



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: Friday April
20th 2018 by 5:00 pm (UTC/GMT -4).**

ANNEX II

EOI APPLICATION FORM

NGO SMALL-SCALE ADVOCACY ACTIONS

1. GENERAL INFORMATION

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 2 nd Officer with responsibility for the NGO's Advocacy Actions (If Applicable)	

2. NGO ELIGIBILITY INFORMATION

Legal registration Number and Date	
Contact Information:	
Address (where NGO operates)	
Telephone listing:	
Social Media pages:	

3. HUMAN RESOURCE CAPACITY

<ul style="list-style-type: none"> - 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 	

4. CURRENT STATUS OF NGO LEGISLATION

Provide an update on the status of NGO legislation formulation and/or enactment in your country.

5. WORK ON NGO LEGISLATION

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?

6. MAIN OBJECTIVE

State the main Objective of your proposed action.

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7. SPECIFIC OBJECTIVES

List at least 2 Specific Objectives of your proposed actions.

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4. PROPOSED ACTIVITIES/OUTPUTS/OUTCOMES

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

ACTIVITIES	\$USD
<i>Project Administration</i> Secretariat Administrative Fee - 6 months @ US\$200	\$1,2000
<i>Activity 1 – Advocacy Workshop for NGOs on Legislation</i> <ul style="list-style-type: none"> • Venue – 1 day @ US \$400 • Facilitator Fees US\$100 @ 5 hours • Rapporteur Report 1 day @ US\$ 250 	\$2000
<i>Activity 2 – Social Media Campaign</i> <ul style="list-style-type: none"> • Facebook Ads campaign 30 days @ US 10 per day 	\$300
<i>Activity 3- Townhall meeting involving senior Government Officials and Members of the Bar Association</i> 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

24 Weeks																								
Activity	Weeks																							
	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

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

the applicant certifies the legal status of the applicant;

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.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	