**EOI Application Form**

**Please ensure the following documents are included in your application:**

1. Completed application form
2. Completed Annex A – Details of past programmes
3. Completed Annex B – Budget summary
4. Audited consolidated financial reports for the years 2023, 2022 and 2021
5. Copies of legal registration in Kenya
6. Organisational organogram
7. **Organisational Information**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Date of Establishment**  |  |
| **Annual Programme Budget Over the Last Two Years (USD)**  | **2022** | **2023** |
|  |  |
| **Number of Full-Time Employees** |  |
| **Headquarter Address**  |  |
| **Number of Field Offices**  |  |
| **Website** |  |
| **Social Media Accounts** |  |
| **Contact Person** | **Name** |  |
| **Position** |  |
| **E-mail Address** |  |
| **Phone Number** |  |

1. **Programme Information Summary**

**Please note the information listed in the table below is fixed and non-negotiable at this stage.**

|  |  |
| --- | --- |
| **Programme Title** | **Kenya Community Engagement and Resilience Programme (KCERP)** |
| **Duration (months)** | **36 months** |
| **Geographic Location(s)** | **Phase 1: Lamu, Tana River****Phase 2: Mandera, Marsabit, Wajir** |
| **Preliminary Funding Request (USD)**  | **1,400,000 EUR**  |
| **Programme Objective** | **The resilience of the communities and women and men in all their diversity at risk of suffering from (or being engaged in) violent extremism is strengthened** |

**PART 1 – PROPOSED PROGRAMME CONCEPT**

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| 1. **Knowledge and Understanding of PVE**
 |
| **In the proposed geographic location(s), what are three key issues driving recruitment and radicalisation in the selected communities?** |
|  |
| **What other PVE initiatives are underway in these areas and how will you coordinate to ensure complementarity?**  |
|  |
| **What experience / expertise do you have of PVE programming?** |
|  |
| 1. **Programmatic Approach**
 |
| Please describe **how** you will identify potential recipients of sub-grants. |  |
| What are the top three risks within your control that you foresee, and how do you plan to mitigate them?  |   |
| How will you ensure conflict sensitivity and safeguarding of programme stakeholders?  |   |
| How will gender and social inclusion be addressed in the programme?  |   |

**PART 2 – ORGANISATIONAL CAPACITY**

**Please note it is not obligatory that the documents mentioned here are already developed/ in place. The questions seek to identify where your organisation may need further support from GCERF.**

|  |  |
| --- | --- |
| **Does your organisation have a Strategic Plan?  (What period is covered?)**  |   |
| **What external evaluations has your organisation undergone in the last three years? (Include programme covered and name of evaluation agency)**  |   |
| **Do you have a written policy or guidelines covering the areas below?**  |   |
| Gender, Diversity, Social inclusion   | Child Protection and Safeguarding   | Whistle-blower   | Monitoring and Evaluation   | Security Management  | Communications  |
|  |  |  |  |  |  |

**Financial Management**

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| --- | --- |
| **Number of Finance Staff**  |   |
| **Do you have a written policy or guidelines covering the areas below ?**  |   |
| Accounting and financial reporting  | Budget & Cash management  | HR management  | Procurement of goods and services  | Fraud, bribery, corruption  | Conflict of Interest   |
|  |  |  |  |  |  |
| **Who were the three largest donors of your organisation (total value of signed contribution)?** |
| **2021 (Name)** | **(USD)** | **2022 (Name)** | **(USD)** | **2023 (Name)** | **(USD)** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**Grant Management**

|  |  |
| --- | --- |
| **Please describe your experience of being a Consortium lead**  |   |
| **Describe the capacity building you have provided to partners**  |   |
| **Do you have a written guidelines that address the areas below ?**  |
| Identification and selection of partners  | Contracting mechanism of partners  | Capacity development of partners   | Operational management of partners (M&E)   | Financial management of partners   |
|  |  |  |  |  |

**Declarations in support of application for the role of Principal Recipient**

If your organisation is selected as a Principal Recipient, you will be expected to:

* Identify community-based organisations (CBOs) in the target counties listed in the Call for EOIs;
* Make at least 20 sub-grants to these CBOs (in several tranches – not simultaneously) for up to 60,000 Euros per organisation (1.2m Euros total); and
* Undertake monitoring activities.

By signing this document, you confirm:

* That the information provided is correct to the best of your knowledge;
* Your organisation acknowledges and is able to accept the role of a Principal Recipient;
* Your organisation is willing to act as the lead on-the-ground implementer of an EU-funded programme and has or will register in the PADOR database of the European Commission and confirm to GCERF their registration number.

Registration can be done via: <https://wikis.ec.europa.eu/pages/viewpage.action?pageId=33522282#Chapter2-Howtoregisteryourorganisationine-CallsPADOR?-Chapter2HowtoregisteryourorganisationineCallsPADOR?-2.1Log-intoe-CallsPADORwithyoure-mailaddress>

* You have read and agree to comply with the terms described in the GCERF code of conduct.

|  |  |
| --- | --- |
| **Name**   |    |
| **Designation/Position**   |    |
| **Organisation**   |    |
| **Signature**   |        |