

# Roll Back Xenophobia Programme

## Call for Expressions of Interest

**SEJA Programme: KRA 1.1.5 Public Reached by programmes to raise awareness and knowledge of the Constitution amongst vulnerable groups**

**Reference No: SEJA/HRA/1.1.5 RMA**

**Issue Date: 29 Apr 2015**

**Closing Date for Applications: 12h00 noon Friday 15 May 2015**

### **1. Introduction**

The FHR in partnership with the Department of Justice & Constitutional Development (DOJ&CD) has launched its new programme for 2014 up until 2017, titled AMARIGHTZA – also known as the Socio-Economic Justice for All (SEJA) Programme. The AMARIGHTZA Programme is based on the values and principles enshrined in the South African Constitution – Dignity, Equality and Freedom. It also takes account of the universality, indivisibility, interrelatedness and interdependence of all human rights.

#### **Promoting the rights of vulnerable and marginalised groups**

The goal of the new programme is to enable and facilitate the realisation of socio-economic rights for vulnerable and marginalised groups through agency, the strengthening of civil society organisations and the strengthening of sector coordination in the social justice sector. The programme is funded by the European Union (EU) under Sector Budget Support.

The AMARIGHTZA programme is primarily aimed at promoting the rights of vulnerable and marginalised groups who experience discrimination and exclusion based on race, gender, age, ethnicity, religion, language or other status, the consequence of which is poverty and inequality.

#### **Resurgence of Xenophobia**

The resurgence of xenophobia in South Africa and the violence and intolerance it has spawned is contrary to the values and principles enshrined in the South African Constitution. The South African Government has a constitutional mandate to respect, protect, promote and fulfil the rights of all people living in South Africa; and to uphold their dignity, regardless of their legal status. The FHR has appealed to government, leadership and other key stakeholders including business to commit

themselves to a sustainable programme of action to tackle and prevent xenophobia from recurring in our communities.

Practical measures must include an immediate end to the violence; addressing impunity; non-violent responses to dealing with conflict; addressing the displacement of the victims of xenophobia; establishing a rapid response mechanism as well as integrating early warning detection signals.

While courageous individuals and communities have stepped forward to stop the violence and create safe spaces, it is our collective responsibility to combat racism, xenophobia and discrimination.

Swift action must be taken against those who promote and perpetuate violence and incite hatred. The South African government must take action against those who continue to violate the rights of others. Impunity must not be allowed to go unchecked.

This Call for Expressions of Interest encourages civil society organisations working with vulnerable and marginalised groups in South Africa to collaborate with FHR in combatting xenophobia and promoting a safe South Africa for all in the short, medium and long term. The call will support activities that aim to protect, respect, promote and fulfil the rights in the Bill of Rights taking a rights based approach.

Please note that this funding window is **NOT** for humanitarian assistance or repatriation transport as other groups are better situated and more competent to do this.

## **2. Focus of this Call**

This is a national Call for Expressions of Interest for contracts of between R20, 000 and R250, 000 that will be awarded through a competitive process for activities to be undertaken for a period of between one month and twelve months.

The aim of this call is to support civil society organisations to undertake activity which will combat xenophobia and facilitate the promotion of, respect for, protection of and fulfilment of the South African Bill of Rights. This call also focusses on activities which promote accountability and address impunity. The focus of this Call for Expressions of Interests may be in one of, or all three of the areas mentioned below.

We look forward to receiving applications from organisations to:

- **Document cases of xenophobic attacks** that are recurring in 2015 with a view to improve access to justice for the victims of the violence as well as their families. The documenting of the cases must also offer a deeper analysis of xenophobia and include taking statements from witnesses and victims as well as the refining of CSO strategies to prevent and tackle xenophobia.

- **Provide ongoing monitoring and reporting of xenophobic attacks** including hotspots as well as developing early warning mechanisms and rapid response strategies. FHR may offer you a contract on condition that you collaborate with other successful providers to ensure as comprehensive a product as possible.
- **Conduct community-based human rights awareness raising activities that promote anti-xenophobia.** This includes initiatives by communities affected by xenophobia as well as those communities celebrating being xenophobia-free. Amongst other things, this includes community-based cultural and sporting events that have very clear human rights based anti-xenophobia messaging, education activities, advocacy, lobbying, community radio programmes, et cetera.

### **3. Scope of the Call**

Preference will be given to applications that focus on human rights as enshrined in the South African Constitution's Bill of Rights (Chapter 2) that celebrates the "rights of **all people** (our emphasis) in our country and affirms the democratic values of human dignity, equality and freedom".

#### **3.1 Who does this Call target?**

Contracts awarded under this call will support CSOs based in, or working closely with vulnerable and marginalised communities that:

- Are registered, or are in the process of registering as a Not for Profit Organization (NPO) that is a community-based organization (CBO), Section 21 company (Not for Profit Company), or a non-profit trust.
- Have a track record of protecting, respecting, promoting and fulfilling human rights in South Africa.
- Are already undertaking anti-xenophobia activity, in particular those monitoring, documenting and raising awareness of human rights violations.
- Are active in provinces and areas currently experiencing high levels of xenophobia.
- Are community based organisations

### **4. Amounts offered under this call**

Grants of between R20, 000 and R250, 000 will be awarded through a quick turnaround competitive process, for activity to be undertaken for a period of between one month and twelve months. The amount applied for must be logically linked to the period of time for the project to be completed.

## 5. Submission Date for applications

12h00 noon on Friday 15 May 2015

## 6. Guidelines for Submission

This call has two application formats. Format A is for applications of less than R 50,000. Application Format B is for application of more than R 50,000. Application submitted using the wrong format will not be considered

### 6.1 FORMAT A

**APPLICATIONS FOR FUNDING OF LESS THAN R50, 000 PLEASE USE FORMAT A:**

#### 6.1.1 *Organizational background and proposed intervention*

Applicants should submit:

- A short statement, not exceeding two paragraphs in length, describing the background and work of the organization.
- A short description of between one and two pages on the type of intervention they would like to implement, the possible impact of that intervention on the rights of members of their community, and the reasons why they believe the proposed intervention is the most appropriate to realize the intended impact.
- An Implementation Plan

Activity	Date	Intended Outcomes

- A budget

Example only:

Item	Unit Cost	Units	Total
Equipment	R1500	4	R6,000
Venue	R1000	4	R4,000
Contribution to specific salaries for project time	R8000	4	R32,000

Catering	R50	200	R10,000
Administration max 10%	R5000		R5,000
<b>Total</b>			<b>R57,000</b>

### 6.1.2 Details of Applicant

Applicants are required to include the following information in their application.

1. The name of the organization;
2. The contact details of the organization (address, name of contact person, telephone number and email)
3. Proof of the organization's legal status (please provide a copy of NPO registration certificate or proof of application for registration);
4. A description of the area(s) in which the organization works (including municipality, province, nearest town/city, urban or rural area);
5. Employees at the Organisation

Please complete the table below. Include details of all staff members

Name of Staff member	Position	Race	Gender	Disability	Number of years employed	Full time/part time/volunteer	Telephone

### 6.1.3 Board/ Management Committee Members

Names of Board/ Management Committee Members/ how long have they been on the board and / or on the management committee.

Names of Board Member	Position on the Board, i.e Chair/Treasurer	Telephone/Email contact Details	Period served on the Board (years served)

### 6.1.4 Financial Status

Please complete the table below indicating the **three** main sources of funding that your organization has received over the past two years and the types of activities for which those funds have been used.

Funder	Amount	Activity	Period of Funding (Start and ending Date)

## **6.2 FORMAT B**

**APPLICATIONS FOR FUNDING OF R50, 000 OR MORE PLEASE USE FORMAT B:**

### **6.2.1 Applicant Details**

The specific details of Applicants that should be included in your submission are specified below.

- 1.1. The name of the organisation;
- 1.2. The contact details of the organization (address, name of contact person, telephone number, fax number and email);
- 1.3. Proof of the organisation's legal status (please provide a copy of the NPO registration certificate or proof of application for certification);
- 1.4. Latest audited Annual Financial Statement;
- 1.5. A description of the area(s) in which the organisation works (including municipality, province, nearest town/city, urban or rural area);
- 1.6. Services Delivered
  - Provide a list of the services, provided by the organisation, and other rights-based activities in which the organisation participates;
  - Describe the target groups currently accessing the services provided by the organisation.

### **6.2.2 Nature of Project**

Briefly describe the proposed project, including the following details:

- 1.7. Summary of activities and outcomes
- 1.8. Relevance to the specific activities to this call;
- 1.9. The particular groups that will be targeted by the intervention;
- 1.10. The area(s) (specify the province, nearest town and whether it is an urban or rural area) in which the proposed activities will take place
- 1.11. The expected number of beneficiaries
- 1.12. The intended outcomes of the follow up intervention
- 1.13. The nature of partnerships with local CSOs and government departments if applicable

### **6.2.3 Human Resources**

Provide the names, designations and project-related duties of the staff that will participate in this project.

### **6.2.4 Financial Status**

Please complete the table below indicating the **three** main sources of funding that your organisation has received over the past two years and the types of activities for which those funds have been used.

Funder	Amount	Activity	Period of Funding (Start and ending Date)

### 6.2.5 Implementation Plan

Provide a proposed implementation plan using the format given below.

Activity	Date	Intended Outcomes

### 6.2.6 Budget

Please provide a detailed budget, linked directly to your implementation plan for each of the proposed activities, indicating clearly what proportion of this budget is requested from the FHR.

**Example only:**

Item	Unit Cost	Units	Total
Equipment	R1500	4	R6,000
Venue	R1000	4	R4,000
Contribution to specific salaries for project time	R8000	4	R32,000
Catering	R50	200	R10,000
Administration max 10%	R5000		R5,000
<b>Total</b>			<b>R57,000</b>

Please note:

- This is only a template and not your actual budget
- The Administration fee cannot exceed 10% of the amount requested from the FHR.

## 7 Notes to Respondents

### 7.1 Additional Conditions

7.1.1 The Foundation has produced this document in good faith. However, the Foundation, its agents and its employees do not warrant its accuracy or completeness. The Foundation will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, delict or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document.

7.1.2 The award of the final contract is subject to the negotiation of a contract between the Foundation and the organization and the completion of a due diligence report. However, the Foundation has the sole discretion and will make the final decision in respect of any funding.

7.1.3 The Foundation reserves the right to modify these requirements. Any changes or modifications to this document shall be made available in an electronic format by the Foundation. Applicants will be informed of any changes or modifications and shall be responsible for the further collection of documents if necessary. The Foundation at its sole discretion, reserves the right to:

- Request additional information from all or any applicant
- Enter into further negotiations with all or any applicant
- Extend the process, including calling for new submissions.

7.1.4 Any failure to disclose material information, a factual inaccuracy, and/or a misrepresentation of any fact may result in the disqualification of your submission, or the cancellation of any subsequent contract.

7.1.5 Any undue influence or attempt to unduly influence the employees or agents of the Foundation will result in the automatic disqualification of your submission, or the cancellation of any subsequent contract

7.1.6 The Foundation furthermore reserves the right not to make any award following this call, and/or to withdraw the call at any stage prior to finalizing a contract

## 8 Format of the Proposal

If you are applying for less than R50, 000, please use format A provided. If you are applying for between R50,000 and R250,000, please use format B provided

All proposals must be submitted in accordance with the instructions contained in this document and must include all information and materials requested. Please number the sections of your response to match the numbering given in the Guidelines for Submission (Section 6).

All documents submitted in response to this call shall be typed and written in English.

Please provide 1 original and 1 copy if you are posting or hand delivering hard copies. For emailing, only one copy is required.

Only one copy of supporting material is required. Where discrepancies between copies occur, the hard-copy original will be assumed to be correct. Applications submitted fax will not be assessed.



Any failure to disclose material information, a factual inaccuracy, and/or a misrepresentation of any fact may result in the disqualification of your submission, or the cancellation of any subsequent contract.

Any undue influence or attempt to unduly influence the employees or agents of the Foundation will result in the automatic disqualification of your submission, or the cancellation of any subsequent contract.

## 9 Procedure for queries

All queries must be communicated in writing, via e-mail to [grantsunit@fhr.org.za](mailto:grantsunit@fhr.org.za)

## 10 Timeline and Deadline for Submission

Applications will **ONLY** be accepted via email **OR** submitted to the address mentioned below, no later than 12h00 noon on the submission dates referred to in this documents.

## 11 How to Apply

Your application will **ONLY** be accepted via the email address:

[SEJARMA15@fhr.org.za](mailto:SEJARMA15@fhr.org.za)

Emails to any other FHR email will NOT be accepted.

In the subject line of your email, you need to state: The Name of the Call, the Reference Number and the name of your organization.

Postal/couriered or hand delivered submissions must be delivered to:

**Foundation for Human Rights**

**3<sup>rd</sup> Floor, 222 Smit Street**

**(C/r Rissik st)**

**Braamfontein, 2017**

Please paste the details below (or a facsimile thereof) on the front of each envelope of your submission.

**Name of Organisation Applying:**

**Reference Number: SEJ/HRA1.1.5RMA**

**Foundation for Human Rights**

**3rd Floor, 222 Smit Street (c/r Rissik St)**

**Braamfontein, 2017**

