**ANNEX 2 - EXPRESSION OF INTEREST FORM**

**The Spotlight Initiative in Jamaica (Phase I)**

Please complete the below form and be as detailed as possible in your responses (not more than 6 pages in total). Applications received will be evaluated for eligibility, then forwarded to the relevant UN agencies for further screening.

By applying to this call for Expression of Interest (EOI), you are agreeing to the inclusion of your application and the information contained therein in a roster/ database of individuals and organizations with a track-record of working on gender-based violence issues. UN agencies will thereafter be able to refer to the roster/ database when seeking partners for the implementation of their activities.

***Please note that an Expression of Interest is distinct from a Request/Call for Proposals. The submission of an EOI does not automatically guarantee a grant under the Spotlight Initiative Country Programme.***

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| --- | --- |
| Organization/ Institution Name: |  |
| Registration No: |  |
| Date of establishment: |  |
| Organization Contact Person & designation: |  |
| Physical address of the Head office and sub-offices: |  |
| Phone/Mobile No.: |  |
| Email address: |  |
| Are you a non-governmental organization? | 🞎YES 🞎NO |
| Are you a faith-based organization? | 🞎YES 🞎NO |
| Are you an academic institution? | 🞎YES 🞎NO |
| Is your organization women-led? | 🞎YES 🞎NO |
| Do you have a bank account? (Please submit proof indicating latest date) | 🞎YES 🞎NO |
|  |  |
| Express in which TOR among those that were included in the joint call your CSO is interested (List as many as you wish):  If you were identified by the Spotlight Team with the capacity to implement one of the TORs that you did not choose among the above, would you like to be contacted? | TOR 1 🞎YES 🞎NO  TOR 2 🞎YES 🞎NO  🞎YES 🞎NO |
| Did you previously apply for the following Spotlight processes?  CSO joint call issued in July 2020   * If yes, specify for which activity and if you were selected: * UN Women small grant * If yes, specify for which activity and if you were selected: | 🞎YES 🞎NO  🞎YES 🞎NO |

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| 1. *WHO YOU ARE*: *Please provide the following information:* 2. *When was the CSO/NGO established?* 3. *What is the mission and main focus area of your organization?* 4. *Thematic areas of your work related to the Spotlight Initiative;* 5. *Which parishes or communities of Jamaica you operate and for how long;* 6. *Full time team composition and roles;* 7. *Fiduciary accountability mechanisms;* 8. *Current Sources of Funding (the submission of audit report for the last two years is an asset but not mandatory).* |
| 1. *WHAT YOU DO: Please describe your organization’s ability to do the following, using concrete examples (you may also wish to include supporting documents):* 2. *Design, implement and document innovative solutions to eliminating violence against women and girls;* 3. *Develop programmes that address violence against women, specifically Intimate Partner Violence and Domestic Violence;* 4. *Manage large grants (please specify largest grant ever managed and source of funds);*   *Partner with and develop the capacity of grass roots and community-based organizations;*  *Partner with Government institutions at national/ provincial/ district levels;*  *Meaningfully engage communities throughout the program cycle using a participatory approach;*  *Work with marginalized populations and communities, such as key populations, women and girls with disabilities, and women and girls living with HIV-AIDS.*  *Offer service for survivors of gender-based violence.”*  *Please provide a short list of projects with title, short description, duration, location, and budget over the past 2 years (arrange from biggest budget to the lowest).* |
| 1. *ORGANISATIONAL ACHIEVEMENTS: Please elaborate on 2-3 key results achieved by your organization, and include the following:* 2. *Change brought about by your/ your organization’s intervention;* 3. *How you measured the change achieved.* |

**Please submit the *Expression of Interest* together with the following:**

* Evidence of established management structure (i.e. organogram/ organizational structure)
* Copy of valid legal registration in the country
* Proof of the existing bank account
* Documents such as past contracts, donor reports are **desirable, but not mandatory**
* Previous audit report is **an asset but not mandatory**