

GUIDE TO APPLICANTS
NATIONAL GRANT-MAKING COORDINATING
ORGANISATION

Call for Proposal (CfP)

Ref No: KCDF/WGF/LPO/NCO/KE2026

Return to:

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Kenya Community Development Foundation,
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info@kcdf.or.ke

1. BACKGROUND

About KCDF

The Kenya Community Development Foundation (KCDF) is a public philanthropic foundation that supports sustainable community-driven development. KCDF works to shift power to local communities by promoting local resource mobilization, capacity strengthening, and equitable partnerships. With a deep understanding of the Kenyan civil society landscape, KCDF is uniquely positioned to facilitate a localized, transparent, and contextually grounded selection process that builds trust among grassroots actors.

About Wilde Ganzen

The Wilde Ganzen Foundation (WGF) is a Dutch NGO, founded in 1957 with a mission to reduce poverty and inequality through community-led initiatives. We support community-based organisations in the Global South and their Dutch fundraising partners in joint efforts to achieve a better future because we believe that communities should have control over their own development. Through its unique co-funding model, WGF matches funds raised by Private Development Initiatives (PDIs) in the Netherlands with contributions mobilised by Local Partner Organisations (LPOs) in the Global South.

2. RATIONALE OF THE GRANT

As a champion of the “Shift the Power” movement, WGF is transitioning its operational model to localise portfolio management by transferring decision-making and grant administration functions from the Netherlands to National Coordinating Organisations (NCOs) in its focus countries.

The introduction of a National Coordinating Organisation (NCO) is designed to bring WGF decision-making, grant administration, and resource allocation closer to the communities being served. By transitioning these responsibilities from the Netherlands to a Kenyan entity, the NCO model aims to:

- i. Ensure portfolio management is deeply adapted to the local socio-political and economic context.
- ii. Provide grassroots organisations responsible for direct project implementation, referred to as Local Partner Organizations (LPOs), with proximity, quicker communication, and contextualized support.
- iii. Shift the operational dynamic from the Netherlands to a local facilitator that actively drives joint learning and grant administration support.

The grant will support the selected NCO in coordinating and managing the local implementing partners funded by the Wilde Ganzen Foundation.

3. GRANT SIZE AND DURATION

The average grant size will be funding equivalent to one full-time equivalent (FTE) salary for a Program Officer or Program Manager, based on Kenyan salary standards for a period of one (1) year, renewable. As an NCO, you will be managing a portfolio of approximately 50+ ongoing or recently active implementation/reporting projects by the Local Partner Organisations (LPOs) across the Country.

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4. ELIGIBILITY OF APPLICANTS

This is a call for **National Non- Governmental organisations/ Civil Society Actors** or a **consultancy firm** based in **Kenya**. In addition, it is critical for the NCO to have the following capabilities:

- Monitoring and evaluation experience.
- Experience in sub-granting and participatory grantmaking strategies, including experience in undertaking capacity assessments.
- Experience in handling complaints and managing whistleblowing mechanisms.
- Experience in building networks.
- Experience in local fundraising and an appreciation of community focus.
- A strong finance function.
- Relationship building with funders, donors and foundations
- Has an understanding of the Kenya - Dutch (the Netherlands) context and relationship.
- Flexible and diverse in their undertaking.

KCDF/ WGF SHALL NOT award grants to the following organizations:

- An organisation is currently implementing projects financed by WGF.
- An international organisation or Organisation that operates as a branch of an international organisation

5. APPLICATION REQUIREMENTS

Applicants must include:

- A copy of the **registration certificate**,
- A copy of the **organisational constitution or Articles of Association**, a list of **ordinary members/ committee members/ board members/ trustees** (whichever applies to you),
- **Most recent financial report/audited accounts** (must be from a **certified auditor**)
- **Any other documents** as stipulated in section 10 of the application form.

6. SELECTION CRITERIA

Applicants will be assessed based on:

1. Grantmaking & organizational development capacity strengthening- 30%
Track record in sub-granting, managing portfolios, and offering tailored capacity support
2. Governance & Neutrality- 25%
Clear conflict of interest policies; lack of direct implementation projects; strong dispute/whistleblowing mechanisms.
3. Financial Systems & Compliance- 20%
Robust internal controls, audit history, and capacity to review complex LPO financial reports
4. Network & Local resource mobilisation-15%
Integration in Kenyan civil society, established networks, and expertise in local resource mobilization
5. MEL & Participatory Approaches- 10%
Experience in monitoring, peer learning, and facilitating participatory grantmaking

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7. TIMELINE FOR APPLICATIONS

Applicants are requested to keep these dates in mind:

Call for Applications Release Date: 3rd June 2026
Deadline for submission of proposals: 19th June 2026
Screening, Review: 22nd - 24th June 2026
Outreach to shortlisted candidates: 29th June 2026
Interviews for selected candidates: 13th - 17th July 2026
Due diligence check: 21st July 2026
Award and Contracting: 27th July 2026

8. HOW TO APPLY

- i. [Click here to apply](#) by filling in the online application form. An application must be typed in English. Applications NOT submitted in this form will be disqualified.
- ii. For any support, enquiry and clarification, kindly reach out to the grant management team through our grants@kcdf.or.ke and CC hellen.kuria@kcdf.or.ke.
- iii. Deadline for application: **19th June 2026.**

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