**CALL FOR EXPRESSIONS OF INTEREST (EOI)**

**Capacity Building Grants for Networks to Counter Human Trafficking**

**USAID Hamro Samman Program**

**Summary of the EOI**

Winrock International seeks umbrella, membership-based organizations, groups or federations interested in building their capacity and the capacity of their existing network members to improve efforts to counter human trafficking. Winrock International is providing grants and technical assistance to build operational, organizational and technical capacity to reduce the incidence of trafficking in persons through cost reimbursable grants to interested and qualified non-governmental organizations (NGOs), CBOs, private sector or non-profit federations and CSO Network Hubs that express their interest to improve their and their members organizations’ capacity with the ultimate goal of preventing trafficking and sustaining the services into the future.

1. **Background**

Winrock International’s Hamro Samman project is a five-year program funded by USAID to reduce the prevalence of trafficking in persons (TIP) in 12 strategically selected districts of Nepal by:

* Strengthening national and local Government of Nepal (GON) efforts to combat TIP
* Improving Civil Society Organization (CSO) advocacy and engagement to address TIP and
* Increasing private sector partnerships (PSPs) to service TIP survivors and at risk populations.

Winrock International is seeking Expressions of Interest (EOI) from civil society organizations and federations interested in building their capacity and working with the Hamro Samman program. The selected organizations shall participate in an Appreciative Inquiry Assessment, Organizational Capacity Assessment; and Organizational Performance Index Assessment. Hamro Samman will support the development of action plans, which will address capacity, advocacy, and communications gaps to improve member outreach and sustainably. Winrock International will provide training, targeted technical assistance, grants and financial resources to increase the recipient’s ability to expand their reach and effectiveness.

1. **Geographical Focus**

Organizations can work at the national or subnational level and must have activities/members in two or more of the following 12 districts in two regions: western Terai: Kailali, Banke Bardiya, Dang Kapilvastu; and around Kathmandu: Dhading, Kavrepalanchok, Sindupalchowk Makwanpur, Nuwakot, and Rasuwa.

1. **Capacity Building Grants for Networks to Counter Human Trafficking**

The goal of the Capacity Building Awards is to build the capacity of national, regional and district level membership and umbrella organizations so that they can increase their impact, reach and sustainability.

Areas for capacity development will vary based on organization’s need, but may include:

* Financial and administrative management
* Organizational structure, processes, policies and procedures
* Technical capabilities such as:
  + Advocacy Skills
  + Improved quality of services to members
  + Communications materials to members to understand the law, policies, standards and services (such as safe migration materials)
  + Training to members on advocacy to and participation in local-level government committees to counter human trafficking
  + Monitoring and reporting on district and community-level policies
  + Ability to review government policies and report on those policies
  + Improved expertise in an issue related to human trafficking
* Monitoring and evaluation (M&E),
* Network strengthening and collaboration among other organizations, the GON, and the private sector
* Communications and public awareness raising on issues related to trafficking
* Work with the media, including community radio, for improve reporting and information dissemination
* Data management and analysis
* Others

Winrock International invites Expressions of Interest (EOI) from interested and experienced local organizations, based on following eligibility and selection criteria.

# Instruction to the Applicants

**1. Eligibility**

This EOI is open to all networks, membership-based organizations, and federations interested in human trafficking prevention, protection and prosecution and interested in improving their operational, organizational and technical capacity to reduce the incidence of human trafficking in Nepal.

In addition, grant recipients must be:

* Organization NGOs, CSOs, federation or associations working in **two or more geographic districts listed above**. Preference will be given to Nepalese groups managed by and governed by individuals who are citizens and lawful permanent residences of Nepal.
* The applicant organization should be a legally constituted organization with a valid registration in the respective authority of government of Nepal.
* Applicants on any suspended or banned vendors’ list are not eligible for the EOI.
* Willing to make the investment of their time and efforts necessary to build their capacity and partner with Winrock International in this effort.
* Have the capacity to carry out quality analysis, implement sustainable activities that reduce the prevalence of trafficking in person through prevention, persecution and protection.
* Demonstrate interest in building and strengthening own organizational and financial system through cost share if and when needed.
* Demonstrate sound basic organizational management abilities by meeting minimum standards after undergoing an organizational assessment.
* Be willing to revise and update their own organizational policies and procedures as appropriate.
* Dedicated staff available for training and working on any changes necessary such as organizational improvement activities.
* Organizations supporting at risk populations and victims of trafficking preferred.
* Organizations providing advocacy, public awareness and/or service provider functions in trafficking and providing support for livelihoods and employment generation preferred.

**2. Scope of Work**

The primary scope of work in this EOI is to deliver capacity building activities to the organizations working in the sector of human trafficking.Detailed scope of work will be provided to the applicants who are shortlisted for the proposal process.

**3. EOI Documents**

Applicants are expected to go through the instructions and model formats of necessary EOI documents. Failure to comply with the given instruction shall be at the applicant’s risk and may affect the evaluation of the EOI. Winrock International’s Nepal Office shall respond to the applicant’s question by email. Applications should be submitted electronically by email to: [Hamro.Samman@winrock.org](mailto:Hamro.Samman@winrock.org)

**4. Preparation of EOI**

The EOI, all related documents and correspondence shall be written in professional English. WI shall not bear any costs incurred in the preparation and submission of the EOI.

**5. Required Documents**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Documents** | **No of copies** |
| **Eligibility for Participation** | 1. Cover Letter in organization’s authentic letter head 2. A one-two page/s information explaining why you are interested to invest your time and efforts on this project. 3. Organization’s Profile 4. Applicant’s Previous Work Experience 5. A copy of organization’s registration and renewal certificates (notarized) | 1 each |

**6. EOI Selection and Evaluation Process**

Submitted EOI will be reviewed against the basic eligibility criteria listed above. The top organizations will then be invited to submit a full proposal.

**7. EOI Submission**

Please send one set of your original hard copy of the EOI to Winrock International, Devkota Marg, Mid-Baneshwor, P.O. Box 1312 Kathmandu. Electronic copies should be sent by email to [Hamro.Samman@winrock.org](mailto:Hamro.Samman@winrock.org). The deadline for submission of the EOI is 4pm on Wednesday 30th August 2017 (Nepal time). Late submission of EOI documents will not be accepted. Canvassing at any stage of the process shall lead to automatic disqualification of the application. Applicant organizations which have not been successful at the EOI stage will not be considered for the next stage, Winrock International reserves the right to accept or reject any or all applications without assigning any reason.

# Attachment # 1

1. **Format of Cover Letter**

Date:

**TO: Winrock International, Hamro Samman Program**

**Devkota Marga, Baneshwor, P.O. Box 1312, Kathmandu, Nepal**

Dear Madam/Sir,

In response to the Request for Expressions of Interest (EOI) from Winrock International, Hamro Samman Program (Ref.: Capacity Building Grant for Networks to Counter Human Trafficking), *Name of the Organization (Full Name)* submits the completed documents as a competent bidder to build operational, organizational and technical capacity for improved activities to reduce the incidence of trafficking in persons. *Name of the Organization* works in (name of districts) districts of Nepal.

We hereby declare that all the information and statements submitted in this EOI are true and accept that any misinterpretation contained therein may lead to our disqualification. We agree to abide by all the rules and regulations of Winrock International and USAID.

We commit ourselves to provide a detailed proposal and required documentation within the given timeframe if our EOI is selected.

(Office Stamp)

*Signature ……………………………………………………*

*Name …………………………………………………..……*

*Position ……………………………………………………..*

*Organization name …………………………………………*

*Telephone ……………………………………………………*

*Email address ………………………………………………*

1. **Attachment # 2**
2. **Format of Organization’s Profile**

|  |  |
| --- | --- |
| 1. **Name of Organization:** | |
| 1. **Address of Organization:** | |
| Province /Developmental Region: Zone: | |
| District:  Municipality/Rural Municipality: Ward No: | |
| 1. **Focal Contact Information:** | |
| Name: | Position: |
| Email: | Alternative email: |
| Mobile: | Telephone: |
| 1. **Date of Establishment:** *mm/dd/yyyy* | |
| 1. **Organization’s PAN/VAT number:** | |
| 1. **Organizational type:** *(please circle an appropriate.)* | |
| For Profit organizations: 1. Research Institution 2. Private company | |
| For Non- profit organizations: 1. Research Institution 2. NGO  Others (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. **Total number of Staffs in Organization:**   No. of Full-time Staff:  No. of Part-time Staff: | |
| 1. **Annual Turnover of past 5 years:**   Year …….:  Year ………  Year ……..  Year …….  Year …….. | |

1. Describe your network or membership base (other organizations, formal partnerships, etc.) with whom you are currently working?
2. What are the capacity development priorities for your organizations? What are the priorities for your network?
3. What is your organization’s mission, goal and objectives? Briefly describe its main areas of work (maximum 150 words)
4. What changes have you made to improve your organization? Please explain.
5. What is your organization’s 5 year goal?
6. Can you describe three of your organization’s strengths
7. Can you describe three of your organization’s weakness and how would you improve those weakness
8. How much are you planning to invest in organizational and professional development in the next 5 years?
9. Are you willing to provide some cost share to improve your organizational capacity?
10. Do you have internal audit and monitoring team exist within organization with specific TOR?
11. How are your transactions recorded and reported?
12. Are time sheets used to record employee’s time charges?
13. Does your organization have written operating policies, procedures and manuals? Briefly describe your approved procurement policies and procedures

**Attachment # 3**

1. **Format of Applicant’s Previous Experience**

The applicant is required to submit a brief description of relevant project or activities implemented by the organization during the past 5 years’ period. Please fill out the following table and attach separate sheet for each project.

|  |  |
| --- | --- |
| **Project Title:** | |
| **Country**: | **District**:  **Zone** : |
| **Name & Address of the Client**: | **Duration of the project**: |
| **Total Budget of the project**: | **Geographical coverage**: |
| **Start Date (month/year):** | **End Date (month/year):** |
| **Narrative Description of Project:** | |

***\* Please attach copy of work / completion certificate for each project.***