



ANNEX 2 – APPLICATION FORM FOR PROPOSALS

The Spotlight Initiative in Jamaica (Phase I)

Please complete the below form and be as detailed as possible in your responses (not more than 10 pages excluding appendices).

By applying to this call for proposals, you are agreeing to the inclusion of your application and the information contained therein in a roster/ database of individuals and organisations with a track-record of working on sexual and reproductive health and rights (SRHR) issues. United Nations (UN) agencies will thereafter be able to refer to the roster/ database when seeking partners for the implementation of their activities.

Organisation/ Implementing Partner Name:	
Registration No:	
Date of establishment:	
Organisation Contact Person & Designation:	
Physical address of the Head office and Sub-offices:	
Geographic Focus:	
Phone/Mobile No.:	
Email address:	
Are you a civil society organisation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a faith-based organisation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you an academic institution?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is your organisation women-led?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a bank account? (Please submit proof indicating latest date)	<input type="checkbox"/> YES <input type="checkbox"/> NO



I. WHO YOU ARE:

Bearing in mind that the proposed vision and mission of the Caribbean Observatory on sexual and reproductive health and rights (SRHR) is:

Vision: *A Caribbean where the sexual and reproductive health and rights of its people are respected, protected, promoted and fulfilled and family violence is no more.*

Mission: *To advocate for strengthened policy and programmatic linkages between family violence and sexual and reproductive health and rights and promote social monitoring towards the advancement of integrated SRHR in the region.*

...And the work of the Observatory should be led by a civil society organisation (CSO) which has a regional scope, serving different populations, and have a pulse for what is happening on the ground, please use the following questions as a guide to describe who you are:

1. When was the CSO/NGO established?
2. What is the mission and main focus area of your organisation?
3. Thematic areas of your work related to the Spotlight Initiative;
4. Show how your organisation's mandate aligns with this initiative as outlined in the Concept Note
5. In which countries in the Caribbean region do you operate and for how long?
6. Full time team composition and roles;
7. List of board members and roles;
8. Fiduciary accountability mechanisms;
9. Current sources of funding (the submission of an audit report for the last two years is an asset but not mandatory).

II. WHAT YOU DO:

The Observatory should have a broad mandate aimed at performing:

- *Social monitoring;*
- *Conducting analysis; and*
- *Evaluating and assessing progress*

The Caribbean Observatory will set out to examine the enabling environment around SRHR with linkages to GBV to determine what legislation, policies and programmes are in place. It will further conduct analysis of the factors including the resources that are in place to support the legislative and policy landscape and then explore good practices in programme design and socialisation, promote these and make them available on its platform. Keeping this in mind, please describe your organisation's ability around the following:

1. Design, implement and document innovative solutions to address SRHR matters;
2. Develop programmes that address SRHR and linkages to GBV;
3. Partner with and develop the capacity of grass roots and community-based organisations;
4. Partner with other CSOs, government institutions and academia;
5. Meaningfully engage communities throughout the program cycle using a participatory approach;
6. Work with marginalised populations and communities, such as women and girls, persons with disabilities, persons living with HIV/STI, migrants, LGBTQI+ individuals, and sex workers;
7. Offer SRHR services or other relevant services (please specify);
8. Change or results brought about by your organisation's work in SRHR;
9. Please provide a short list of similar projects with title, short description, duration, location, and budget over the past 2 years (arrange from biggest budget to the lowest).

(You may use examples or also wish to include supporting documents):

III. IMPLEMENTATION STRATEGY



Based on feedback from the key informant interviews held to inform the concept of the Observatory, respondents indicated that the Observatory on SRHR should be a repository of useful information. It should reflect the reality of the situation across the region, facilitate an open space for dialogue, and create linkages and discussion to de-stigmatise issues on SRHR. This should include a plan of action and a standard operating procedure around the dissemination of information. Several ways were also put forward as to how the Observatory could carry out its mandate.

These included:

- Addressing specific gaps and not duplicate efforts;
- Providing consistent analysis/reporting on SRHR situations in the region;
- Breaking stigma and taboo on topics that are controversial;
- Providing counter arguments and pushback on certain issues;
- Undertaking shadow reporting;
- Making recommendations on what needs to be done for success around a range of issues including the need to contribute to strengthened laws and policies, conduct health advocacy and holding governments accountable;
- Promoting the generation of evidence to inform programme development; and
- Fostering knowledge management, being a one-stop shop, monitoring progress on indicators including performance indicators on legislative and policy reform, budget allocation and information on good practices.

...Please develop an implementation strategy using the following a guide:

1. Summarise as to how you envision the Caribbean Observatory on SRHR
2. What activities will be undertaken to achieve the outputs and in turn, outcomes?
3. What process or methodology will be undertaken?
4. What are the targets?
5. What is the timeline?
6. What resources will be needed?
7. What roles and responsibilities will be assigned?
8. How will project success be determined?
9. What is the contingency plan?
10. Develop a work plan and a budget

(Kindly enclose a diagram to depict a proposed implementation plan)

IV. TARGET AUDIENCES

Keeping in mind that there are different target audiences around the Observatory with some being primary and others being secondary and tertiary, kindly use the following as a guide for your proposal:

1. Describe the target audiences
2. Identify the needs of the target audiences
3. Outline the relevance of the proposal to the needs of the target audiences
4. Indicate any participatory techniques, if any, that will be used to ensure participation by the target audiences

V. PROJECT MANAGEMENT PLAN

One of the criteria that will be considered in choosing the ideal CSO to house the Observatory will be the strategic location of the CSO in terms of information, resources (human resources, technical capacity and ability to manage funds) and policy planning mechanism. With this in mind:

1. How will you ensure that your staff has the capacity to manage results and implement the project efficiently?
2. Describe the systems and approaches to be used for managing:
 - funds/finances;
 - personnel;
 - procurement of goods and services; and
 - other functions required to implement the project.



(Kindly include any coordination arrangements)

VI. PARTNERSHIPS

The Caribbean Observatory on SRHR should remain independent while brokering partnerships. Partnerships are essential for support and sustainability. There will be different types of partnerships around the Observatory. For your proposal, please use the following as a guide:

1. List all the entities for which linkages will be developed and retained in delivering this project, and describe the nature of your organisation’s relationship with them (where necessary, hierarchical or management relationships, chapters or affiliations, sub-contractors, local partners, etc.)

(Please include all types of partnerships)

VII. RISK ANALYSIS AND MITIGATION

Potential sustainability risks in establishing the Observatory on SRHR must be assessed/anticipated to determine mitigation actions. The sustainability risks and plans for mitigation should be part of a wider action plan for sustainability which will need to be developed from the very beginning of the establishment of the Observatory and this will be part of the criteria expected of the CSO selected to house the Observatory.

(Please complete the table to include where applicable, any political, social & economic, financial, environmental and sustainability risks perceived)

RISK	RISK RATING (Likelihood Impact eg. Low, medium, high)	MITIGATION STRATEGY

VIII. SUSTAINABILITY PLAN

As part of the sustainability plan, the human, financial and other resources needed to run the Observatory annually will need to be mapped out and a determination made as to the type of model to be adopted to acquire funding. A resource mobilisation framework needs to be developed as part of the broader sustainability plan. Sustainability will also depend on the buy-in coming from across the region and the perceived need and effectiveness of the Observatory.

Respondents from the key informant interviews outlined that the funding options of the Observatory that need to be explored should be seamless opportunities that do not result in the need for funding to be solicited all the time. Embedding it within certain structures as well as aligning it with learning institutions should also be considered to ensure its sustainability while preserving its independence. With this in mind:

1. What is the nature of the funding source that will be explored to ensure the project’s long term survival?
2. How well will the project be rooted in the community?
3. How will the project be sustained after the Spotlight Initiative has ended?
4. How will the human resources be sustained after the project has ended?
5. How will the organisation be sustained over the long term?

(Please include: financial, human resources, community, organisational)



IX. MONITORING APPROACH

The Observatory will map out core benchmarks at the different levels (impact, outcome, output) that are comprehensive, measurable, realistic and relevant and respond to SRHR priorities and issues in the region, and use these measurements to report on progress periodically. With this in mind, use the following questions as a guide to develop your monitoring approach:

1. How will the project be monitored and evaluated?
2. What benchmarks will be used to determine achievements?
3. Identify the level of effort and budget required to complete monitoring activities over the life of this project.
4. What methodology will be used?
5. What resources will be responsible for undertaking monitoring activities (in-house, contracted, shared, etc.)?

(Briefly outline the monitoring activities)

Please submit this completed *Application Form for Proposals* together with the following:

- Evidence of established management structure (i.e. organogram/ organisational 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**
- Past annual financial statements **is required**