RFP. Nevertheless, issuance of the RFP does not constitute an award commitment on the part of UMCOR and does not commit UMCOR to pay for any costs associated with the preparation and submission of any application.

**Program/project Duration:** The program/project duration can be up to 36 months from the date of the award. UMCOR plans to fund approved activities starting in the last quarter of Fiscal Year 2013, but reserves the right to incrementally fund activities over the duration of the program/project, if necessary, depending on program/project length, performance against approved program indicators, and availability of funds.

**How to Apply:** Please submit an application to [grants@umcor.org](mailto:grants@umcor.org) with the subject line "Japan RFP."

*If you would like to submit a short concept note of your project or speak with someone before you complete a full application, please contact us at [grants@umcor.org](mailto:grants@umcor.org) before June 30<sup>th</sup>.*

You may submit your own format; however the submission must be no more than 20 pages and include the following:

1. Organization information:
  - a. Organization Name,
  - b. Address and Contact Information,
  - c. Organization Mission,
  - d. List of Key Staff and their qualifications
2. The year the organization was founded
3. Describe the organization's experience, capacity and track record in the program area(s) you are applying for, giving at least two (2) examples of successfully completed programs/projects
4. A list of at least three (3) partner organizations or donors to serve as references
5. Program/Project title
6. Program/Project dates
7. Total Program/Project Budget Amount (include detailed budget)
  - a. Will the full amount be requested from UMCOR?
  - b. If the answer to 7(a) is no, please indicate the other funders and grant amounts for the proposed program or project (prospective and/or committed)
8. Program/Project objectives
9. Core program/project activities
10. Expected outputs and outcomes: briefly explain the strategy you will use to achieve the expected outputs and outcomes. Please refer to key activities, actions, relationships or partnerships you believe will be needed for achieving the outputs and outcomes

11. Beneficiaries (number, location and description)
  - a. Indicate if and how you have sought to identify more vulnerable populations as your primary target group in your application, and if so, describe what you understand to be their most urgent needs or priorities
  - b. Indicate the process used for identification and selection of beneficiaries
12. Methods of monitoring and evaluating the program/project
  - a. If applicable, indicate what research or baseline studies you have undertaken to develop this application; what did you learn and how have you applied what you have learned in your current proposal?
13. If there are other important elements of good practice relevant to your organization's work that you will adopt for this program/project, please briefly highlight these. Examples may include:
  - a. Partnership with or capacity strengthening of local organizations, and the role the local organization will play in the program/project
  - b. If your application includes multiple organizations, describe the added benefit of working with multiple organizations
  - c. Incorporation of elements of Disaster Risk Reduction (DRR) into the program/project design.

**Grant Size and Budget Items:** Organizations can submit more than one application, and while no funding ceiling has been established on the total amount requested per organization, applicants are encouraged to keep their overall costs per application at *a maximum level of US\$1,000,000*, UMCOR also encourages smaller, community-based organizations to apply, as we intend to award multiple grants, some <\$100,000.

- **Indirect costs** (i.e. personnel, administration, office expenses, utilities, security, etc.) for less than 15% of the total budget will be prioritized.
- **Cost-Sharing (Matching):** applicants are not required to include funding; however, applications that include additional in-kind and/or cash contributions will be viewed favorably, as cost-sharing demonstrates a strong commitment to the planned activities and program/project impact.
- **Sub-granting** is allowed. Please provide a comprehensive description of the selection and award process of the proposed sub-granted organizations, including monitoring and evaluation and reporting requirements.

**Eligibility and Selection Criteria:** The successful organization will have the following competencies:

- Ability to demonstrate a successful track record of carrying out work related to International Disaster Response, Disaster Risk Reduction, Global Health, Sustainable Agriculture and Food Security, or Economic and Social Development, and proven abilities in the development and implementation of culturally relevant activities in concise, user-friendly formats that are conducive for use by local partners and other stakeholders.
- Demonstrated experience in working with marginalized and vulnerable groups and populations, including facilitating the participation of other key stakeholders and

partners in psychosocial work, strengthening of livelihood opportunities, and activities dealing with responsible use and protection of environmental resources.

**Program/Project Objectives:** UMCOR will prioritize funding programs/projects that have one or more of the following objectives:

- Create or rebuild livelihood or income generating activities;
- Promote sustainable, forward-looking livelihood initiatives to address unemployment through either the rehabilitation of past enterprises or the development of new businesses;
- Provide psychosocial support through a community-based approach with an emphasis on children, the elderly, the disabled and the isolated;
- Strengthen community, local and national capacities to address the psychosocial impact of the triple disaster;
- Reduce radiation levels in adults, children and natural resources;
- Improve understanding of government officials and community leaders of risks posed by radiation to the public and the responsible use of nuclear power;
- Increase dissemination and use of best-practices to enhance coordination with local, regional and national officials that enhance environmental and natural resource protection from radiation contamination; and/or
- Disaster Risk Reduction, Climate Change Adaptation, or Environmental Protection.

**Program/Project Activities:** Program/Project activities eligible for funding should include but not be limited to:

- Promote plans focused on developing economic opportunities for Japan's younger generations that discourage relocation from Fukushima, Miyagi and Iwate prefectures to larger cities;
- Develop activities that focus on decontamination of soil and livelihood rebuilding (particularly agriculture) to ensure that people can remain in or return to the Fukushima, Miyagi and Iwate prefectures;
- Encourage private sector businesses as well as entrepreneurs to become more actively engaged in Fukushima, Miyagi and Iwate prefectures;
- Develop useful and understandable modules, activity plans, trainings or other materials that can be replicated on a larger scale in partnership with community or government officials, local NGOs and/or other private entities in the provision of psychosocial support;
- Develop clear, intelligible and easy to use tools and strategies on the provision of effective community-based psychosocial support;
- Reduce vulnerability to and raise awareness among communities about radiation through the creation of tools, plans, protocols and promotion of public awareness that serve to enhance risk-wise behavior by working with local community leaders and government officials to reduce new exposure through better management of land use, natural resource management and better coordination; and/or
- Promote sharing of lessons learned with global audiences.

**Program/Project Deliverables and Outputs:**

- Replicable modules, training curricula or other tools that can be used on a larger scale in the provision of effective community-based psychosocial support;
- Practical plans focused on developing economic opportunities for Japan's younger generations;
- Tools, plans and protocols to promote public awareness of risks associated with radiation, which help to reduce the vulnerability of groups within affected communities; and/or
- Strategy and plan to encourage and promote responsible private sector involvement in the program/project.

**Expected (Mid-Term) Program/Project Outcomes:** It is anticipated that with proper baseline data prior to the start of the program/project, there will be some measurable short- and mid-term outcomes demonstrating the impact of the proposed intervention(s). Programs/Projects should propose to demonstrate this impact through indicators such as, but not limited to, the following:

- Percentage (increase) of income generating activities created in target communities;
- Percentage (increase) of employment opportunities provided in target communities;
- Percentage (increase) of psychosocial support provided in target communities;
- Evidence of increased community capacity to mitigate the effects of the triple disaster in target communities;
- Percentage (increase) in livelihood initiatives undertaken by persons in target communities; and/or
- Percentage (decrease) in radiation levels in target communities.

**Key Dates:**

**(2013)**

**May 20** – RFP is issued.

**May 20–June 30** – Applicants can submit questions and project summaries after reviewing the RFP.

**July 31** – Applications are due.

**August–September** – UMCOR staff review applications and prepare recommendations for Board approval.

**October 10** – UMCOR Board reviews and selects programs/projects for grant awards.

**October 15** – Grant Awards are announced and grantees contacted.

**Contact:** Questions about the application and award process should be directed to:  
Heather Janbay, UMCOR Grants Manager [grants@umcor.org](mailto:grants@umcor.org)  
(Please put "Japan RFP" in the subject line.)  
Contact Phone Number: +1.212.870.3807