



USAID
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Global Civil
Society Strengthening



REQUEST FOR PROPOSALS

The GARIMA Program announces its request for proposals (RFP) from registered national-level organizations. Counterpart International and IFES, two international NGOs based in Washington, DC, are implementing a Rule of Law and Reproductive Health program supported by USAID in Delhi and National Capital Region (NCR). Counterpart, with the financial support of USAID, is implementing a program in some specific sectors. The goal of the GARIMA Program is to enhance the ability of women and men in the community to promote the dignity of girls and women and to increase their access to justice and development.

Applications are invited only from NGOs that have a permanent FCRA number and 7-10 years experience in one of the following Sectors/areas:

1. To mobilize urban youth members of National Service Scheme(NSS) in Delhi/NCR and sensitize them for combating adverse sex ratio so as to: reduce sex selection and sex determination; enhance dignity of the girl child; and prevent violence against women. The project should aim to use NSS as a vehicle for multiplying advocacy efforts among urban populations of Delhi/NCR through the sensitization of NSS Program Officers and student members as Peer Educator Volunteers to advocate against sex selection and promote the dignity of the girl child. The project must enhance the awareness level, perceptions and attitudes of urban youth in Delhi/NCR on existing discriminatory practices. It must also aim to integrate the issue of dignity of the girl child and sex selection in their ongoing and future activities. Please note that only NGOs based in Delhi or Jaipur may apply for this grant.

2. To mobilize urban communities - namely men, women and youth, community leaders, students and health care providers - in Delhi/NCR to become responsible for combating adverse sex ratio so as to reduce sex selection and sex determination and enhance dignity of the girl child and prevent violence against women. Activities will be conducted to sensitize and equip the above-mentioned stakeholders with the knowledge to assist in:

- Implementation of the Pre-conception and Pre-natal Diagnostic Techniques (PC & PNDT) Act, 1994;
- Prevention of Women from Domestic Violence(PWDV) Act, 2005;
- Prohibition of Child Marriage (PCM) Act, 2006;
- Promote reproductive health issues in the rights-based framework enhancing greater sensitivity towards the dignity of girl child and also female victims of violence in the Delhi/NCR.

Proposed activities would aim to mobilize community leaders/students/ men and women of the community to prevent domestic violence and assist in implementing the aforesaid laws through legal literacy and sensitization of various stakeholders through community platforms. Please note that only NGOs based in Delhi may apply for this grant.

3. To work with Rajasthan state legal services authority (SLSA) to build its capacity on issues of violence against women, health and legal counseling services, and knowledge of the PC & PNDT Act, PWDV Act 2005, and PCM Act. Activities will focus on strengthening the legal systems through capacity building for legal service authority members so that they are able to mete out justice to women, especially as it pertains to the three Acts. Please note that only NGOs having their offices in Jaipur may apply for this grant.

Proposals should be submitted in accordance with the proposal structure of the application form and with strict consideration of the page number limitations.

Unsuccessful applicants will be notified of the selection committee's decision in writing.

Each grant will be formalized by a grant agreement between Counterpart and the successful applicants, in which the terms and conditions, as well as obligations of the parties will be outlined. Allowable costs under this grant may include: activities, monitoring and evaluation, core administrative expenses, core staff wages, and advocacy initiative project costs in line with the mission of the organization.

Applying NGOs need to list their three largest grants in the past year, their values in USD/INR, and the funding source.

SELECTION CRITERIA

The selection committee will evaluate all proposals based on the following criteria:

1. Organizational Profile.....	10%
1.1 Relevant experience of the organization and staff capacity	10%
2. Project Description	70%
2.1 Problem description and justification	10%
2.2 Project Implementation and expected outcome	30%
2.3 Project Management and Monitoring.....	20%
2.4 Project sustainability	10%
3. Budget (Justified expenses).....	10%
4. Gantt Chart/Logical Framework Analysis (Justified activities/timeline).....	10%
TOTAL.....	100%

Proposals that do not fall within the guidelines described in this RFP will not be considered.

Regarding questions on the Request for Proposals, please contact us via telephone: +9194140 56286 / +91 9810305268. We suggest that you submit your written questions relevant to this RFP to GarimaRFP@counterpart.org by April 6, 2010. Answers to enquiries will be issued to all applicants.

Complete electronic applications must reach Counterpart by April 15, 2010 via email at GarimaRFP@counterpart.org.



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PROJECT GARIMA

Proposal Format

1. Name of the Organization

2. Address (*city, address, phone, fax and e-mail*)

3. Contact Person (*name , title, phone, e-mail*)

4. Project Title

5. Project Duration

6. Project Implementation Location (*State/District/Block/Village*)

7. BUDGET:

- Budget Requested
- Organization's Contribution (*INR & USD*)
- Total Project Budget (in Rupees & USD(*Organization's contributions+ Budget Requested*))

I. EXECUTIVE SUMMARY (1- PAGE)

II. THE PROPOSAL NARRATIVE:

1. BACKGROUND (1PAGE)

- Describe the background of the issue and the work supported by IFES/USAID for the past five years in your intervention areas (Mention the new areas for program expansion and replication proposed under this project).

2. ISSUE/PROBLEM STATEMENT AND JUSTIFICATION (1 PAGE)

- Present the specific issue/problem(s) to be addressed by the proposed project
- Provide justification for the significance of the problem (e.g.: quantitative/qualitative evidence, assessment of needs).

3. PROJECT GOAL

4. PROJECT OBJECTIVES

III. PROJECT IMPLEMENTATION (2 PAGES)

- Activities Planned (*Including Strategies and Interventions*)
- Prepare and attach the project Work Plan indicating all project activities in a timeline format. (See attached format)
- Indicate the number of direct beneficiaries/people affected by this project (*also explain data source or calculation method*)

- Describe the process of coordination and/or collaboration with other organizations example local authorities, school/colleges, NGOs, media and other possible service delivery systems available in the project area.

IV. EXPECTED RESULTS (*both Quantitative & Qualitative*)

- Also identify indicators to measure the impact of the project and its success for meeting proposed project goals.

V. PROJECT MANAGEMENT AND MONITORING (2 PAGES)

- Describe how the project will be managed, operated and monitored.
- Indicate project monitoring methodology, data collection, and data analysis methods.
- Attach Project Personnel Chart.
(*Note: Organizational chart, short summary résumés, and short job descriptions of key personnel should be provided with the proposal.*)

VI. PROJECT SUSTAINABILITY PLAN

- Indicate how the organization will conduct fundraising for additional funds during the total grant period and beyond to continue its work from other sources e.g. other donors, government, private business donations etc.

VII. IDENTIFICATION OF EXISTING AND ANTICIPATED CONSTRAINTS/

RISK FACTORS

VIII. INSTITUTIONAL CAPACITY (with relevance to proposed project)

IX. PAST PERFORMANCE

- Applying NGOs also need to list their three largest grants in the past year, their values in USD/INR, and the funding source.

X. BUDGET NARRATIVE (2 PAGES)

- Describe each item in the budget, providing details on how calculations are made (how you arrived at the figure shown in the budget).

Note: Complete attached BUDGET SUMMARY FORM (in Excel format).

XI. List of ATTACHMENTS to the PROPOSAL

1. Budget (Attachment A)
2. Staffing Table (Attachment B)
3. Work Plan (Attachment C)
4. Key personnel short résumés and job descriptions.
5. Project Personnel Chart.
6. Organizational Chart.
7. Registration Details of the Organization (certificate copy to be attached), Memorandum of Understanding, FCRA (copy to be attached).
8. Most recent financial audit report of the organization, FC3 (latest FC3 submitted to GOI).

ATTACHMENT A: Budget Format

Implementing Partner

CODE	BUDGET CATEGORY	Unit	Cost per Unit	Requested Amount from Applying Organization	Contributions	Total
0100	PERSONNEL (salaries) GROSS:					
0101						
0102						
	<i>Subtotal</i>					
0200	ADMINISTRATIVE EXPENSES					
0201						
0202						
	<i>Subtotal</i>					
0300	PROGRAMATIC EXPENSES					
0301						
0302						
	<i>Subtotal</i>					
0400	EQUIPMENT / FURNITURE:					
0401						
0402						
	<i>Subtotal</i>					
0500	TRAINING / CONSULTATION:					
0501						
0502						
	<i>Subtotal</i>					
	GRAND TOTAL					

Note: Please ensure a detailed justification/explanation is included for each line item in the Budget Narrative

PROJECT DIRECTOR :

ACCOUNTANT :

DATE:

ATTACHMENT B: Staffing Table

STAFFING TABLE

For all funded personnel

Name/Surname	Position	Duration of Contract (month/s)	Salary per month Paid under this Project	Total

ATTACHMENT C: Workplan

Project Period		Month				Month				Month				Month				Month			
Activity Description	Responsible Staff	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

Instructions

- List the proposed activities and their responsible person(s) to ensure implementation of the project
- Shade or check the boxes to indicate in which weeks the activity will be undertaken
- Make sure that the dates and activities match those included in the project proposal

Organization _____

Name _____ Signature _____

Position _____

Date _____ .

Late submissions will not be accepted.