B: APPLICATION FORM

**NB\* Each organization's application will be reviewed differently (which means minimum eligibility requirements may vary), so you can submit an application even if you have different details than what is requested for consideration.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Advancing Human Rights in Rwanda (AHRR) PROJECT CALL FOR EXPRESSIONS OF INTEREST (EOI) FOR POTENTIAL PARTNERSHIP** | | | |
| Organization legal Name: | | | Short Name: |
| Type of Organization (choose one: NGO, FBO, CSO network, other (specify)): | | | |
| Telephone: | Fax: | Mailing address: | |
| Street address (if applicable): | | | |
| General E-mail Address: |  |  | Website: |
| Location of main offices Village:  Cell:  District:  Province  Country: | | | |
| Name of the main contact person: Function of the main contact person: Phone:  Email: | | | |

|  |  |
| --- | --- |
| RGB registration number (provide copy of registration) or authorization to operate:  Date of registration: | Date of creation of organization: |
| Name and positions of senior staff and their CVs: | |
| Personnel (specify number of men, women and other groups in each category) Board of Trustees/Directors and their composition: (Male, female, and other groups) 1.  2.  3.  4.  5.  Number of senior staff members: (Male, female, and other groups)  Number of permanent salaried employees: (Male, female, and other groups) Number of volunteers: (Male, female, and other groups) | |
| Annual organizational budget: 2018:  2019:  2020:  2021: | List your top three (4) donors in 2017-2021: 1.  2.  3.  4. |
| **ORGANIZATIONAL CAPACITY STATEMENT (MAXIMUM 5 PAGES)** | |
| Describe your organization’s vision and mission. What are the main Human rights-related issues being addressed by your organization? | |
| Select the technical areas in which your organization has at least 2 years of proven experience and comparative advantage from the list below: | |

|  |  |
| --- | --- |
| o Human Rights Advocacy | o Promoting gender equality and fighting GBV, including its related behavior change communication/education |
| o Awareness campaign |  |
|  | o Youth empowerment |
| o Providing competent legal representation |  |
| Provide examples of projects (2-34 most relevant recent) in key sectors selected above: | |
| Project title:  Donor:  Total budget:  Start date:  End date:  Project Location:  Project Objectives:  Target population(s):  Key Interventions:  Major achievements/impact to date: | |

Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date: Project title:

Donor:

Total budget:

Start date:

End date:

Project Location:

Project Objectives:

Target population(s):

Key Interventions:

Major achievements/impact to date:

|  |
| --- |
| Project title:  Donor:  Total budget:  Start date:  End date:  Project Location:  Project Objectives:  Target population(s):  Key Interventions:  Major achievements/impact to date: |
| Provide any additional relevant information to support your application: |
| **ATTESTATION**  I, the undersigned, , declare that the information provided in the enclosed application is – to the best of my knowledge – true and accurate.  I also certify that there are no known familial and/or professional links between m embers /  employees of my organization and personnel of RBJ International in Rwanda (tick the appropriate box below).  O Yes  o No **(if no, please describe on a separate page the nature of the relationship between your organization and RBJ Rwanda)**  Done this day, 2022, in Name Job title Signature |

|  |
| --- |
| **OTHER INFORMATION (Attach scan copies)**   * Valid RGB Registration Certificate or authorization to operate * Organization Chart * Recent Organization Annual Report * Finance & HR/Administration Manual * Anti-fraud Policy * Organization Financial Statement Audit (Last 2 years) * Experience of working with International NGO, donors - 3 Letters of reference * RSSB Clearance certificate (less than 3 months) * RRA Clearance certificate (Less than 3 months) * Experience of working with International NGO - 3 Letters of reference |