Expression of Interest Questionnaire

Please submit this form, signed and dated, by **14 October 2018** to [info@southernvoice.org](mailto:info@southernvoice.org)

1. **Applicant’s Information**
   1. Full Name of Organization:
   2. Abbreviated Name of Organization:
   3. Name of Executive Director / Head of the Organization:
   4. Person in Charge of Application:
   5. Email:
   6. Phone Number:
   7. Secondary Contact Person:
   8. Email:
   9. Phone Number:
2. **Motivation**
   1. Present an institutional profile with relevant hyperlinks (max 1000 words).

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* 1. Why is your organization interested in hosting Southern Voice? Do you have any requirements to become the Host Organization?

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1. **“Must Have” Criteria**
   1. What country is your organization based in? How is your organization constituted in your country? *Please describe the legal status of the organization and any relevant information that assures it is registered as a non- profit.*

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* 1. Is your organization willingness to host an independent network, based on the detailed description? What issues do you foresee regarding this?

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* 1. Southern Voice undertakes major **global research programmes**. Would you propose to support this? What are your key capacities in this area?

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* 1. Southern Voice has active **communications and outreach activities**, including printed publications, digital presence, and policy dialogues and events. Would you propose to support this? What are your key capacities in this area?

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* 1. Southern Voice seeks to reach out to a variety of policy actors, to **inform decision making processes globally**. Would you propose to support this? What are your key capacities in this area?

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* 1. Southern Voice it a network of think tanks, as such, the Secretariat needs to provide the necessary **network support** to encourage and nurture collaborative work among its members. Would you propose to support this? What are your key capacities in this area?

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* 1. What is your organization’s experience working with international consultants and on executing international contracts?

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* 1. Are there any relevant laws or regulations in your country related to sub-granting, contracts, or payments abroad that would apply to the work of Southern Voice? *Please describe any relevant laws and regulation:*

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* 1. Are there any relevant taxes in your country related to sub-granting, contracts, or payments abroad that would apply to the work of Southern Voice? *Please describe any relevant taxes, including the applicable rates.*

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* 1. What are the working languages of your organization?

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* 1. If one of your working languages is not English, please specify which relevant staff members have facility in English, e.g. administrative, communications, and finance staff.

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1. **Priority Considerations**
   1. Does your organization have an Equivalent Determination to receive funds from US Foundations? *Please provide a brief description of the ED process that the Organization has followed.*

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* 1. If your organization does not have an ED, are you willing and able to undertake the process? See NGO Source (<http://www.ngosource.org/ed-made-easy/how-it-works>) for more information.

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* 1. What is your experience providing sub grants to other organizations in the Global South?

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* 1. What is your previous experience hosting similar initiatives or networks?

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* 1. What are the internal rules of your organization regarding overhead for projects? Please explain any relevant details of what the rates are, and what are the types of services provided?

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* 1. What else would you like to add to your application that does not fit elsewhere?

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1. **Confidentiality Statement**

By participating in this Call for Expressions of Interest, and signing this document, I agree that personnel from my organization will not disclose any privileged information learned during the application process in case of being short-listed for the second phase of the selection process. Similarly, Southern Voice agrees that the Sub-selection committee and all relevant individuals involved in the process will not disclose any privileged information learned during the application process.

In representation of *<organization>,*

*<signature>*

*<name>*

*<title>*

*<date>*