Women Deliver 4th Global Conference Regional Caucuses

Request for Applications

Issue Date: 13 December 2015

Due Date: 17 January 2016*

Closing time: 11:59 p.m. Eastern Standard Time

*Applications will be considered on a rolling acceptance deadline. Applications submitted after 17 January 2016 will not be considered.
Background and overview of program

Multi-stakeholder collaboration and a vibrant civil society advocating for increased investment and accountability by decision-makers is essential to realize the post-2015 agenda in low- and middle-income countries. This includes ensuring that implementation of the Sustainable Development Goals (SDGs) prioritizes meeting the health and social service needs of girls and women.

At the 2013 Women Deliver 3rd Global Conference in Kuala Lumpur, Malaysia, Women Deliver, PATH, and key partners convened eight country and state caucuses (Ethiopia, India/Uttar Pradesh, Indonesia, Nigeria, Rwanda, South Africa, Tanzania, and Uganda). More than 260 civil society advocates, program implementers, and policymakers discussed critical policy and resource issues and jointly identified opportunities to harness the momentum generated by the Women Deliver 3rd Global Conference to accelerate change in their individual countries on maternal and reproductive health.

Across all countries, participants identified the caucuses as an invaluable platform for civic engagement and catalyzing policy action and accountability—before, during, and after the Women Deliver Conference—and emphasized their desire for continued and expanded forums.

Building on successful caucuses at the 2010 and 2013 conferences, Women Deliver and PATH will support the organization of up to nine regional caucuses at the Women Deliver 4th Global Conference in May 2015. Regional caucuses will bring together diverse stakeholders to discuss major priorities and strategies for strengthening political and financial commitments to girls' and women's health and well-being in their region/subregion. Emphasis will be on improving reproductive, maternal, newborn, child, and adolescent health (RMNCAH) and gender equality in SDG implementation and accountability efforts, and building on ICPD+20 and Beyond and Beijing+20 processes. Specifically, participants will discuss advocacy priorities for SDG implementation regarding girls and women, as well as identify opportunities for collaboration and/or strategic mobilization upon return from the conference in focus countries and the region.

Regions selected for the caucuses include: Eastern Africa, Western Africa, Central/Middle Africa, Southern Africa, Middle East/North Africa (MENA), South-Eastern Asia, Southern Asia, Central Asia/Eastern Europe, and Latin America and the Caribbean.

Regional caucuses are designed to meet the following objectives:

1. Enhanced multi-stakeholder collaboration at the regional and national levels, including shared advocacy goals and joint activities regarding implementation of the SDGs related to girls and women.

2. Development of commitments from different sectors, including government, that contribute to the implementation of relevant SDG goals and targets in individual countries or regions.

3. Increased capacity of civil society, including young people, to participate and engage with government representatives about the health, rights, and well-being of girls and women via the SDGs.

1 Parties interested in convening a caucus whose region does not appear on the list are encouraged to follow up with Women Deliver to explore the possibility of organizing a caucus without direct financial or technical support from PATH and Women Deliver. Please contact: spapp@womendeliver.org.
Through this request for applications (RFA), Women Deliver and PATH will identify one nongovernmental organization (NGO) or civil society organization (CSO) in each region to receive a grant of up to US$15,000 for a period of approximately five months (15 January 2016 through 31 May 2016). In-country offices or affiliates of international nongovernmental organizations (INGOs) or nonprofit organizations in one of the relevant regions are welcome to apply. The grant recipient will work in close coordination with PATH, with limited oversight from Women Deliver, to plan and carry out the caucus in accordance with the project objectives.

**Grant deliverables and activities funded by the grants**

PATH will provide funding (not to exceed US$15,000) to support a leading NGO/CSO from each of the nine selected regions to plan and co-lead a 90-minute, high-level caucus for approximately 100 participants on the path forward for girl’s and women’s health, rights, and well-being as part of realizing the SDGs within their regions and individual countries. The specific agendas of each caucus and resulting outcomes may vary depending on regional context, though all caucuses will advance solutions and meaningful change for girls and women.

Caucuses will take place Thursday 19 May 2016 at the Bella Center conference venue during the main program of the Women Deliver 4th Global Conference. Women Deliver will provide the space for the caucuses to meet at no cost to the grantee(s) or participants.

Priority audiences for caucus participation include CSOs, NGOs, policymakers, academics, multilateral and bilateral officials, private sector, journalists, and young people. No more than two representatives per organization will be permitted to participate. While all conference participants from selected regions will have opportunity to register, the lead NGO/CSO partner for each caucus will be responsible for conducting targeted outreach to ensure that a diversity of perspectives and sectors are represented. Any caucus that exceeds 50 confirmed registrants will likely need to arrange a set of breakout discussion groups for subregions or individual countries. Participation in each regional caucus will be capped at 100 participants.

Each grant recipient is responsible for the following key deliverables related to their regional caucus, with discrete financial and technical support from PATH and limited review and oversight from Women Deliver:

1. Lead the development, planning, facilitation, and execution of a regional caucus at the Women Deliver 4th Global Conference. This includes:
   - Develop regional caucus agenda.
   - Conduct rapid landscaping or assessment to identify potential priorities for SDG implementation in the region or in subregions.
   - Assist with identifying and recruiting participants, facilitators, and speakers and maintain registration list.
   - Create supporting materials to be used before, during, and after the regional caucus, as needed.
   - Execute the regional caucus at the Women Deliver 4th Global Conference, including handling on-site logistics and audio-visual needs in addition to facilitating the caucus.
2. Produce an outcome report for the regional caucus, including key discussion points, priority SDG advocacy goals identified, and key outcomes such as commitments made to advance joint advocacy after the conference, as well as next steps to be taken to meet goals and commitments.

3. Support dissemination of a comprehensive all-caucus report authored by PATH, and coordinate planning and execution of key action steps at the regional and country levels as appropriate.

Grant funding is to enable recipients to manage the planning and execution of the caucuses, including preparatory work in the months leading up to the Women Deliver 4th Global Conference. It is also to support one or two personnel to travel to the conference to execute the caucus, which includes conference registration fees, airfare for one or two personnel, and per diem (hotel, meals, and incidentals). Regional caucus organizers, with the funding provided by PATH, will be responsible for arranging their own conference registration, airline and hotel bookings, and visas. Note that any partner organizations and/or individuals that regional caucus grantees work with in planning and convening the caucus will not be paid out of the grant.

**Guidelines for application**

To be considered for this funding, an applicant organization must be registered/incorporated as an INGO, NGO, or nonprofit organization within one of the following caucus regions (see Annex 3):

- Eastern Africa
- Western Africa
- Central/Middle Africa
- Southern Africa
- Middle East/North Africa
- South-Eastern Asia
- Southern Asia
- Central Asia/Eastern Europe
- Latin America and the Caribbean

The country in which the organization is registered will determine which caucus region the organization will be responsible. One organization per region will receive funding.

In the application form, applicant organizations are strongly encouraged to demonstrate:

- An **understanding of the policy environment** within their country and region.
- An understanding of key **issues related to girls’ and women’s health, rights, and gender equality** within their country and region, including major gaps in policy development, policy implementation, and resource mobilization.
- **Connections with decision-makers**, such as ministerial officials (in the health, finance, gender, and education sectors), members of parliament, **leading civil society organizations, and other critical stakeholders** (e.g., academics, United Nations agencies, private sector, journalists, media, and young people).
- Substantial advocacy experience, including successful track record **mobilizing stakeholders** to effect change and **building consensus** on a shared agenda, at the local, regional, and/or global level.
- **Strong experience managing partnerships** with other organizations, including across diverse sectors (health, poverty reduction, education, gender, agriculture, nutrition, sanitation and hygiene, etc.). Membership/leadership in advocacy networks and alliances is strongly desired.
Selection process

Applications will be evaluated by a review committee comprising representatives from Women Deliver and PATH, using a standardized evaluation checklist (Annex 2) for each application reviewed. Selection will be made on a rolling basis as applications are received until 17 January 2016. Every effort will be made to provide written notification of the review committee’s decision to applicants within approximately two weeks of the final application submission due date.

Monitoring and reporting requirements for grantees

Technical project reporting and monitoring
PATH will be the lead point of contact for all grantees on the organization of the regional caucus. Grantees will be expected to participate in routine meetings with PATH to discuss caucus planning and progress. PATH will provide each grantee a caucus planning toolkit that includes step-by-step guidance, tips, and templates to assist with the caucus organization and execution. PATH will also provide technical oversight and monitoring of grantees for the course of the project.

Financial reporting
PATH will serve as the point of contact for grantees regarding financial and administrative matters. Organizations are accountable for the appropriate utilization of all project funds. Grantees must submit midterm and final financial and narrative progress reports. Reports will be expected to show clear progress toward meeting deadlines and achieving the outcomes agreed upon in the final work plan.

Grantees will also be expected to explain any notable deviations from the application as well as the steps being taken to remedy these deviations. The grantee organizations will be notified of the reporting schedule upon issuance of the final award.

Submission of materials
All application materials must be submitted via email to womendelivercaucus@path.org by 17 January 2016, at 11:59 p.m. EST. Applications submitted by mail, fax, or other methods will not be considered. Incomplete applications will not be reviewed. Applicants will receive confirmation of their submission within 48 hours.

Applications must be submitted in English. All grantee organizations must have the ability to conduct business in English, as routine conference calls are conducted in English, and grantees are expected to participate in those meetings.
Annex 1: Application form

**Instructions to applicants:** Use this form to develop your application. Please limit the length to 5 pages (not including the cover page or the budget attachment). Submit application by email to womendelivercaucus@path.org. For any questions, please contact womendelivercaucus@path.org.

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<th>Name of applicant organization to receive funds</th>
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<td>Please include the full name and any abbreviations.</td>
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<td>Organizations must be registered or incorporated in their country and fall within an applicable caucus region to be considered. Please attach a copy of local registration/incorporation of organization with submission.</td>
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<th>Point of contact name and details</th>
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Please submit a copy of the organization’s most recent audited financial reports.

Please adhere to the following format in preparing your application. The narrative sections of the application (sections 1–4) must not exceed 5 pages total.

1. Proposed approach and rationale for the regional caucus (approximately 2 to 3 pages)

Describe briefly the background and rationale for the approach being proposed, including the major activities the organization will conduct and how they will contribute to achieving the key deliverables and the overall project objectives. Ensure that your response specifically addresses the following questions:

- Regional caucus:
  - What are the major policy and/or program gaps related to girls’ and women’s health and rights that need to be addressed in relation to Sustainable Development Goals (SDG) implementation in your region?
  - Of the above, what do you consider the priority focus areas to be addressed at the caucus convening and why?
  - What do you envision as the concrete priority outcomes of the caucus?
  - How would you structure the 90-minute caucus in order to arrive at the desired outcomes, including your proposed caucus agenda, suggested speakers, and facilitators? Would you include break-out sessions, and if so, how would you structure them?
  - Who is on your proposed participant list? Why are you proposing these particular individuals and groups? How will you approach recruitment of participants? What materials will you develop to support their effective participation in the caucus as well as their follow-up action?
  - How will you ensure the active participation of young people as well as marginalized or vulnerable groups, including geographic diversity across your region?
  - How will you secure support and buy-in from high-level decision-makers relative to their engagement in the caucus as well as their ongoing engagement with civil society in SDG implementation?

- Regional partners:
  - What role do you envision partnerships with other NGOs and CSOs playing in the planning and implementation of the regional caucus?
o If it is strategic to include partners, what would the outcome of these partnerships be? If possible, provide examples of which organizations you would ideally partner with and why.

- Post-caucus follow-up:
  
o How would you disseminate the caucus outcomes both within your country and within your region to inform discussions on the implementation of the post-2015 framework and related plans and processes on girls’ and women’s health and rights?
  
o What follow-up actions within your region would you recommend to ensure continued momentum on a shared agenda or plan of action that resulted from the caucus? Country-specific actions are also recommended.
  
o How would you envisioning building on the momentum gained at the caucus during the Women Deliver 4th Global Conference to move forward your shared agenda or plan of action after the conference has ended?

2. Proposed work plan (approximately 1 page)
Complete the draft work plan template below.

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3. Organizational and staff capacity (approximately 1 page)

Describe the experiences and attributes of the applicant organization that make it appropriately suited to undertake the proposed activities. This should not be a description of the organization itself, but a focused statement of the organization’s suitability for the activities under this project.

Applicant organizations are encouraged to highlight: an understanding of the policy environment and country-level plans and processes related to the SDGs and other post-2015 frameworks and strategies; issues affecting women and girls in your country and region, including community concerns; existing relationships and connections with key decision-makers, government influencers, and global or multilateral leaders; partnerships (including leadership of, membership in, and participation in established working groups, coalitions, or networks) with civil society organizations and private-sector influencers as well as existing community networks; and specific examples of past or current advocacy work related to women’s and girls’ health and rights and gender equality, in particular specific experience influencing agendas and accountability at multiple levels, highlighting successful outcomes.

4. Budget narrative (please complete the attached budget template)

The budget component of the application includes a budget spreadsheet and a corresponding budget narrative. Together, they must clearly link the funding requested to the major activities described. The budget narrative and spreadsheet should only include the funds requested from PATH; however, a brief cost-sharing summary should be included in the narrative, if applicable.

- **Personnel and fringe benefits**: Identify the key staff or positions required for this project and the level of effort for each. Please submit a CV for each key staff proposed.
- **Travel and per diem**: Include transportation costs directly related to the major activities, including expenses for all modes of transportation, lodging, meals, automobile expenses, mileage reimbursement, and per diem payments. If your organization has a per diem policy, the reimbursable per diem rates should not exceed the WHO/UN or US Department of State rates (whichever is the lower of the two) for the location; please provide a copy of your organization’s travel and per diem policy with your application. Travel can be grouped according to trip(s) as long as all cost assumptions, including class of travel, are detailed in
the budget narrative. Note that backup documentation (receipts) may be required for travel, including Meals and Incidental Expenses (M&IE). Business class is not allowable.

- **Other project costs:** The budget narrative should include an itemized list of supplies to be purchased (e.g., other non-personnel/ project-related costs such as office supplies, telephone, internet/wifi, postage, software, meeting costs, communications, printing, shipping etc.) and all cost assumptions. Desktop and laptop computers are not allowable costs.

5. **Risk assessment (please complete the attached form)**

All applicant organizations must complete and submit the Subrecipient Risk Assessment form sent with this RFA document. Risk classification does not necessarily promote or discourage the success of an application.

6. **References**

Please provide the names and contact information of three references. The references must be capable of providing a good description of your experience with advocacy activities, the results achieved, and/or management of funding and achievement of corollary deliverables. Desired referrals or references include:

- A donor who has awarded your organization a financial contribution;
- A partner organization in your country or region; and/or
- A ministerial or government team representative.
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<th><strong>CHECKLIST OF MATERIALS</strong></th>
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<tr>
<td>Application form, including narrative (Please complete the entire document.)</td>
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<tr>
<td>Budget template (Please use the Excel template attached to the notice email. If you did not receive the budget template via email, please contact <a href="mailto:womendelivercaucus@path.org">womendelivercaucus@path.org</a> to request one.)</td>
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<td>Audited financials (Please submit a copy of the organization’s most recent audited financial reports.)</td>
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<td>Completed Subrecipient Risk Assessment form (Please use the PDF form attached to the notice email.)</td>
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<td>A copy of the organization’s local registration/incorporation documents</td>
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<td>The CV of each key staff proposed for this project</td>
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<td>Names and contact information for three references</td>
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Please send completed submissions via email to womendelivercaucus@path.org by 17 January 2016, at 11:59 p.m. EST. Applications submitted by postal mail, fax, or other methods will not be considered. Incomplete applications will not be reviewed. Applicants will receive confirmation of their submission within 48 hours.

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Annex 2: Evaluation criteria

1. Feasibility and justification of the project (50%)

   • The proposed approach and activities will effectively contribute to accomplishing the overall project objectives for the regional caucus.

   • The proposed approach and activities are realistic in terms of the applicant organization’s capacity to carry out the proposed work.

   • The organization will realistically complete the required deliverables within the timeframe of the funding.

   • The illustrative approach and activities have clearly defined outputs and outcomes.

2. Organization and staff profile (35%)

   • The application clearly demonstrates and includes explicit examples of the experience and ability of the organization and key personnel to convene and mobilize a range of stakeholders, build consensus on a shared agenda, and motivate action on girls’ and women’s health and rights.

3. Budget plan (15%)

   • The budget appropriately aligns with the proposed scope of work.

   • The budget is clear and straightforward for the time period and does not exceed $15,000.

Overall evaluation:

Comments:
Annex 3: Regions and countries

**Eastern Africa:** Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Malawi, Mauritius, Mayotte, Réunion, Rwanda, Seychelles, Somalia, South Sudan, Uganda, United Republic of Tanzania

**Western Africa:** Benin, Burkina Faso, Cape Verde, Côte d’Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Saint Helena, Senegal, Sierra Leone, Togo

**Central/Middle Africa:** Angola, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, São Tomé and Principe, Zambia

**Southern Africa:** Botswana, Lesotho, Madagascar, Mozambique, Namibia, South Africa, Swaziland, Zimbabwe

**Middle East/North Africa:** Algeria, Bahrain, Cyprus, Egypt, Iran (Islamic Republic of), Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, State of Palestine, Sudan, Syria, Tunisia, Western Sahara, United Arab Emirates, Yemen

**South-Eastern Asia:** Brunei Darussalam, Cambodia, China, Fiji, French Polynesia, Guam, Indonesia, Kiribati, Lao People’s Democratic Republic, Malaysia, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, New Caledonia, Northern Mariana Islands, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, Viet Nam

**Southern Asia:** Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka

**Central Asia/Eastern Europe:** Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Republic of Moldova, Romania, Russian Federation, Serbia, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan

**Latin America and the Caribbean:** Anguilla, Antigua and Barbuda, Argentina, Aruba, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Brazil, Caribbean Netherlands, Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Falkland Islands (Malvinas), French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Montserrat, Nicaragua, Panama, Paraguay, Puerto Rico, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sint Maarten (Dutch part), Suriname, Trinidad and Tobago, Turks and Caicos Islands, United States Virgin Islands, Uruguay, Venezuela (Bolivarian Republic of)

Annex 4: Budget template

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3 Includes Agalega, Rodrigues, and Saint Brandon
4 Includes Zanzibar
5 Includes Ascension and Tristan da Cunha
Please use the Excel template attached to the notice email. If you did not receive the budget template via email, please contact womendelivercaucus@path.org to request one.