



## EU/UN SPOTLIGHT INITIATIVE

Implemented by Development Education Network-Liberia (DEN-L)

### Call for Concept Note to Support CSOs Secretariat for COVID-19 and SGBV Response

#### Overview

DEN-L is concluding agreement with UN Women to implement grant number 010-2020 EU/UN Spotlight Initiative: Strengthen institutional capacity of CSOs/Women's Right Organizations in the 5 Spotlight counties in advocacy, collaboration/networks and promote rights of the marginalized groups, including LGBTIQs, women and girls with disabilities, women and girls living with HIV/AIDs etc. at the national and county level.

Part of the funds in this grant is directed towards supporting CSOs Secretariats in the Spotlight Counties to respond to COVID-19 and SGBV. However, the development of MOU and awarding of grants to these CSOs Secretariats will depend on submission of concept note with the below information and or criteria:

1. A two-page concept note including proposed activities and targeted groups (activities must focus on both COVID-19 and SGBV response);
2. Description of target groups and reasons for selection: focus of the program is on women, girls, men and boys including marginalized and vulnerable groups and those facing intersecting forms of discrimination;
3. Description of activities locations and reasons for selection (focus mainly on communities. Applicant need to reach out to communities, towns, villages, etc.);
4. Work plan and budget not exceeding US\$6000.00. Duration should be 10 months-the main activities to cover the period is GBV tracking and reporting even if COVID-19 subsides.
5. Include in budget a lump sum logistics cost of US\$6000.00 and attach the list of materials provided in **annex-1** of this call. This means that the total budget for each Secretariat should not exceed US\$12,000.00. Note that each secretariat will receive only the materials/logistics to be procured by DEN-L and not cash; in other words, only half of the total budget will be received by Secretariats to finance their work plans. Besides the list of materials attached, do not include into budget any equipment; budget should include **ONLY DIRECT SUPPORT** to SGBV tracking and reporting and awareness on COVID-19; **do not include salary**. You may have DSA or allowance for staff; and
6. Name and phone number of contact person for the Secretariat and names of Secretariat members working on the project, relevant legal documents (at least article of incorporation and business registration) and bank accounts number of the Secretariat lead organization. Note, if business registration expired within the period of January to March, 2020 it would be accepted as we understand that the Business Registry is currently closed.

Submit concept to: [dev\\_edunet@justemail.net](mailto:dev_edunet@justemail.net) and copy [peterdolo2006@yahoo.com](mailto:peterdolo2006@yahoo.com) and [kennedyvessel@ gmail.com](mailto:kennedyvessel@ gmail.com)

**CSOs must submit same on or before 12:00 noon on June 8, 2020. NOTE THAT ALL WORK PLANS WILL BE REVIEWED AND SUBMITTED TO UN WOMEN ON JUNE 9!**

**Annex 1: Approved logistic materials for Secretariat**

No	Description	Qty/ each Secretariat	Unit	Note
1.00	Lenovo Laptop Computer 330S	1.00	pcs	
	( i3 processor, 4gb Ram ,1Tb Hard Drive			Accessories
	Wifi, Webcam, Hdmi Port			Accessories
	Windows-10 prof Pre-installed			Accessories
	Ms-Off-2016 prof pre-installed			Accessories
2.00	HP Deskjet printer 2130 All in one (color and black) printer including copy and scanning	1.00	pcs	
	& Automatic Document fedder			Accessories
3.00	Tiger Generator 2.5KVA Gasoline	1.00	pcs	For Secretariat office
4.00	Lump sum fuel for generator and vehicles	100.00	gallons	For each Secretariat
5.00	Pen drive 16gb	2.00	pcs	For each Secretariat
6.00	Digital camera	1.00	pcs	For each Secretariat
7.00	Video camera/camcorder			
8.00	Digital voice recorder 32 GB	2.00	pcs	For each Secretariat
9.00	Power Bank 80000MAH	2.00	pcs	For each Secretariat
10.00	Office Desk 120cm x75cm With 3 drawers	6.00	pcs	For each Secretariat
11.00	Conference Table for 8 person	1.00	pcs	For each Secretariat
12.00	Office chair Medium Back With Arms & Wheels	6.00	pcs	For each Secretariat
13.00	Plastic chairs	50.00	pcs	Meeting purpose for each Secretariat
14.00	Standing Fan metal blade	2.00	pcs	For each Secretariat

15.00	View Sonic 3600 Lumens SVGA High Brightness	1.00	pec	For each Secretariat
	Projector #PA503S			Accessories
	With Ceiling Mount stand & Screen( 180x180cm)			Accessories
16.00	Mini PA System With Wireless Mike & USB	1.00	pcs	For each Secretariat
	Bluetooth			Accessories
17.00	Mega phone	2.00	pcs	For each Secretariat
18.00	Digital voice recorder 32 GB	2.00	pcs	For each Secretariat
19.00	Internet Modem	2.00	pcs	Lonestar and Orange for each Secretariat for communication
20.00	Lump Sum Scratch card	10.00	pks	Lonestar and Orange for each Secretariat for communication
21.00	Stabilizer 500 watts	2.00	pcs	To be used on projector and fan (for each secretariat
22.00	Rain Gear (Suit & Boot)	10.00	sets	Social mobilization for each county
23.00	Assorted stationery (A4 sheet, additional ink, pen, flip chart, sticker pad, note pad, markers, etc. (lump sum)	1.00	L/S	Assorted stationery for each county office
24.00	Support to visibility and media outreach/lump sum	1.00	L/S	Amount to be determined
<b>Note: Depending on prevailing market price during procurement, this list may be either plus or minus</b>				