

**Contracting Authority: Caribbean Policy Development Centre**

**Call for Expressions of Interests to Undertake Small Scale Advocacy Actions**

**Expression of Interest Application Form**

**Budget Line: Activity Advocacy Campaign on NGO Legislation**

**Deadline for Submission of Expressions of Interest: Wednesday May 02nd, 5:00 pm- ECT (Eastern Caribbean Time)**

**ANNEX II**

**EOI APPLICATION FORM**

**NGO** **SMALL-SCALE ADVOCACY ACTIONS**

1. **GENERAL INFORMATION**

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| **Title of the Call** |  |
| Name of the Applicant (NGO) |  |
| **Name, Designation and Signature** of Officer who is the primary manager of NGO’s Advocacy Actions |  |
| **Name, Designation and Signature** of 2nd Officer with responsibility for the NGO’s Advocacy Actions (If Applicable) |  |

1. **NGO ELIGIBILITY INFORMATION**

|  |  |
| --- | --- |
| **Legal registration Number and Date** |  |
| **Contact Information**: | |
| **Address (where NGO operates)** |  |
| **Telephone listing:** |  |
| **Social Media pages:** |  |
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1. **HUMAN RESOURCE CAPACITY**

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| * List names of staff that will implement the actions * Time period each person has been employed with the NGO * Please attached the CV for the Project Coordinator |  |

1. **CURRENT STATUS OF NGO LEGILSATION**

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| ***Provide an update on the status of NGO legislation formulation and/or enactment in your country.*** |
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1. **WORK ON NGO LEGISLATION**

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| ***Describe any advocacy work that your organisation has done on NGO legislation in the past 5 years.***  ***What are the key lessons learnt in this process?*** |
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1. **MAIN OBJECTIVE**

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| ***State the main Objective of your proposed action.*** |
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1. **SPECIFIC OBJECTIVES**

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| ***List at least 2 Specific Objectives of your proposed actions.*** |
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1. **PROPOSED ACTIVITIES/OUTPUTS/OUTCOMES**

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| --- | --- | --- |
| **ACTIVITIES** | **OUTPUTS** | **OUTCOMES** |
| **Activity 1 (EXAMPLE ONLY)**  National NGO/Policy maker consultation | **(EXAMPLE ONLY)**  15 NGOs and 5 policy makers participate in one two-day consultation to advocate for the enactment of appropriate NGO Legislation. | **(EXAMPLE ONLY)**  Improved communication and dialogue among stakeholders on the issue of NGO Legislation enactment.  Enhanced CSO strategy to engage policy makers to enact NGO Legislation. |
| **Activity 2** |  |  |
| **Activity 3** |  |  |
| **Activity 4** |  |  |

**Appendix I: Budget Template**

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| --- | --- |
| **ACTIVITIES** | **$USD** |
| *Project Administration*   1. Secretariat Administrative Fee - 6 months @ US$200 | $1,2000 |
| *Activity 1 – Advocacy Workshop for NGOs on Legislation*   * Venue – 1 day @ US $400 * Facilitator Fees US$100 @ 5 hours * Rapporteur Report 1 day @ US$ 250 | $2000 |
| *Activity 2 – Social Media Campaign*   * Facebook Ads campaign 30 days @ US 10 per day | $300 |
| Activity 3- *Townhall meeting involving senior Government Officials and Members of the Bar Association*  Venue 1 day @ US$300.00  Refreshment 30 ppl @ US$5  Event Advertising $150 | In kind  $150 $150 |
| Sub-total | $3800.00 |
| Contingency 3% | $114.00 |
| **Total (USD)** | **$3914.00** |
| **Total (Local Currency)** |  |

**Appendix II : Schedule of Activities Template**

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| **24 Weeks** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Weeks** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Activity** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| **Activity 1**  **NGO Legislation Sensitisation Workshop for CSOs** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2 Social Media Campaign** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3 – Policy Dialogue with Government policymakers** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final Report** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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

1. the applicant has sufficient financial capacity to carry out the proposed action or work programme;
2. the applicant certifies the legal statues of the applicant;
3. the applicant has the professional competences and qualifications;
4. the applicant is directly responsible for the preparation, management and implementation of the action;
5. 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.

Signed on behalf of the applicant

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |