



REQUEST FOR EXPRESSIONS OF INTEREST
Local Partner Development Stepping Stone to Success
Training and Grant Program for Community-based Organizations in Kingston & St. Andrew,
Jamaica

Issuance Date: February 27, 2019

Closing Date: March 22, 2019

Closing Time: 4pm

Goal of Local Partner Development (LPD) Stepping Stone to Success training and grant program: To offer individualized training support and access to grants for a select group of up to 20 community-based organizations (CBOs), and grassroots civil society organizations. To be eligible for this program, applicants must serve residents in volatile or at-risk communities in Kingston & St. Andrew, Jamaica, and work in areas related to preventing youth crime and violence.

Applicant profile: Applicants to the Stepping Stone to Success training and grant program should include CBOs or grassroots civil society organizations who:

- Want to become stronger and more sustainable.
- Have a good reputation and track record in their community.
- Are working in areas directly related to youth crime and violence including: o Improving the lives of unattached youth, strengthening families, providing opportunities for young men and women, creating opportunities to improve relationships between different sections of their community, or working to develop their community thus preventing youth crime and violence.

Training Program Structure: The program will be delivered by RISE Life Management Services (RISE) and will use a “learning by doing” model to help selected groups grow and improve. Successful applicants will receive tailored support, coaching, and practical, skills-based training on how to improve their community work and the sustainability of their groups.

LPD Grants Program for CBOs: Groups selected to participate in the Stepping Stone to Success training and grant program will be eligible to apply for grant funding of between JMD 625,000 to JMD 1,250,000.

Number of Participants: Up to 20 organizations will receive specialized training assistance from RISE Life Management Services with up to six of these being chosen to receive grants from LPD.

Stepping Stone to Success Training Program Duration: Ten months

Expected Start Date: April 2019

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Disclaimer

The applicant shall bear all costs associated with the preparation and submission of its application. LPD is hereby informing potential applicants that this REOI is not a contract or financial obligation by LPD to the parties that express interest. LPD reserves the right to cancel the entire process without any obligation to inform the applicants of the reason for its actions.

1. BACKGROUND

1.1 Purpose and Objectives

Are you a grassroots group or community-based organization in Kingston & St. Andrew working in volatile or atrisk communities? Do you have a good reputation and track record in your community? Have you been working to improve the lives of unattached youth, offer programs that address youth crime and violence prevention, trying to strengthen families, providing opportunities for young men and women, creating opportunities to improve relationships between different sections of your community, or working to develop your community? Do you want to see your community group becoming stronger and more sustainable? Are you interested in “learning by doing”? If this describes you, then LPD’s Stepping Stone to Success training and grant program (Stepping Stone to Success) might be for you.

The purpose of this Request for Expressions of Interest (REOI) is to invite Jamaican CBOs and grassroots civil society organizations to submit an Expression of Interest (EOI) for evaluation and possible inclusion in the LPD Stepping Stone to Success program for Kingston & St. Andrew, to be delivered by RISE Life Management Services. Stepping Stone to Success, seeks to assist grassroots community groups located throughout Kingston & St. Andrew, who work in areas related to the prevention of youth crime and violence. Stepping Stone to Success is especially interested in supporting groups which:

- Operate in volatile or at-risk communities including rural areas
- Often find it challenging to receive funding because of their informal status
- Lack management or oversight structure, or

- Lack experience in managing grants

LPD, assisted by RISE, will use a “learning by doing model” to help community groups improve their ability to carry out their missions. Successful applicants will get practical, skills-based training on how to improve their community work and will also be eligible to apply for small grants to carry out specific projects that show that they have learned the skills that were taught.

For the purposes of this activity, the following definition is used:

- Community-based and grassroots organizations are made up of a group of local people who choose to come together to find solutions to problems in their specific community. Such organizations tend to be mostly informal or unregistered and rely on volunteers.

1.2 About Local Partner Development

The primary objective of LPD is to build the capacity of Jamaican non-governmental organizations (NGOs), social enterprises (SEs), community-based organizations (CBOs), other civil society organizations (CSOs), and government entities that partner with USAID in Jamaica. Implemented by FHI 360, LPD is funded by USAID under the Caribbean Basin Security Initiative (CBSI). In alignment with the CBSI’s objectives, LPD’s intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the goal of improving Jamaican citizen security and social cohesion; with focus on preventing youth crime and violence.

LPD has four main components:

- Component 1: Strengthen the Capacity of Targeted Local Entities;
- Component 2: Support Social Enterprises through a Business Incubator Model;
- Component 3: Improve the Enabling Environment for Civil Society Organizations and Social Enterprises;
- Component 4: Intentional Collaboration Between Civil Society, Government, and the Private Sector.

1.3 About Rise Life Management

Over the last 29 years RISE has been prominent in the design and delivery of services for most vulnerable populations in Jamaica, in particular at-risk youth and families living in some of Jamaica’s most volatile inner-city communities. RISE programs and activities involve the provision of educational, vocational, health-related, employability, entrepreneurial and life management skills at the school and community level.

RISE, recognizing that the way to achieve positive social, economic, and cultural outcomes, civil society, must play a pivotal role. Against this background RISE continues to facilitate the empowerment of civil society organizations, enabling them to become strong actors of governance and development, working towards sustainability and being able to contribute more effectively to Vision 2030.

LPD has partnered with RISE to deliver aspects of Component 1, which includes the Stepping Stone to Success training and grant program for community-based organizations in Kingston and St. Andrew.

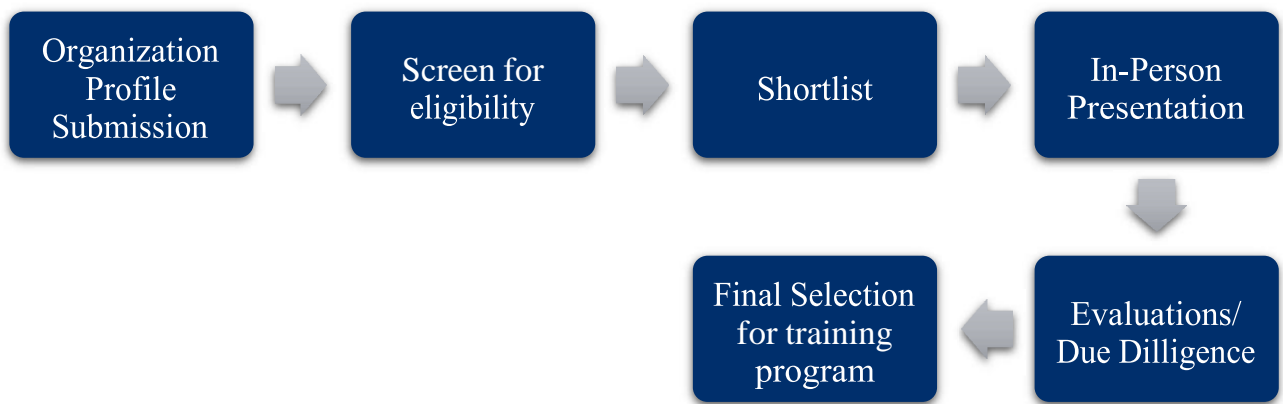
2. EOI RULES AND GUIDELINES

These guidelines set out the process and rules for the submission of Expressions of Interest and selection of the participants.

2.1 Expressions of Interest

Stepping Stone to Success will use a two (2) step process:

1. Expression of Interest (EOI):



Organization Profile Submission: Applicants interested in participating in Stepping Stone to Success must first submit a brief profile of their organization using the Organization Profile Form provided with this REOI.

Screen for Eligibility: Organization Profile Forms will be screened to make sure that groups have met the basic eligibility criteria. Even if some applicants are not eligible for Stepping Stone to Success, they may still be able to access support through other LPD capacity building interventions.

Shortlist: A Selection Committee will shortlist groups whose work is aligned to the mission and goals of LPD, who are known and respected in their community, who show a strong level of motivation to participate in the program, and who work with vulnerable or marginalized people.

In-person presentation: To be considered for Stepping Stone to Success all shortlisted groups must conduct an in-person presentation. Presentations should be a maximum of six minutes long, and groups may use creative methods like photos, posters, videos etc. to enhance their presentations. LPD wants to ensure that all shortlisted groups make the strongest presentations possible that highlight their strengths.

Evaluation/Due Diligence: Shortlisted organizations will be evaluated based on the criteria listed in Section 3.2 of this document.

Final Selection: Up to 20 groups will be chosen to participate in Stepping Stone to Success.

2. **Access to Grant Funding:** All participants in Stepping Stone to Success will be eligible to apply for grant funding. Up to six grants ranging from JMD 625,000 to JMD 1,250,000 will be awarded. Successful applicants to the grants component of this program will propose specific projects or activities that allow them to implement lessons learned from their training and will also have to formulate a budget for these activities. Participants with the most innovative proposals that show a direct link to what they have learned, and who address an issue relevant to the mission of their organization, will receive funding. Participants will have up to three opportunities over the course of 12 months to apply for grant funding, and groups that may have been unsuccessful in previous rounds will be able to reapply for funding as the training program progresses.

Please note that participation in the training program delivered by RISE Life Management Services is required for access to the grant component of the program, but participation in the training program does not guarantee that an organization will receive a grant. Also, note that the submission of an EOI is not an application for a grant.

2.2 Eligibility Criteria

Stepping Stone to Success is open to grassroots community-based organizations that:

- Have been in operation for at least one year
- Have limited or no experience with grant management
- Are staffed primarily by volunteers
- Have a good reputation in their community, and are in or serve residents of volatile or at-risk communities, and
- Are contributing to addressing youth crime and violence in their communities

2.3 Organization Profile Form

Organization Profiles must be submitted on the Organization Profile Form provided with this REOI. Please complete the form carefully and as clearly as possible.

2.4 Where and How to Submit EOI

Organization Profile Forms must be emailed to jamaicalpdtraining@fhi360.org with submissions clearly labeled “EOI-LPD02/2019-Stepping Stone to Success” in the email subject line, or hand-delivered to the FHI 360 Office, Courtleigh Corporate Centre, 2nd Floor South, 6-8 St. Lucia Ave, Kingston 5, with the caption “EOI-LPD02/2019Stepping Stone to Success”. EOIs sent by any other means (e.g. by fax) will not be evaluated.

2.5 Deadline for Submission of EOI

The deadline for the receipt of Organization Profile Forms is March 22, 2019, at 4:00 p.m. Submissions received after the deadline may not be evaluated.

3. EVALUATION AND SELECTION OF EOIS

3.1 Timeline



3.2 Evaluation of EOIs

LPD intends to select Stepping Stone to Success participants whose presentations best respond to this REOI based on the criteria listed below. An organization’s application may be treated as “no response” if the Organization Profile Form is incomplete or if a group does not conduct an in-person presentation.

The evaluation criteria are presented by major category below:

Evaluation Criteria	
Criteria	Score
Organization fits with LPD mission and goals e.g.: <ul style="list-style-type: none">• Related to safety and security• Addresses youth crime and violence prevention• Strengthen community cohesion	35%

<p>Community engagement:</p> <ul style="list-style-type: none"> • Organization is known and trusted in the community • Organization has involved the community in its projects 	30%
<p><input type="checkbox"/> Organization has consulted with the community to determine community needs</p>	
<p>Gender and Social Inclusion considerations:</p> <ul style="list-style-type: none"> • Does the organization serve a marginalized group (e.g. at-risk youth)? • Does the organization have activities that support vulnerable groups (e.g. elderly, children, disabled persons, LGBTI persons)? • Are males and females engaged in the group's membership and leadership? • Does the organization have membership from, serve residents of, or is it located in a rural community? 	15%
<p>Motivation:</p> <p><input type="checkbox"/> Organization can clearly describe why it wants to participate in Stepping Stone to Success</p>	20%

3.3 Selection Process and Notification

In-person presentations by the applicants will be assessed by a team of evaluators comprised of representatives from LPD, RISE and other external partners. The selection process is:

- Organization Profile Forms will be screened for eligibility and shortlisted organizations notified
- Organizations will be informed of where and when in-person presentations will be conducted and will be given guidelines for their presentations.
- Once all the groups have conducted their in-person presentations, the groups will be evaluated, and the final list of applicants selected for Stepping Stone to Success will be notified in writing. All applicants that were not selected will also be notified.
- Organizations will be required to sign a Memorandum of Understanding (MOU) agreeing to participate in the program and adhere to the terms and conditions of the program.