Expression of Interest

– Application form

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# Introduction

Interested organisations of persons with disabilities are invited to express their interest in applying for a programme under the Danish disability Fund 2025 – 2028 with DPOD by submitting the standard “Expression of Interest” (EoI) form together with the requested documentation.

The EoI must be filled and submitted to [ansogning@handicap.dk](mailto:ansogning@handicap.dk) no later than 2nd of April 2024**.** Please submit the EoI as one Word document if feasible. Do not attach documents, which have not been requested (see annex 1).

The requested documentation will serve to determine whether the applicant meets the eligibility criteria for submitting a full application for a programme.

The EoI will form the basis for a capacity assessment of the applicant and its key partners. Following the external capacity assessment, DPODs assessment committee will assess this together with the EoI and decide if the applicant meets the eligibility criteria and demonstrates sufficient capacity to manage and implement a programme under the Disability Fund. If so, the applicant will be invited to submit a full proposal for a programme.

The application consists of four parts:

Part A contains the details of the applicant organisation.

Part B provides an indication of the idea for a future programme, and is mainly forward looking (maximum 5½ pages).

Part C describes the applicant’s current level of capacity and performance (maximum 8 pages).

Part D contains the signature of the applicant organisation.

# PART A: ORGANISATIONAL DETAILS

|  |  |
| --- | --- |
| **Applicant information** | |
| Name of applicant |  |
| Address |  |
| E-mail and tel. |  |
| Director/legal representative |  |
| Contact person for this application name, email, telephone |  |
| **Co-applicant/s (if relevant)** | |
| Name of co-applicant |  |
| Address |  |
| E-mail and tel. |  |
| Director/legal representative |  |
| *Please, enclose: Joint declaration of intent or similar, signed by co-applicant and applicant.* | |

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# PART B: BRIEF OUTLINE OF FUTURE PROGRAMME

*The outline will give an indication of the idea for a future programme, including scope and programme objective as well as the anticipated common programme denominators (problems/challenges/opportunities, target groups and strategic approaches) to be addressed or applied across the programme context and partners. The outline also indicates the expected geographical coverage and portfolio of programme partners, and how it is intended to create synergy across these.*

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| --- | --- | --- | --- | --- |
| **PROGRAMME OUTLINE** | | | | |
| **Proposed programme title** | |  | | |
| **Estimated budget size** | | DKK | | |
| **Programme countries and partners** | Country | | Partners | *No. of years*  *the applicant has been engaged in the country* |
|  | |  |  |
|  | |  |  |
| *Add additional rows if needed* | |  |  |
| **Programme objective:** Summary of the programme's overall objective, including the desired change to which the program aims to contribute, and how this change corresponds with your own strategy for international development[[1]](#footnote-1) and with the purpose of the Disability Fund. (max ½ page) | | | | |
| **Programme Context:**Summary of the main problems/challenges/opportunities that the programme aims to address across the different countries. (max 1 page)[[2]](#footnote-2) | | | | |
| **Programme Strategy:**Summary of the key strategic intervention areas and the most important strategic approaches expected to be used to address the identified problems/challenges/opportunities. (max 1 page) [[3]](#footnote-3) | | | | |
| **Target group:**Brief presentation of the target groups of rights-holders and duty-bearers intended to be reached by and benefiting from the programme, including a description of their main characteristics. (max ½ page) | | | | |
| **Programme partners:**Briefly describe the programme partners expected key contributions to the programme. (max 1 page)[[4]](#footnote-4) | | | | |
| **Previous results:**Summary of key results achieved, and lessons learned in past and current development interventions of relevance to the programme – and how these will inform the programme. (max 1 page) | | | | |
| **Programme Synergy:**Brief presentation of how the program is expected to support collaboration and learning across program partners, strategic intervention areas and geographical locations (max ½ page). Include examples (if any) of collaboration and learning across partners. | | | | |

# PART C: CAPACITY AND PERFORMANCE

*(Max 8 pages using Calibri size 12, excluding cases and attachments)*

|  |
| --- |
| 1. **Partnership approach** |
| * 1. Describe your approach to and track-record for working with local partner organisations in the global South.   2. Describe how you work with capacity development of local partners, including the strengthening of local ownership and leadership. Describe also, measures planned to fill any gaps in terms of capacity development. |
| 1. **Organisational and professional capacity** |
| * 1. Describe your capacity to manage a programme, including the in-house professional capacity as well as management guidelines and procedures. Describe also, measures planned to fill any gaps in relation to programme management and strategic programme development.   2. Describe how international development activities are organized within the organisation, and how crosscutting departments such as finance, HR, communication etc. support programme management.   3. Provide an estimate of staff and volunteers if relevant engaged in or supporting the international programme activities (fulltime / parttime) with a breakdown by relevant staff category and department. |
| 1. **Financial management, and management and prevention of irregularities** |
| * 1. Describe your procedures and systems for internal financial management and control, including the system’s ability to track expenditures according to result achievements to enable resource reallocation if necessary. Describe also, measures planned to fill any gaps in relation to procedures and systems for internal management and control.   2. Describe your approach to monitoring/controlling local partners’ financial management systems and examples of issues identified in your financial spot checks/monitoring.   3. Describe any measures taken to implement anti-corruption and the plan of action for implementation of PSHEA policies and practice with South Partners. |
| 1. **Capacity for analysis, results-based management and learning** |
| * 1. Describe your approach to and methods/tools for preparing i) context analysis, ii) stakeholder analysis, iii) target group analysis, and iv) risk assessments, and how partners are involved in the analysis. Describe also, measures planned to fill any gaps in relation to analysis and assessment.   2. Describe your approach to and systems for results-based management and M&E, including systems/methodologies for planning, implementing, monitoring, evaluating and reporting on results at outcome level. Describe also, measures planned to fill any gaps in relation to results-based management.   3. Describe your systems and procedures for learning (including from failures/non-achievements), and how learning is generated and put to use. Please provide examples. Describe also, measures planned to fill any gaps in relation to learning and knowledge management. |
| 1. **Capacity in area of engagement and communication** |
| * 1. Describe and provide examples of i) how you engage your own members, management and/or volunteers, and ii) how you communicate to the Danish population on your development work. Describe measures planned to fill any gaps in relation to the organisation’s engagement strategy. |

# PART D: SIGNATURE

|  |  |
| --- | --- |
| **SIGNATURE** | |
| The applicant solemnly declares that the information and declaration by the applicant in this EoI with relating annexes are correct. | |
| **Signature** |  |
| **Name** |  |
| **Title** |  |
| **Place/date** |  |

## Annex 1: Supplementary information

# Applicants must attach the following documents:

**To be shared with external consultants as part of capacity assessment**

* **A track record document.** As part of the Track record document organisations must include key documents related to the Danish applicant and the partner organisation included in the EoI
* **Applicant:** 
  + Organisational profile
  + The organigram
  + Strategy
    - Strategy for international cooperation and engagement (if you have one)
    - The partnership strategy or similar.
  + Policies for the applicant:
    - Policy for preventing sexual harassment, exploitation, and abuse (PSHEA) and plan of action for implementation of PESEAH policies and practice with South Partners.
    - The organisation’s Anti-Corruption Policy.
  + Guidelines:
    - Management guidelines (if any)
* **For each partner included in the EoI attach:**
  + Partner Profile

**To be shared with DPOD:**

* In case of co-applicants: A joint declaration of intent or similar, signed by co-applicant and applicant.

1. If the applicant organisation has a strategy for international development [↑](#footnote-ref-1)
2. *If the program includes fragile contexts, explain your ability to operate in such context. If there are plans to introduce new countries or to exit current countries in the programme, please justify this plan.*  [↑](#footnote-ref-2)
3. *If there are plans to introduce new strategic intervention areas or approaches, please describe these and justify the choice to integrate them into the programme.*  [↑](#footnote-ref-3)
4. *If there are plans to include new partners or to exit existing partners in the programme, please provide a justification for their inclusion/exit.* [↑](#footnote-ref-4)