
Sexual Violence Research Initiative

Request for Proposals to host the Secretariat

Deadline: 21 February 2005

This Request for Proposals invites institutions, particularly in low- or middle-income countries, to express their interest in hosting the Secretariat for the Sexual Violence Research Initiative (SVRI) for an initial period of three years, renewable by the SVRI Coordinating Group.

Global Forum for Health Research

The Global Forum for Health Research is an independent international foundation promoting more health research to combat the neglected diseases and conditions that are major sources of ill health in developing countries and to reduce other inequities in health and health research.

Health research encompasses the whole spectrum from biomedical research that creates new drugs, vaccines and diagnostics, to health systems and policy research which ensures that health systems are better informed and managed, to social science and operational research to improve access and uptake and to help us better understand what affects the health of people in the community.

The Global Forum is supported by the Rockefeller Foundation, World Bank, World Health Organization and the governments of Canada, Denmark, Norway, Sweden and Switzerland.

The Global Forum supports networks in health research bringing together a wide range of partners in a concerted effort to find solutions to priority health problems.

Background

In May 2000, with the support of the Global Forum for Health Research, the Key Centre for Research on Women in Melbourne, Australia, hosted a meeting of representatives from all regions of the world and several networks of organizations working on sexual violence. The group reached consensus on the need for a global initiative on sexual violence research. A coordinating group of experts from different disciplines and regions was set up to guide the work.

The resulting Sexual Violence Research Initiative (SVRI) aims to create a network of experienced and committed researchers, policy makers, activists and donors who will work together to make progress towards redressing the many gaps in knowledge on sexual violence. The initiative is funded by the Global Forum for Health Research and has been hosted by the World Health Organization's department of Gender, Women and Health for the initial period. The current tenure of the SVRI Secretariat at WHO will end on 31 December 2005.

Objectives of SVRI

The objective of the SVRI is to promote and disseminate action-oriented research to reduce and respond to sexual violence through: Identifying gaps, Building capacity, Supporting research, Raising awareness and Building partnerships.

Governance of SVRI

The initiative is currently hosted by the World Health Organization (Department of Gender, Women and Health) and WHO staff provide technical and administrative support. Overall guidance and technical oversight for the Initiative is provided by a Coordinating Group of experts from around the world. It reports to the WHO and the Foundation Council of the Global Forum for Health Research on activities undertaken to meet identified programme progress indicators and funded programme deliverables.

Terms of reference of the SVRI Secretariat

The Secretariat of SVRI (which is composed of a Secretary who provides supervision and staff who manage daily activities) maintains coherence, collaboration and communication among different SVRI activities in compliance with the Coordinating Group guidance. Specifically, it:

- *Supports the Coordinating Group to generate funds for SVRI activities.*
- *Communicates SVRI activities to all constituents through the SVRI email listserve and website.*
- *Maintains and updates the SVRI website.*
- *Helps raise the profile of SVRI by publicizing SVRI activities, especially for fund-raising efforts.*
- *Helps organize and conduct Coordinating Group and partner meetings at specified times of the year.*
- *Reports to the Coordinating Group, financially, scientifically and administratively.*

Review criteria

Proposals will be reviewed by the Coordinating Group. Organizations/institutes/agencies will be considered for hosting SVRI Secretariat that can demonstrate their capacity to:

- *Maintain international communication, including easy e-mail access*
- *Host and maintain the SVRI website*
- *Fundraise for the Initiative together with the Coordinating Group*
- *Accept and disburse funds internationally*
- *Promote and advocate for international research programmes and projects*
- *Manage international health research and multi disciplinary research on health issues*
- *Contribute to a work-plan for proposed activities to be carried out by the Secretariat and monitor its implementation*
- *Develop and manage a budget for the Secretariat and its activities*
- *Support workshops, meetings and symposia to promote research and networking of SVRI*
- *Maintain the infrastructure necessary for providing support to the Coordinating Group.*

The institution should have a public health mandate from any public, private or academic sector preferably in a low- or middle-income country and have a track record of work on sexual violence .

The Secretary will lead the secretariat and should

- *Be on the staff of the applying organization/institute/agency*
- *Be a national of a developing country*
- *Be a recognized health researcher and manager*

- *Have international experience in networking*
- *Be available to supervise a programme officer to carry out the SVRI work-plan.*

Budget of SVRI activities

Some seed funds for the functioning and activities of the SVRI Secretariat are expected to be available from the Global Forum for Health Research for the first year of the new host's tenure to cover some staff costs, administrative help, communications and small meetings. Additional funds to cover the costs of the secretariat and the activities of the SVRI will have to be raised by the host organization. Sources for these funds could include:

- *host organization contributions, as a sign of their commitment (funds, resources, materials)*
- *fund-raising efforts initiated by the secretariat under guidance of the Coordinating Group.*

Schedule of work

The deadline for proposals is 17:00 CET 21 February 2005 . Review of proposals will take place immediately thereafter, and the selection will be announced by May 2005. To aid the transfer of knowledge and enable the Secretariat to become functional as soon as possible after the transfer, it is envisaged that the current Secretariat will work with the newly elected Secretariat for a two-to-three month period.

Application process

Applicants are requested to send a cover letter detailing mailing and email address, fax and telephone contact information and a proposal of no more than 10 pages (excluding appendices which should also not exceed 10 additional pages) covering the following sections:

- *Description of the organization/institute/agency, including its national and international roles*
- *Description of internal management processes (e. g. governing bodies or processes, financial control, reporting and approval requirements)*
- *Capacity and experience of the institution vis-à-vis the stated requirements including capacity and experience of work on sexual violence*
- *Description of any organizational/institutional policies and applicable local laws that will affect SVRI's ability to receive and disburse funds, hire staff and consultants, organize meetings with attendees from other countries and carry out other relevant functions and tasks of the secretariat.*
- *Proposed method of work*
- *Institutional/government support for the functions of the Secretariat*
- *Estimated budget and justification*
- *Résumé/CV of the proposed secretary and any other key personnel*

Proposals may be sent via post or electronically or faxed and should be received by 17:00 CET 21 February, 2005.

Postal address: SVRI, (Attention Chen Reis), c/o GWH/FCH, WHO, 20 avenue Appia, 1211 Geneva, Switzerland

Fax: + 41 22 791 1585 email: svrimail@who.int