# Annex 1 – EoI Application Form

# Strategic Partnership with

# the Ministry of Foreign Affairs of Denmark

# 2022-2025

**Expression of Interest – Application form**

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**Introduction**

Interested CSOs/consortia may express their interest in applying for a Strategic Partnership for the period 2022-2025 with the Ministry of Foreign Affairs of Denmark (MFA) by submitting this standard “Expression of Interest” (EoI) form together with the requested documentation.

Interested CSOs/consortia should fill out the EoI form and submit it by e-mail to [hce@um.dk](mailto:hce@um.dk) with copy to [kirsut@um.dk](mailto:kirsut@um.dk) and guntho@um.dk no later than **17 March** **2021 at 12pm (CET)**. Please submit the EoI as one pdf document if feasible. Do not attach documents, which have not been requested.

The EoI form can be submitted by a single CSO or a consortia comprising two or more partners, one of whom submits the EoI form as lead applicant. A consortium is a partnership between two or more organisations, which have signed a consortium agreement or a joint declaration of intent. All partners of a consortium are expected to fulfil the eligibility criteria (Part B) with supporting documentation as required, unless it is explicitly stated that a criterion can be met by the “consortium as a whole”. The capacity assessment (Part C) should be filled out by single applicants or by the consortium as a whole. Signature (Part D) should be filled out by single applicants or by lead applicants in case of a consortium.

The requested documentation will serve to determine whether the CSO/consortium meets the eligibility criteria for applying for a Strategic Partnership. The MFA will assess the submitted EoI form and documentation, and if eligibility criteria are met and capacity assessment is scored satisfactorily, the CSO/consortium will be shortlisted and invited to submit a full proposal for a Strategic Partnership.

# PART A: ORGANISATIONAL DETAILS

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| **Applicant information** | |
| Name of applicant (lead applicant in case of a consortium) |  |
| Address |  |
| E-mail and tel. |  |
| Website |  |
| Director/legal representative |  |
| Contact person for this application name, email, telephone |  |
| CVR/SE number + date of registration |  |
| **Supporting documentation**  *Please, enclose:*   * Certificate of registration (CVR or similar) | |
| Co-applicant/s *(in case of more co-applicants insert a section for each)* | |
| Name of co-applicant (in case of a consortium) |  |
| Address |  |
| E-mail and tel. |  |
| Website |  |
| Director/legal representative |  |
| CVR/SE number + date of registration |  |
| **Documentation**  *Please, enclose:*   * Certificate of registration (CVR or similar) for all consortium members * Joint declaration of intent or similar, signed by all consortium members | |

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# PART B: ELIGIBILITY CRITERIA

In case of a consortium please insert the name of the applicant organisation/co-applicant filling out the eligibility criteria below (*in case of more co-applicants please copy the Part B as relevant and specify names of each organisation filling out the eligibility criteria).*

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| **GOVERNANCE** | |
| **Governance** | ***Yes/No*** |
| The organisation is a civil society organisation operating on a non-profit basis with a registered office and activities in Denmark. This includes organisations engaged in international development, humanitarian organisations, trade unions, business member organisations, and faith-based organisations. |  |
| The organisation has approved articles of association. |  |
| The organisation has an independent governing board. If part of an international alliance, the board must be appointed by the organisation based in Denmark, and it must be free and able to make independent decisions on strategic and operational issues. |  |
| **Comments for clarification**  *Max 10 lines* | |
| **Documentation**  *Please, enclose:*   * Articles of association or similar | |
| **Membership** | ***Yes/No*** |
| The organisation declares having at least 300 contributing members or individual regular sponsors in Denmark either directly or (for umbrella organisations) through at least one of its membership organisations, as indicated below:  a. Contributing members, directly or through memberships organisations (number of individuals)  b. Individual regular sponsors (number of individuals) |  |
| **Documentation**  *Please, enclose:*   * Documentation on approval by SKAT under the Tax Assessment Act, Section §8A (as documentation for at least 300 members/support persons). | |

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| **CAPACITY** | | |
| **Programme management and country presence** | | ***Yes/No*** |
| The applicant declares having a minimum of experience managing programmes totalling a budget of minimum 1 million DKK in at least two low income countries in Africa and/or prioritised crises (see Annex D for the updated list). The presence must be current and have been on-going for at least the two preceding years *(consortium as a whole)*. | |  |
| **Country1**  *Indicate country, programme, duration of presence, budget, character of presence (directly or through established partnerships) - max. ½ page* | | |
| **Country2**  *Indicate country, programme, duration of presence, budget, character of presence (directly or through established partnerships) - max ½ page* | | |
| **Documentation**  *Please enclose:*   * Relevant supporting documentation (programme documents, annual results reports or similar for stated two country programmes). | | |
| **Budgetary volume** | | ***Yes/No*** |
| The applicant declares having management experience of development and/or humanitarian action (from MFA or other donors which have been subject to reporting similar to what is required from MFA or CISU), in excess of DKK 15 million annually (average 2018-19 or equivalent fiscal years) *(consortium as a whole).*  If the applicant is part of an international alliance, the applicant must have been fully accountable for the funding in question. | |  |
| **Total costs expended** | **2018** | **2019** |
| Total costs expended for civil society development and/or humanitarian purposes (from MFA or other donors which have been subject to reporting similar to what is required from MFA or CISU; excluding funds expended on sponsorship activities). | DKK ‘000 | DKK ‘000 |
| **Documentation**  *Please, enclose:*   * Audited accounts for 2018 and 2019 or equivalent fiscal years | | |
| **Audit reports** | ***Yes/No* (2018)** | ***Yes/No* (2019)** |
| The organisation declares having audit reports without substantial qualifications for the preceding two fiscal years. |  |  |
| **Documentation**  *Please, enclose:*   * Audit reports for 2018 and 2019 or equivalent fiscal years | | |
| **Integrity and solvency**  The organisation testifies to and – upon request – will be able to document that it has not, within the last five years, been in any of the following situations[[1]](#footnote-1): | | ***Yes/No*** |
| It is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its activities are suspended, or where it is in any analogous situation arising from a similar procedure. | |  |
| It has been established by a final judgment or a final administrative decision that the organisation is in serious breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, or those of the country of the performance of the partnership. | |  |
| It has been established by a final judgment or a final administrative decision that the organisation is guilty of grave professional misconduct. | |  |
| It has been established by a final judgment that the organisation is guilty of fraud, corruption, money laundering, terrorist financing, child labour or other forms of trafficking in human beings. | |  |
| **Comments for clarification**  *Max 10 lines* | | |
| **Anti-corruption** | | ***Yes/No*** |
| The organisation declares having an anti-corruption policy in place. | |  |
| **Documentation**  *Please, enclose:*   * Anti-corruption policy | | |
| **SHEA and Code of Conduct** | | ***Yes/No*** |
| The organisation declares having a sexual, harassment, exploitation and abuse policy as well as a Code of Conduct in place. | |  |
| **Documentation**  *Please, enclose:*   * Sexual, harassment, exploitation and abuse policy * Code of Conduct policy | | |
| **Complaints handling mechanism** | | ***Yes/No*** |
| The organisation declares having a complaints handling mechanism in place that employees, partners and communities can access | |  |
| **Documentation**  *Please, enclose:*   * Description of complaints handling/whistle blower mechanism | | |
| **Core Humanitarian Standard**  *Specifically mandatory for organisations intending to engage in humanitarian action or in areas affected by armed conflict.*  The organisation declares: | | ***Yes/No*** |
| Being verified against the Core Humanitarian Standard | |  |
| Being certified against the Core Humanitarian Standard | |  |
| Being in the process of being verified or certified against the Core Humanitarian Standard or planning to initiate the process in 2021. | |  |
| **Comments for clarification**  *Max 10 lines* | | |
| **Documentation**  *Please, enclose:*   * Documentation on verification/certification against CHS. | | |

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# PART C: CAPACITY Assessment

*(Max 6 pages using Garamond size 13, excluding cases and attachments)*

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| **Capacity for analysis, learning and innovation** |
| 1. Describe the organisation’s/consortium’s systems and approaches for context analysis and risk assessments. 2. Describe procedures for learning (link between evidence-based learning from programme implementation and/or from external learning to development of new methodologies, strategies and systems.) 3. Describe experience with developing and applying innovative approaches, methodologies, technologies and knowledge products, including taking these to scale across programmes and contexts.   Documentation:   * Refer to the specific cases providing three recent examples of a concrete application of these systems, procedures and approaches (Refer to Annex A). |
| **Delivering and documenting results** |
| 1. Describe the organisation’s/consortium’s rights-based approach. 2. Describe the organisation’s/consortium’s approach to results-based management, including systems for planning, implementing, monitoring and reporting on results. 3. Describe also the organisation’s approach to enhancing value-for-money including considerations to inform decisions with budgetary implications during programme implementation with the aim to ensure a reasonable balance between goal achievement and actual costs.   Documentation:   * Attach an example of an existing results framework as well as recent reviews and evaluation reports documenting evidence of outcome level changes that the organisation has contributed to in a cost-effective manner during recent years. * Refer to the specific cases providing two recent examples illustrating a relevant track record in this area (Refer to Annex A). |
| **Organisation and human resources** |
| 1. Describe how the organisation/consortium organises and manages human resources, including how it maintains a satisfactory internal level of professional competency and technical capacity. 2. Describe the organisational structure of the organisation/consortium and how this contributes to achieving results. The description should reflect the part of the organisation that is responsible for international activities. In case of applicants with other activities, the description should account for how crosscutting departments such as finance, human resources, IT etc. support international activities. Full-time equivalent staff engaged in or supporting international activities should be estimated with a breakdown by relevant staff category and department. 3. Describe the organisation’s/consortium’s systems for quality assurance, accountability and transparency. 4. Describe the organisation’s/consortium’s strategy for managing its environmental footprint.   Documentation:   * Organigram * Environmental footprint (or equivalent) strategy |
| **Financial management** |
| 1. Describe the applicant’s (lead applicant in case of consortium) procedures for internal financial management control systems at all levels including how financial management is anchored in the day-to-day management and the board (flow of financial information, relevant competences at all levels, clear roles and responsibilities). 2. Describe the approach to monitoring local partners’ financial management systems, as well as sufficient integrity systems. Include overall setup of due diligence and audit including oversight mechanisms in place for transfers to local partners. 3. Describe measures taken to implement anti-corruption policy including training and ensuring implementation including at partner level.   Documentation   * Attach most recent inspections (financial monitoring visit reports), review reports and audit reports. |
| **Partnership approach** |
| 1. Describe the organisation’s/consortium’s approach to working with local partner organisations in the global South including a description of accountability mechanisms, transfer of ownership and leadership and partners’ involvement in program design and implementation. 2. Describe how the organisation/consortium works to reinforce the diversity of local partners - including non-formalized actors, such as community-based networks, local committees, social movements, women and youth groups.   Documentation:   * Attach the organisation’s definition of local partner(s) (Refer to Annex C).[[2]](#footnote-2) * Attach the organisational strategy on partnership approach and localisation. * Refer to the specific cases providing two recent examples illustrating a relevant track record in this area (Refer to Annex A). |

# PART D: SIGNATURE

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| **SIGNATURE** | |
| **Intention to submit application**  By submitting this EoI for applying for a Strategic Partnership, the applicant (single or on behalf of a consortium) confirms being willing to submit an application, if qualified and invited to do so. | |
| **Solemn declaration**  The applicant solemnly declares that the information and declaration by the applicant in this EoI with relating annexes are correct. | |
| **Signature** |  |
| **Name** |  |
| **Title** |  |
| **Place/date** |  |

1. This refers to cases where the Danish organisation has been found guilty by a Danish court. [↑](#footnote-ref-1)
2. As described in Annex C, ‘Transfers to local partners’ must also be filled out in the Annex C, but this is for baseline purpose only and not for assessment at the EoI stage. [↑](#footnote-ref-2)