



Expressions of Interest (EOI)
to host the
Belmont Forum Secretariat

Release date: 5 April 2017
EOIs to be received no later than 17h00 EDT 5 July 2017

Please send the completed Application Template to contact@belmontforum.org with a subject line: Secretariat Host EOI.

Once the application is submitted by e-mail to contact@belmontforum.org, it cannot be amended. If an application needs to be retracted, please contact the contact@belmontforum.org e-mail address as soon as possible.

Receipt of application will be confirmed in a response e-mail within 24 hours of submission.

All applications should be submitted through contact@belmontforum.org and not through any other means.

Any questions regarding this template or the requirements outlined in the EOI call text, please submit to contact@belmontforum.org with the subject line: Secretariat Host Query. A response will be sent within 24 hours.

I. Background information

Organization full name (no acronyms, please):

Organization physical address (no post office boxes):

Street address:

Street address (continued):

City:

State, province, or department:

Country:

Postal code:

Website:

Organizational contact

Please provide the contact information for the negotiations with the Belmont Forum concerning this EOI.

Title:

Appellation: Mr., Ms., Dr., Prof.

Name:

Family name:

E-mail address:

Contact phone (with area code):

II. Relationship with the Belmont Forum

Developing a host-hostee relationship

Please describe how your organization would envision a host-hostee relationship with the Belmont Forum and its Secretariat.

III. Organizational offering

The requirements section in the EOI call text can be broadly grouped into three categories:

A. Authority

Please inform how your organization would work the Belmont Forum Secretariat. How would the BF Secretariat fit inside your organization? What delegation of authority would it have? To whom in the organization would the BF Secretariat respond to? How are the BF Secretariat costs to be honoured?

B. Professional Services

What are the professional services your organization could provide, such as accounting, travel support, IT, conferencing, printing services and meeting support? Would these services be charged to the Belmont Forum or provided as in-kind contribution?

C. Staff Support

This is the ability of a host organization to provide access to operational needs, optional benefits, and in-country support to Secretariat staff and Forum members. How would salaries and benefits be negotiated? Are there pension provisions and health plan included in the contract with the members of the BF Secretariat? What would be the travel policy that applies to the BF Secretariat?

Please clearly address each of these categories in your response. The total length should not exceed 3 pages (10,500 characters). Please refer to the EOI call text document on the Belmont Forum webpage for those services which are required for Forum business and those that are suggested.

IV. Vision

Please provide your organization's vision on the future connectivity of the Belmont Forum Secretariat with your structure. The Belmont Forum seeks to have a reasonable expectation of permanence with its Secretariat host. What requirements does your organization have for hosting the Forum and how does this potentially meet your mission statement or organizational priorities?

V. Business Model

Please provide any additional details about the business model that your organization would propose with the Belmont Forum to provide required and additional services to the Secretariat and membership related to the hosting details outlined. If indirect or contractual rates are being proposed, please indicate the basis for such rates. If additional benefits will be offered to in-house personnel, please provide any additional requirements for these benefits.

Appendix: Supporting Materials

Please include any additional materials about your organization that you wish the review committee to know, including the letter of authorization from organizational leadership, as pdf attachment(s). One single pdf attachment of all relevant documents is preferable.