



Call for Application for CSOs

Program: Electoral violence Monitoring, Analysis and Management (E-MAM project) in West Africa

Introduction:

The West Africa Network for Peacebuilding (WANEP) is currently implementing the European Union funded project titled “Electoral violence Monitoring, Analysis and Management (E-MAM)” in twelve West Africa countries comprising Togo, Liberia, Guinea Bissau, Guinea, The Gambia, Senegal, Burkina Faso, Cote d’Ivoire, Ghana, Niger, Mali and Benin. The project is designed with the objectives to strengthen regional and national capacities to enhance peaceful electoral processes, peace and stability in these countries set to hold parliamentary and presidential elections between 2023-2027. It will also coordinate civil society organization’s support for national electoral dispute management processes in these countries. WANEP believes that if local capacities are developed and harnessed for timely election violence monitoring, analyses and reporting, there will be proactive and timely response to the identified threats capable of escalating electoral violence and destabilizing political transitions. The project will impact and improve on the operational capacities of CSOs, states and inter governmental organizations for peaceful conduct of elections in the targeted countries.

WANEP is therefore seeking to work with ten qualified CSOs in The Gambia that align to five action areas that guide the achievement of the project goal to prevent or mitigate election violence.

Priority Action Areas:

The CSOs must demonstrate experience in at least one of the following action areas:

- Capacity building of civil society organizations to promote greater involvement in designing or implementing appropriate crisis awareness, prevention and preparedness measures and appropriate communication channels with security forces.
- Women in preventing and resolving election-related violence.
- Awareness and educational campaigns encouraging peaceful participation in the election processes, dissemination of messages of

nonviolence, with special emphasis on the role of youth involvement in preventing electoral violence.

- Promoting the role of informed independent media (including social media) in preventing and mitigating risks of political and electoral violence due to misleading information or fake news (specialized training, promotion of codes of conduct, etc.).
- Promoting initiatives for national and/or local mediation and dialogue (high-risk areas): discussion platforms, round tables or other inclusive processes.

Available Opportunity

The successful applicants will join the National Election Response Group (NERG) and access, if need be, subgrants to implement the rapid responses recommended by the NERG.

Organizations' eligibility criteria to apply for the grant:

Within the context of The Gambia, eligible CSOs must be:

- Legally register organization under the laws of The Gambia;
- Local non-governmental or community organizations and not profit-making organizations;
- Organizations or Networks focusing on democracy, governance, peace and security.

Application procedure:

Step 1: (Deadline is April 16, 2026, 16:00GMT)

Interested organization should sent an email to newsmanager-gambia@wanep.org and copy recruitments@wanep.org , wanep-gambia@wanep.org and snjie@wanep.org notifying and expressing intention. All interested organizations will be given access to the dedicated platform for step 2.

Step 2: (Deadline for self-assessment is April 24, 2026, 16:00GMT)

Interested organizations will be assessed using the online WANEP Organizational Capacity Assessment (WODI) tool. **See the Annex below of WODI assessment indicators.** A one-hour online orientation will be provided for all interested organizations.

Step 3:

The ten (10) shortlisted candidates will be invited to join the NERG, participate in the E-MAM platform and attend subgrants management training. They will then be tasked with implementing rapid responses based on concept notes and budget to be reviewed and approved by WANEP.

Only applicants who have rigorously used and passed the WODI will be considered. WANEP and its partners will review the responses documents for approval.

For more information, write to newsmanager-gambia@wanep.org / wanep-gambia@wanep.org before the deadline of the first step.

Annex: WODI Assessment

Dimensions	Sub-dimensions	Indicators
I.LEGAL ENVIRONMENT	REGISTRATION	<p>Does your organization have up-to-date registration in accordance with applicable national legislation? (Explanation: In addition to the registration and a copy of the official gazette, depending on the country's legislation, annual renewals or notification of changes and annual reports to the competent authority may be required. Evidence required: 1-Registration, 2-Proof of registration updates submitted to competent authority, 3-Constitution, 4-By-laws).</p>
	COMPLIANCE WITH NATIONAL LEGAL PROVISIONS	<p>Does your organisation pay the required national taxes? (Explanation: CSOs pay payroll taxes, purchase taxes unless if exempted, contract taxes, and others according to the modalities set by national legislation. Evidence required: Receipts for payment of your taxes for the last 12 months).</p>
	COMPLIANCE WITH NATIONAL LEGAL PROVISIONS	<p>Does your organisation pay social security contributions for its staff? (Explanation: CSOs pay social security contributions for their staff in accordance with the provisions set by national legislation. Evidence required: Receipts for payment of your social security contributions for the last 12 months).</p>
	COMPLIANCE WITH THE ORGANISATION LEGAL PROVISIONS	<p>Are the tenure and the number of term limits of your Board of Directors (BoD) or governing body being respected? (Explanation: Whether it is called a BoD or something else, your governing and supervisory body between two General Assembly meetings surely operates according to a tenure in office and a limit on the number of terms per member set by the provisions of your constitution and bylaws. Evidence required: 1-Provide references of the related provisions in your constitution and Bylaws, 2-Minutes of the elective General Assembly Meeting of the current governing body, 3-Summary</p>

		table detailing members' surname, first names, gender, position in the body, telephone number, email address, year of commencement of the tenure, year of end of the tenure, current tenure (1st or 2nd tenure).
Dimensions	Sub-dimensions	
II. LEADERSHIP & GOVERNANCE	LEADERSHIP	<p>5</p> <p>Does your organisation have an operational Board of Directors? (Explanation: Whether it is called a Board of Directors or something else, your governing and supervisory body between two General Assembly Meetings may exist without being operational due to the absence of meetings and decisions. Evidence required: 1-Invitations to Board of Directors meetings over the last 12 months, 2-Minutes of meetings over the last 12 months, 3-One photo of each board meeting held over the last 12 months.)</p>
		<p>6</p> <p>Does your organisation have an operational management team? (Explanation: The management team is different from the entire staff. Smaller in number, it allows for more concerted governance and helps to build a collective memory of the life and decisions affecting the management of the organisation. Evidence required: 1-The administrative act establishing the management team, 2-Table presenting the members of the management team with their surname, first names, gender, position, telephone number and email address, 3-Minutes of the management team's meetings over the last 12 months).</p>
		<p>7</p> <p>Are your organisation's efforts to integrate gender in line with WANEP's gender policy (at least 40% of each gender)? (Explanation: For gender inclusion, it is important that the positions held and the percentage of staff of either gender within your governing body, management team and staff are relatively significant. Evidence required: 1-Table provided in indicator 4, 2- Table provided in indicator 6, 3-Table of all</p>

			staff with surname, first names, gender, position, telephone number, email address, status (employee, volunteer or intern), length of service, 4-CVs of staff members, 5-Contracts of staff on contract.)
	GOVERNANCE	8	Does your organisation have an annual work plan (AWP) and an annual budget approved by the governing and supervisory body between two General Assemblies? (Explanation: The annual work plan and its budget are key medium-term planning tools in an organisation. They must be validated by the organisation's governing and supervisory body. Evidence required: 1-Copy of the AWP, 2-Copy of the annual budget, 3-Copy of the minutes of the board meeting at which it was approved.)
		9	Did your organisation hold its last General Meeting within the required time frame? (Explanation: According to your constituting documents, your organisation must hold regular general assemblies. Evidence required: 1-References to your constituting documents regarding the frequency of your general assemblies, 2-Agenda of your last general meeting, 3-Minutes of your last general assembly, 4-A photo of the participants).
Dimensions	Sub-dimensions		
III. NETWORK ORGANISATIONAL CAPACITY	STRATEGIC PLAN	10	Does the organisation have a strategic plan that has been approved by the board of directors and is currently in force? (Explanation: The Strategic Plan is a key long-term planning document within an organisation. It must be approved by the organisation's governing and supervisory body. Evidence required: 1-Copy of the strategic plan, 2-Copy of the minutes of the board meeting at which it was approved.)

	PROGRAMME DESIGN, IMPLEMENTATION, MONITORING & REPORTING	11	<p>Does your organisation have a sustainability fund / Financial reserve fund? (Explanation: In a context where it is difficult to access funds to finance projects, it will be more complicated to finance certain expenses (AGM, Board meetings, electricity, water, internet, rent, etc.) without the availability of an internal, independently controlled financial reserves created to strengthen the NGO's long-term sustainability and autonomy Evidence required: 1-Copy of the bank statement page showing the equity balance for the current year, 2-Copy of the bank statement page showing the equity balance for the previous year.)</p>
		12	<p>Does your organisation produce annual reports (narrative and financial) approved by the board of directors? (Explanation: Annual narrative and financial reports are essential for reporting on a CSO's intervention efforts. They must be validated by the governing and supervisory body between two general meetings. Evidence required: 1-Copies of narrative and financial reports for the last two years.)</p>
		13	<p>Does your organisation periodically monitor its activities, projects and programmes? (Explanation: Monitoring is a key means of collecting data on the implementation of CSO interventions. It must be continuous, with periodic field missions to ensure that the necessary documentation for evaluations is available. Evidence required: 1-Copies of all reports of monitoring meetings held during the last six months, 2-Copies of all field mission reports for monitoring interventions)</p>
		14	<p>Has your organisation recently undergone an external evaluation? (Explanation: In their operations, CSOs are subject to Organisational Capacity Assessment (OCA) missions or evaluations of implemented projects/programmes. This indicator focuses on such assessments conducted by external partners or consultants. Evidence required: 1-OCA report(s) received in the last 12 months, 2-Project/programme assessment report(s) received in the last 12 months.)</p>

	HUMAN RESSOURCE CAPACITIES	15	Does your organisation have a human resources and administrative procedures manual? (Evidence required: 1-Copy of the manual, 2-Minutes of the meeting at which the manual was discussed and approved.)
		16	Do you have the necessary staff in terms of quality (profile) and quantity (number of employees)? (Explanation: In order to avoid a merging of roles between the governing/supervisory body and the implementing body, CSOs must have a minimum number of professional staff, with the number depending on the needs and resources of the organisation. Evidence required: 1-List of all staff members with surname, first names, gender, position, telephone number, email address, status (employee, volunteer or intern), length of service; 2-CVs of staff members; 3-Contracts of staff members under contract.)
	FUNDS RAISING	17	Has your organisation received a grant in the last 24 months? (Evidence required: 1-Summary table of funds received with the following information: Partners, Amount, thematic areas covered, Project start date, Project end date; 2-Copies of contracts.)
	INFRASTRUCTURE	18	Does your organisation have a headquarters (a physical office), basic modern equipment (computers, software, telephones, fax machines, functional scanners, internet, etc.) and furniture? (Evidence required: 1-Full address of the organisation's headquarters, 2-Lease agreement or proof of ownership, 3-Photos of the organisation's headquarters showing the equipment and furniture.)
Dimensions	Sub-dimensions		
IV. FINANCIAL MANAGEMENT AND ACCOUNTING	CASH AND BANK RECONCILIATIONS	19	Has your organisation carried out monthly bank reconciliations? (Explanation: This is the accounting control process of comparing the transactions recorded in the CSO's accounts with those appearing on the bank statement provided by the bank. Evidence required: 1-Provide the number of bank reconciliations performed over the last 12 months, 2-Copies of bank reconciliations for the last 6 months.)

		20	<p>Has your organisation conducted periodic petty cash audits? (Explanation: This refers to all the regular verification procedures put in place to ensure that cash for minor expenses is managed rigorously and in accordance with the manual. Evidence required: 1-Provide the number of periodic petty cash audits carried out over the last 12 months, 2-Petty cash audit reports for the last 6 months.)</p>
ACCOUNTING MANUAL & FINANCIAL PROCEDURES		21	<p>Does your organisation have a manual of financial, accounting and internal control procedures? (Evidence required: 1-Copy of the manual, 2-In a Word document, describe the internal control systems in no more than four paragraphs)</p>
		22	<p>Are your organisation's transactions (cheques and cash) compliant with your accounting and financial procedures manual? (Explanation: Each accounting and financial procedures manual defines the terms and conditions for cheque and cash transactions. Evidence required: 1-Provide 3 copies (beginning of year, mid-year and end of year) of complete files (from start to completion) of financial transactions by cheque. 2-Provide 3 copies (beginning of year, mid-year and end of year) of complete files (from start to completion) of financial transactions in cash.</p>
		23	<p>Does your organisation conduct annual audits? (Evidence required: 1-Financial audit reports for the last 3 years)</p>
		24	<p>Does your organisation have a procurement policy? (Evidence required: 1-Provide a copy of the procurement policy.)</p>
		25	<p>Does your organisation have a qualified finance manager? (Evidence required: 1-CV of the finance manager, 2-Contract of the finance manager.)</p>
		26	<p>Does your organisation use any accounting software? (Evidence required: 1-Screenshots and extracts of transactions in the software showing the name</p>

			of the software and transactions over the last 12 months.)
	FILING	27	Does your organisation have storage cabinets for invoices and accounting documents? (Explanation: Depending on practices, each CSO is required to maintain financial and narrative records of an intervention for a period of 5 to 10 years. Evidence required: 1-A Word document outlining your filing and data management mechanisms and practices, 2-Photos showing your dedicated filing and data management spaces and secure storage facilities.)
Dimensions	Sub-dimensions		
V. IMPACT & VISIBILITY	PARTNERSHIPS	28	Has your organisation collaborated/established partnerships with public or private institutions to implement activities or projects? (Evidence required: 1-Agreements or other evidence of operational/active partnerships with public or private institutions, 2-Evidence of activities carried out together over the last 12 months.)
		29	Has your organisation's value or contributions to promoting human security been recognised by the government or other actors at the national or local level? (Expected evidence: 1-Certificates of recognition, 2-Verifiable public statements by authorities, 3-Trophies or awards, 4-Decorations in the national order of merit.)
	VISIBILITY	30	Does the network have staff responsible for communication, a communication strategy, a website and up-to-date social media accounts? (Evidence required: 1-CV of the communication officer, 2-Contract of the communication officer, 3-Communication strategy, 4-Word document containing the website addresses and social media accounts addresses.)