

GUIDELINES FOR SUBMITTING THE EXPRESSION OF INTERESTS (EOIs)

1. Key Dates

- 1.1. Expression of Interest Open: Tuesday, March 23, 2021
- 1.2. Expression of Interest Close: Friday, April 23, 2021 at 12 midnight

2. How to Apply

- 2.1. The EOIs must be submitted electronically to:
administrator@constitutionalismfund.co.za, with the **subject line – EOI and the Name of your Organisation.**
- 2.2. All EOIs should be typed standard font size in English.
- 2.3. Only one (1) EOI per organisation will be considered.
- 2.4. The EOIs that are submitted after the deadline will not be considered.

3. Application Format

EOIs must not be more than 5 pages long and should include:

- 3.1. **Contact information**
 - 3.1. Telephone, physical, email and website addresses.
 - 3.2. Primary contact person: name, position, email address and mobile number.
 - 3.3. Secondary contact person: name, position, email address and mobile number.
 - 3.4. Type of organization (legal persona/ status).

3.5. Governance Structure & Term of Office

- 3.5.1. List of members of the Board of Governance / Trustees / Management Committee (name, position gender, race, age, expertise and number of years served).
- 3.5.2. Term of office in line with the Founding Documents of the organisation (i.e. Constitution, Memorandum of Incorporation and Trust Deed).

3.6. Staff complement

- 3.6.1. List of persons in management (name, position, gender, race, age, qualifications and type of employment: full/part-time).
- 3.6.2. List of staff members (name, position, gender, race, age, qualifications and type of employment).
- 3.6.3. List of volunteers / interns (name, position, gender, race and age).

3.7. Geographic focus area/s

3.8. Summary of proposed work (Not more than 3 pages)

- 3.8.1. Provide a brief overview of the work you are seeking support for and the problem you are trying to address.
- 3.8.2. Please provide a brief explanation of the relevance of the proposed work to the priority areas and objectives of the CF (see 5) in the call for EOIs.
- 3.8.3. The summary should include the following information in any order of your preference:
 - *Organizational background and mission statement.*
 - *What is the organization's principal area/s of work?*
 - *What constitutionally related impacts does your organisation aim to make in South Africa and / or in the region?*
 - *What are your main activities / interventions for achieving the anticipated outputs?*

- *Describe what partnerships and networks exist to achieve your work.*
- *How are the proposed initiatives different/unique from others addressing the same issues?*
- *What are the most significant recent achievements of your organisation and how did you measure the impact?*
- *What are the timelines (duration of the proposed interventions and/or activities)?*

3.9. List the funders of your organization in the past 2-3 years including the value of the support.

3.10. What was your income and expenditure in last financial year?

3.11. What is the total requested budget in US\$?

4. Eligibility

4.1. Civil society organizations registered in South Africa as Non-Profit Organisations, Non-Profit Companies, Non-Profit Trust and social movements and networks are eligible to apply.

5. Priority Areas

The Constitutionalism Fund will support eligible organisations that operate in South Africa (locally); and those that operate locally with a regional and SADC reach, which seek to:

- 5.1. Engage in activities that seek to promote and advance constitutionalism.
- 5.2. Promote and protect human and socio-economic rights during and post Covid-19.
- 5.3. Advance socio-economic justice.
- 5.4. Employ strategies that advance the systematic redistribution of power, opportunities, and access for people of all genders through the dismantling of harmful structures including patriarchy, homophobia and transphobia (gender justice).

- 5.5. Advance racial and gender justice in South Africa.
- 5.6. Advocate for the freedom of expression and movement so as to advance an open society.
- 5.7. Foster holistic approaches that promote democracy, good governance and peace.
- 5.8. Promote and advance the empowerment & agency of women, beyond the issue of GBV.
- 5.9. Promote effective land reform.
- 5.10. Engage in activities that promote access to digital democracy, including providing alternative digital education to rural communities.

6. Process and Timing

- April 23, 2021: EOs submission due date.
- June 01, 2021: Successful EOs notified and full proposals requested.
The unsuccessful EOs will also be notified.
- June 30, 2021: Proposal submission due date.
- October 29, 2021: Successful & unsuccessful applicants notified.
- Jan 02, 2022: Grant implementation starts.

7. Feedback

Applicants will be notified of the outcomes of the review process via the contact information provided in their Expression of Interest.

8. Evaluation Criteria

The EOs will be evaluated based on the following criteria:

- 8.1. **Innovation:** ideas and approaches in pursuing the mission and vision of your organisation.

- 8.2. **Relevance:** the extent to which the organisations' proposed work and anticipated outcomes are relevant to the objectives of the Constitutionalism Fund.
- 8.3. **Track record:** proven track record of success.
- 8.4. **Capacity:** the organisations' capacity and expertise to deliver the proposed work. This includes good governance and current / proposed partnerships.
- 8.5. **Cost-effectiveness:** the cost of the proposed work relative to the anticipated outcomes.
- 8.6. **Sustainability:** the ability of an organization to continue its mission and/or program far into the future.
- 8.7. **Transformation:** proven commitment to transformation.