



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre

Proposals for Consultancy to Undertake Volunteer Project Services

Proposal Application Form

Budget line: Activity 3.3 CSO Youth Volunteer Recruitment Guide and Campaign

Reference: CPDC2018002

Deadline for submission of Concept Note: 23rd March 2018

Title of the action:	
Location(s) of the action:	<i><Specify country(ies), region(s), area(s) or town(s) that will benefit from the Action></i>
Name of the applicant	
Nationality of the applicant ¹	

¹ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call.

Ongoing contract/Legal Entity File Number (if available) ²	
Legal status ³	

Applicant's contact details for the purpose of this action	
Postal address:	
Telephone number: (fixed and mobile) Country code + city code + number	
Fax number: Country code + city code + number	
Contact person for this action:	
Contact person's email:	
Address:	
Website of the Organisation:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

² If an applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number. If not, write 'N/A'.

³ E.g. non-profit, governmental body, international organisation.

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PART A. FULL PROPOSAL

INSTRUCTIONS FOR DRAFTING THE FULL PROPOSAL

Please note that this is a restricted call, only the concept note should be submitted in the first stage (no full application).

There is a specific template for the Concept Note (maximum of 6 pages) but the applicant must ensure that the text:

provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);

provides full information (as the evaluation grid will be applied solely on the information in the concept note); is drafted as clearly as possible to enable it to be evaluated.

1.1. Concept Note Template

Organisation Information

Title of Project:

Name of Organisation:

Contact Person:

Contact Information:

Location of Action:

When was your organization legally established?

How was your organization incorporated?

- Non Profit Company
- Charity
- Special Act of Parliament

Is your organisation valued based?

- Political
- Religious
- Humanistic
- Neutral

Is your organisation linked with another entity?

- Yes, parent entity:
- Yes, controlled entity (ies):
- Yes, family organisation/network entity
- No, independent

Do you have any fulltime or part time paid staff?

Full Time Yes No

Part Time Yes No

Volunteers ()

Project Information

Project Duration:

Who are your intended beneficiaries?

General Project Objectives:

Specific Project Objectives:

Key Beneficiaries: (Have they been involved in project design? If yes, explain)

Project Activities

State Key Project Activities:

How will your organisation (1) attract youth volunteers (ages 18 - 25) and (2) ensure that the youth volunteers are actively involved in the project activities:

List similar past projects implemented (past 3 years)

ACTION PLAN

The action plan will be drawn up using the following format:

Year 1													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													
Execution Activity 1 (title)													
Preparation Activity 2 (title)													
Etc.													

BUDGET TEMPLATE, AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY

(Example Only)

ACTIVITIES	\$USD
<p><i>Project Administration</i></p> <p>Coordinator - 1 month @ USD\$1,500.00 Secretariat Cost - 1 months @ USD\$1,200.00 Advertising/Promotion Rapporteur - 10 hrs @\$250.00 per hr</p>	<p style="text-align: right;">\$6,000.00</p> <p>\$1,500.00 \$1,200.00 \$ 800.00 \$2,500.00</p>
<p><i>Activity 1 – 2 20 days Training Workshops</i> Negotiation, Mediation, Arbitration Counselling, Conflict and Dispute Resolution Skills</p> <ul style="list-style-type: none"> • Venue – 4 workshops @ USD\$50 @ 14 days • Resource Persons – 4 workshops @ 2 persons @ USD\$1,500 • Coffee break – 100 persons @ USD \$5 @ 14 days • Stationery and Materials- 100 persons @ USD \$10 • Facilitators (2) fees 	<p style="text-align: right;">\$23,800.00</p> <p>\$ 2,800.00 \$12,000.00 \$ 7,000.00 \$ 1,000.00 \$ 1,000.00</p>
<p><i>Activity 3 – 4 Domestic Violence and the Law and Problem Solving</i></p> <ul style="list-style-type: none"> • Resource Person - 2 Counsellor @ USD\$120 @ 8 sessions • Resource person – 1 Lawyers’ fees • Facilitators (2) fees 	<p style="text-align: right;">\$4,420.00</p> <p>\$1,920.00 \$1,500.00 \$1,000.00</p>
<p>Sub-total</p>	<p style="text-align: right;">\$34,420.00</p>
<p>Contingency 3%</p>	<p style="text-align: right;">\$1,026.60</p>
<p>Total (USD)</p>	<p style="text-align: right;">\$35,446.60</p>
<p>Total (Local Currency)</p>	

CHECKLIST FOR PROPOSAL APPLICATION FORM

ADMINISTRATIVE DATA	To be filled in by the applicant
<u>Name of the Applicant</u>	
Country and date of registration⁴	
Legal Entity Registration Number	
Legal status⁵	

⁴ For organisations.

⁵ E.g. non-profit, governmental body, or international organisation.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the Proposal:	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The Instructions for the proposal have been followed.		
2. The Declaration by the Applicant has been filled in and signed.		
3. The proposal is typed and is in English.		
4. An electronic version of the proposal (e-mail) was sent.		
PART 2 (ELIGIBILITY)		
6. The action will be implemented in an eligible country(ies) or in the minimum required number of eligible countries.		
7. The duration of the action is 6 months		
8. This Checklist and the Declaration by the Applicant have been filled in and sent with the Proposal.		

DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, in the proposed action, hereby declares that

the applicant has sufficient financial capacity to carry out the proposed action or work programme;

the applicant certifies the legal statues of the applicant as reported in part 3, 4, and 5 of this application;

the applicant has the professional competences and qualifications;

the applicant is directly responsible for the preparation, management and implementation of the action;

the applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

These are the sources and amounts of CPDC funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action. Confirm all other sources of funding by listing below.

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	