# Application Form

# Strong Cities Network: eAST & sOUTHERN aFRICA rEGIONAL huB

* **Organisation:** Institute for Strategic Dialogue gGmbH (ISD Germany)
* **Contract type:** Tender
* **Reporting to:** SCN Head of Global Engagement
* **Location:** East and Southern Africa
* **Date of issue:** 7 September 2022
* **Preferred Start Date:** 17 October 2022.
* **Duration:** 34 Months
* **Tender Amount:** up to €339,150.00 for staff time only; management of direct costs up to an additional €579,080.00 for regional activities agreed with the SCN Management Unit

**Submission Guidance**

All applications must be submitted electronically in English and include the following documents. Applications not containing all four documents will not be considered.

**Technical Response (to be sent in a separate file to the Financial Response) with the following sections:**

* Executive Summary
* Organisational Capacity
  + Response to the Scope of Work
  + Financial Management Capacities (this is fine to be separate from the Financial Proposal)
  + Organisational Processes, Policies and Guidelines
* Relevant Institutional Experience (I suggest asking for 3 examples, not 3-5)
* Strategic Approach and Workplan
  + Strategic Approach
  + Workplan
  + Risks
* Added Value and Sustainability
* Security and Duty of Care
* Presentation of Key Personnel (Quality of Personnel)- 3 CVs responding to the key positions outlined in the RFP.
* Any other relevant documents (Optional)

**Financial Response (to be sent in a separate file to the Technical Response) with the following sections:**

* Budget in the provided template
* Budget narrative
* Copy of the organisation’s registration documents
* Copy of latest company accounts

This proposal template outlines the information required of a candidate organisation’s application. Applicants are encouraged to be concise and note that maximum word count limits have been set for every section. Hand written applications will not be accepted.

All applications **must** be submitted in the following template in order to be eligible.

Please ensure that:

* All pages are numbered, including annexes
* All documents are formatted to A4 paper
* All Microsoft Word Documents are single-spaced, Times New Roman, 12pt font
* All documents must be submitted in English
* All documents must be submitted as .pdf files

Application forms and budgets must be submitted to [grantsteam@isdglobal.org](mailto:grantsteam@isdglobal.org) before 23:59 BST on Monday 30th September 2022.

## Project and Applicant Details

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Project Title** |  |
| **Location** |  |
| **Requested Amount** |  |
| **Duration of Project** |  |
| **Point of Contact Name** |  |
| **Point of Contact Email** |  |
| **Point of Contact Phone Number** |  |

Technical Responses should be no more than 25 pages, accounting for the word limits provided for each section. ISD reserves the right to not read applications exceeding this limit. Applicants may submit supporting documents of any length, but essential information should be provided in the main technical response unless specified otherwise.

Financial responses should be in the format specified.

Technical and Financial responses will be assessed separately.

## Technical Response (to be sent in a separate file to the Financial Response)

### Executive Summary (400 words maximum)

Please provide a summary of your proposed project.

This should include a concise summary of the aim, objectives, key activities and intended results of your proposed project, alongside a brief description of how the organisation is best suited to lead this work and achieve its intended impact.

### Organisational Capacity

#### Response to selection criteria (1,500 words maximum)

Briefly describe the institutional capacity of your organisation. This should include a response to the selection criteria:

* Experience of developing partnerships with local and national government stakeholders and civil society organisations;
* Experience and active engagement in local-level extremism, hate and polarisation prevention in the region;
* Knowledge of relevant regional, national and local P/CVE frameworks, strategies and structures;
* Demonstrable expertise and capacity to work in at least one of the relevant local languages;
* Strong project management skills, as evidenced by the successful delivery of projects and grants;
* Experience in managing grants worth between €100,000.00 – €1,000,000.00
* Strong training, facilitation and train-the-trainer expertise;
* Bidder has experience working with EU funding and understanding of EU grant and procurement guidelines;
* Knowledge of existing SCN capacity building engagement in East and Southern Africa;
* Already existing relationships with local governments and civil society organisations in the three regions.

#### Financial management capacities (500 words maximum)

Please demonstrate your organisation’s ability to manage budgets up to €1,000,000.00 in order to give confidence in your capability to manage such a level of funding, if required to. Set out how you will ensure that funds provided by the SCN/ISD will be managed responsibly and transparently, with full accountability to SCN/ISD and our donors as required. Applicants should set out their policies for avoiding financial misconduct, fraud or corruption in relation to this potential award from the SCN.

#### Organisational processes, policies and guidelines (750 words maximum)

Please describe your organisation’s processes and policies that will make it compliant with all relevant EU regulations. Please also share other essential policies and guidance on issues such as human rights, gender and diversity, capacity development, conflict sensitive approaches and do no harm principles.

### Relevant Institutional Experience

Please list a total of three relevant project to demonstrate the breath of your organisation’s network and experience which will allow you to successfully carry out the tasks outlined in this tender. Please include the name of the project, value of the award, granting authority (donor), implementation period and a short description (no more than 250 words) of the project. Do not include projects that have been completed more than three years ago.

### Strategic Approach and Workplan

#### Strategic approach (2,000 words maximum)

Please provide a description of your organisation’s approach that will allow the SCN to best position itself to serve the needs and priorities of cities, facilitate peer leaning, elevate city voices in national/regional/global frameworks, and build partnerships and synergies with relevant local organisations, national stakeholders and multilateral organisations. This should prioritise ESA Regional Hub engagement efforts in during the duration of this project. It should include the following sections:

1. **Background (⁓15%)**

This section should provide a short overview of the SCN and its work in the ESA region. It should include:

* The SCN’s mission, objectives and fundamental principles;
* The SCN’s ESA portfolio, including:
  + An overview of the SCN’s membership in the region; and
  + Short overview of the SCN’s deep-dive work in the region, mainly through its multi-stakeholder engagement, Local Partnership Grants and Online Extremism mapping and the implications this work has for regional engagement.

1. **The threat environment (⁓25%)**

This section should present key threats and risks associated with extremism, hate and radicalisation experienced by the region. Guiding questions include:

* Overview of challenges and drivers that lead to extremism and hate;
* Overview of the regional extremist and hate landscape (for example, what are the most prominent forms of extremism, hate groups, far-right/left, foreign terrorist fighters, returnees, (re-)integration, polarising political issues, threats to social cohesion, etc.).
* Which of these issues do you believe are the greatest priorities for cities in the region? (E.g. what are the three topics cities would be most interested in that the SCN should consider including in at least one of the regional workshops, or in a regional webinar series?)

1. **Effective and Sustainable Regional Engagement (**⁓**60%)**

This section of the brief should outline your views on how the SCN, through its ESA Regional Hub, should strengthen its regional city engagement to ensure it is viewed as a credible partner for local governments in facilitating networking and sharing of good practices among cities, providing tailored support and elevating their voices in national, regional and multilateral fora. Questions that should be addressed in the section are:

* What is the role of cities/municipalities/local governments based on current national P/CVE strategies in the region? Are municipalities generally aware of this role? Does their role reflect the SCN’s vision on the role of municipalities?
* Are cities/municipalities/local governments generally engaged in P/CVE? What do you believe will be SCN’s key challenges to establish strong relationships with cities on these issues? What are some of the incentives that the SCN can leverage for engagement?
* List at least 6 municipalities from the region that your organisation believes the SCN should prioritise for engagement. Key things to consider are the city’s risk profile, current leadership, and already existing P/CVE good practices. Please provide reasons for your city choices. You can select municipalities which are already part of the SCN or have had no previous relations with the network.
* What are the main P/CVE resource and capacity gaps that cities have which can be addressed by the SCN through the Technical Support Fund?
* Who are the key stakeholders in the region working on P/CVE and related issues that the SCN should engage with? Consider the key national level bodies/agencies/departments are leading counter-extremism efforts per country, as well as key international organisations, multilateral initiatives and CSOs/thinktanks.

#### Workplan (1-page maximum)

Please provide an overall workplan for your project based on the deliverables and milestones mentioned in the RFP. Using a table / Gantt chart format, please list the following for each project activity:

* Very brief description
* Estimated dates of activity
* Milestones

#### Risks (1-page maximum)

Please list out the challenges and risks your organisation anticipates in relation to this potential award, and the steps you will take to mitigate these.

### Added Value & Sustainability (750 words maximum)

Please demonstrate how your organisation is well placed to integrate within the SCN global engagement framework and manage the SCN ESA Regional Hub. Reflect on your organisation’s (1) existing work, (2) proposed approach and (3) how this would add value to the SCN Management Unit.

Moreover, how does your organisation envision cooperation with the SCN Management Unit to ensure the effectiveness and sustainability of the ESA Regional Hub? This is in relation to (1) ensuring sustainability of the core functionalities of the Hub beyond this project implementation period, and (2) moving beyond the core work of the Hub and delivering additional local programming based on city needs and SCN Management Unit competencies.

### Security and Duty of Care (500 words maximum)

Please detail your approach to security and duty of care for staff, contractors and beneficiaries/clients. As organisations will have a role in supporting SCN/ISD in managing security and duty of care for their staff and contractors on official business in areas supported by the Hub, your organisation should also indicate how it will support ISD to understand security risks in those locations.

### Presentation of Key Personnel (Quality of Personnel)

outlined above. In addition to the essential and desirable requirements listed, the SCN expects the applicant to allocate 100% of time of three staff members, or equivalent, to service the key functions of the ESA Regional Hub. The SCN envisions that the three staff position wound include:

* **Head of Regional Hub**: this role will be responsible for overall management of the Regional Hub, overseeing its engagement with cities, partners, the SCN Management Unit’s Central Team, and providing strategic and managerial support for delivery of activities like the regional workshops and needs assessments.
* **Programmes Lead:** this role will build relationships with new member cities and strengthen relationships with existing ones through sustained engagement and communication. The Programmes Lead will support with practical deployment of the technical support fund, populate regional pages of the SCN website, and support the Hub Lead and Network Officer with delivery of large-scale activities like the regional workshops.
* **Network Officer:** this rolewill provide outreach and engagement support to the Head of Regional Hub, supporting with identifying and on-boarding new city members. The Network Officer will also support with collecting data for the capacity and needs assessments, and will provide logistical support for the delivery of regional activities and the involvement of key cities in the region in global SCN and multilateral partner events.

The SCN requests the bidder to provide three CVs (no more than 2 pages), including contracts of already existing staff or letters of intent. However, the SCN is open to proposals with different staffing allocations that equally reflect the total effort of contribution mentioned at the start of this paragraph.

Please provide the CVs and relevant supporting documentation of employment or intent as annexes to your technical response.

### Any other relevant documents (Optional)

In case your organisation wants to provide any additional relevant details, or supporting documents, that will aid its proposal, please add them as an annex to your technical response. The responses cannot exceed the total number of pages allowed for this proposal.

## Financial Response (to be sent in a separate file to the Technical Response)

### Budget in the provided template

For this grant, the SCN has a maximum budget of €339,150.00 for staffing, with additional direct costs for regional activities of up to €579,080.00 which are expected to be managed by the successful applicant. Specifically, this includes the financial management of at least five regional workshops (up to €295,000.00 total maximum), the SCN regional technical support fund (up to €174,080.00 total maximum), and other direct costs including local travel (up to €110,000.00 total maximum).

**For this submission, we request applicants to submit a budget outlining staff costs only, up to a total of €339,150.00.** Applicants should allocate staffing across the 34-month period at sufficient levels to provide consistent engagement and outreach to fulfil the objectives of the Regional Hub and deliver against the SOW. Applicants should not include direct costs associated with the delivery of activities, since these are currently held by the SCN. Upon selection of the successful applicant, the SCN will determine the exact direct cost total which will be included in the contract value, with the expectation that these direct costs will be administered by the selected partner. Estimated maximum values for these direct costs are outlined in the paragraph above.

Included with the RFP advertisement, you will find an “ESA Regional Hub\_Budget template” file which should be used to present your organisation’s budget proposal for this opportunity and added to your Financial Response as an annex.

### Budget narrative (1,000 words maximum)

Please provide detailed explanation of each line item in the proposed budget. As mentioned above, this should include description of the staffing and local travel allocation proposed by your organisation.

### Copy of the organisation’s registration documents

Please provide a copy of your organisation’s registration documents as an annex to your financial response to confirm your eligibility as a legal entity.

### Copy of latest company accounts

Your organisation should provide their latest bank statements and latest audited accounts to demonstrate their capability to manage grants of between €100,000 to €1,000,000. Descriptions of individual transactions may be redacted for reasons of confidentiality or security, at the applicants’ discretion. This documentation should also be added as an annex to the financial response.

The point of contact at ISD is **grantsteam@isdglobal.org.** Please submit any questions by 21st September 2022.