

REQUEST FOR APPLICATION (RFA)

Program Name:	USAID Supporting Victims of Violence Activity (SVOV)
Request for Application (RFA) No:	RFA10025-24-001
Date RFA Issued	September 9, 2024
Due date for RFA questions	September 23, 2024
Release date for question responses:	September 26, 2024
RFA Closing Date and Time:	October 8, 2024 at 4:00pm (EST)
Estimated Award Date:	October 2024

SECTION 1: PROJECT DESCRIPTION

1.1 PROJECT BACKGROUND

With funding from USAID, Winrock International is implementing the **USAID Jamaica Supporting Victims of Violence (SVOV) Activity** along with backbone partners (BPs) Eve for Life (EFL) and RISE Life Management Services (RISE Life). The main aim of the SVOV Activity is to strengthen multi-stakeholder coordination to provide wrap-around and trauma-informed services to survivors of violence, and to expand the availability of information on survivors, witnesses, and perpetrators aged 10 to 29. SVOV approaches are community-led, survivor-informed, and tailored to the intersectional challenges faced by people affected by interpersonal and collective violence. The Activity also emphasizes sustainable solutions by pairing structured capacity strengthening with direct service provision offered by local entities.

Winrock is an equal opportunity organization and prohibits discrimination and harassment of any kind. We are committed to providing equal opportunity in all grant processes for all people and value diversity and inclusiveness, with equity being one of our core values. At Winrock, we don't just accept differences: we celebrate and rely upon them. All qualified applicants will be considered for grant without regard to perceived or actual race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

SECTION 2: GRANT INFORMATION

2.1 ANTICIPATED START DATE AND DURATION OF GRANTS

The anticipated period of performance is October 2024 to April 2026.

2.2 PURPOSE AND TYPE OF GRANT TO BE ISSUED

The SVOV **IN-KIND** grant will support the strengthening of the governance structures of Community Based Organizations (CBOs) in the communities targeted by the SVOV Activity. CBOs that may benefit from the provision of goods and services that would enable them to carry out their mandate more effectively include Youth Clubs, Faith-Based Organizations, Community Development Committees, Citizens Associations, Farmers Groups etc.

Through this grant, the successful applicant(s) will receive eligible goods and services of up to J\$500,000 for successful applicants. The goods and services can support:

- Capacity building: training and other organizational strengthening activities (maximum 25%)
- The process of formalization: registration etc. (maximum 10%)
- The purchase of equipment and supplies related to training, technical improvements and capacity building materials (maximum 50%)
- The organization's operational activities, for example implementing a formal accounting or payroll system. (maximum 15%)

All successful applicants will be required to contribute a 10% of the total grant amount as "Cost share." Cost share refers to contribution by the applicant or a stakeholder/project partner towards the implementation of the project. This can be in cash and/or in-kind contributions such as donated or loaned equipment, property, supplies or space, staff or volunteer time and provision of services among other things.

SECTION 3: ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANT

To be eligible for funding, applicants must comply with the following conditions:

- Demonstrate that they are delivering/have delivered community development initiatives in one of the targeted communities over the past two years
- Be an active organization
- Have an executive/interim executive body in place
- Present the Minutes of the last three meetings per its constitution
- Be reputable with community members, partners and stakeholders

Applicants must be an organization working in the following communities:

Kingston and St. Andrew	St Catherine	Clarendon	St. James	Westmoreland
<ul style="list-style-type: none"> • Kencot • Lawrence Tavern • Rennock Lodge (Rockfort) • Rose Town • Tower Hill (Olympic Gardens) 	<ul style="list-style-type: none"> • Braeton 	<ul style="list-style-type: none"> • Palmers Cross • York Town 	<ul style="list-style-type: none"> • Flanker 	<ul style="list-style-type: none"> • Grange Hill • Little London

SECTION 4: INSTRUCTION TO APPLICANT AND SUBMISSION INFORMATION

4.1. TECHNICAL APPLICATION

Submissions must clearly state the objectives and the expected results of the activity within the life of the activity and define an implementation plan with a proposed time frame. An Application Form template is provided as Attachment A to this RFA.

4.2. RFA CLARIFICATION QUESTIONS

Interested applicants can submit their questions to SVOVSmallGrants@winrock.org by the latest September 23, 2024. Responses will be shared on September 26, 2024.

An online Information Session will be held on **September 19, 2024 at 10:00am EST**. This session will provide a brief overview of the RFA and interested applicants will be given the opportunity to ask questions and have them addressed. To register for this information session scan the below QR code or send an email to SVOVSmallGrants@winrock.org to confirm your attendance.



4.3. SUBMISSION GUIDELINES

A complete submission, should include the following:

- A completed and signed application form
- Workplan
- Applications must be made using the Winrock forms provided
- Applications must be submitted via email at SVOVSmallGrants@winrock.org by **October 8, 2024 at 4:00pm EST** with the subject line **RFA 10025-24-001** Applicants will receive an email acknowledging receipt of their submission.

SECTION 5: APPLICATION EVALAUTION AND REVIEW PROCESS

5.1 MERIT REVIEW

The criteria presented below have been tailored to the requirements of this RFA. A total of 100 points are possible for all components of the application. The relative importance of each criterion is indicated by approximate weight by points.

In evaluating the applications, Winrock will examine overall merit and feasibility, as well as specific criteria relevant to each component as elaborated below. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

Merit Review Criteria	Points
1. Technical Approach	55
I. How relevant is the proposal to the goal/objectives and priorities of current Request for Applications?	20
II. How elaborated, logic and coherent is the overall design of the action? Does it reflect the analysis of the problems involved?	15
III. Is the action feasible? Will the intervention achieve its objectives and its results?	10
IV. Is there a mechanism to ensure the institutional and financial sustainability of the project after the end of the grant agreement? Visibility strategy	10
2. Organizational Capacity / Past Performance	45
I. Does the applicant have previous or on-going experience in implementing similar activities? What results have been achieved in previous activities of the applicant, what were the quantitative, qualitative and impact-level results?	10
II. Physical presence of the organization in the community.	15
III. Is the staff capacity of the applicant appropriate for implementation of the suggested activities? Number of staff assigned to the project. Relevant education and experience	10
IV. Proven experience in managing grants/project either from local or international organizations	5

V. Does the organization have an executive/interim executive body in place	5
Overall Rating (out of 100 points)	100

5.2 REVIEW PROCESS

Grant applications will be reviewed and evaluated by an evaluation panel using the merit review criteria indicated above.

It is anticipated that awards will be made within **3 months** after the submission deadline, as stated on the cover page of this RFA. Final negotiations and award will be managed by Winrock.

SECTION 6: OTHER TERMS AND CONDITIONS

6.1 DISCLAIMERS

- The issuance of this solicitation does not commit Winrock to make an award to any prospective grantee responding to this solicitation. Prospective grantees will not be reimbursed for costs incurred in the preparation and submission of an application. Winrock reserves the right to reject all applications or to make an award without further discussion or negotiation.

6.2 OTHER CONDITIONS

- Winrock will conduct a needs assessment as part of the process of determining the main needs/capacity gaps of the shortlisted applicants
- The SVOV Activity will also build the capacity of grantees to advocate against violence, and create mechanisms to support victims, survivors, witnesses and perpetrators of violence in their communities.
- Application forms should be signed by an authorized agent of the applicant's organization.
- Grant recipients must comply with Winrock's and USAID's policies on gender equity and social inclusion.

Additionally, the following items cannot be purchased under the potential resultant grants:

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by Winrock, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed activities
- Private ceremonies, parties, celebrations or "representation" expenses
- Previous obligations and/or bad debts
- Expenses related to overtly religious purposes
- Expenses intended to influence the outcome of elections or other political processes
- Fines and/or penalties, GCT
- Creation of endowments
- Alcoholic beverages
- Real property (land, including land improvements, and structures thereto)

The following items are also ineligible or restricted under USAID-funded grants:

- Prohibited goods under USAID eligibility rules, including military equipment, surveillance equipment, commodities and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods, and gambling equipment, and weather modification equipment
- Restricted goods under USAID eligibility rules, such as agricultural commodities, motor vehicles, including motorcycles, pharmaceuticals, pesticides, used equipment, contraceptive products, USG-owned excess property or fertilizer
- Construction or infrastructure activities of any kind.

SECTION 7: ATTACHMENTES

- Attachment A: Grant Application Form
- Attachment B: Workplan