**APPLICANT INFORMATION AND DESCRIPTION OF PROPOSED SOLUTION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: APPLICANT INFORMATION**   |  |  | | --- | --- | | Name of Entity |  | | Type of Organization | * Non- Profit/NGO/CSO/CBO * National/Local NGO/CSO/CBO * International NGO | | Date of Creation / Registration |  | | No. of Years of Existence |  | | Geographical Footprints | * Global * Regional * National * Sub-National | | List of Country Presence |  | | Proposed intervention area(s) |  | | Total Intervention Budget |  | | Applicant Contribution |  | | Mission / Vision Statement |  | | Total No. of Employees |  | | Key Officials (List from Board of Directors to Senior Management) | |  |  | | --- | --- | | Name | Designation | |  |  | |  |  | |  |  | |  |  | | | List of Top 5 Major Clients | |  |  |  |  | | --- | --- | --- | --- | | Name of Client | Description of Engagement | Duration of Engagement | Value in US$ | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | Other Relevant Information |  | |
| **SECTION 2: TRACK RECORD OF SIMILAR WORK** |
| 2.1 Describe your track record for similar projects in the past by providing the relevant information below. You may include up to 5-10 most relevant projects in the past 5 years   |  |  |  |  | | --- | --- | --- | --- | | Name of the project |  | | | | Name of Client / Funder |  | | | | Grant/contract value (USD) |  | Website if applicable | | | Target Country(ies) |  | Implementation Period |  | | References contact details | Full Name | Designation | Contact Details (Email and Phone No.) | |  |  |  | | Brief Description of the work |  | | | | Key results/outcomes achieved after completion |  | | |   (Please replicate the above table to add more of your previous projects/clients)  2.2 Describe your prior experience of collaborating with relevant government institutions, private institutions and local government bodies in the applied zone   |  |  |  |  | | --- | --- | --- | --- | | Name of the project |  | | | | Name of the Organization |  | | | | Implementation Period |  | Website if applicable | | | References contact details | Full Name | Designation | Contact Details (Email and Phone No.) | | Brief Description of the work |  |  |  | |  |  |  | | Key results/outcomes achieved after completion |  | | | |  |  | | | |
| **SECTION 3: DESCRIPTION OF PROPOSED SOLUTION** |
| 3.1 Briefly narrate in your own words your understanding of the requirements of this TOR |
| 3.2 Explain your proposed solution, how it will address the development challenges, and achieve the desired results/outcome.   |  |  | | --- | --- | | Describe the proposed solution   * Provide a high-level overview * Explain how it works and include process maps and technical requirements, if applicable |  | | Explain how the proposed solution will address the development challenges and achieve the target outcomes/results cited in the TOR |  | | List all other value-addition arising from the proposed solution, apart from the targeted outcomes/results |  | | Explain how the proposed solution integrates gender equality and inclusion in its design and implementation |  | | Explain how the proposed solution can be made sustainable long after the implementation of the grant |  | | Indicate form of support is needed from UNCDF to help achieve the target results/outcomes |  | | Other relevant information |  | |
| 3.3 Describe the Quality Assurance Mechanisms that will be put in place to ensure the successful achievement of outcomes/results. |
| 3.5 Implementation Timelines: Submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing, specifying timelines, entities responsible and their role. Please include among the activities the frequency and timing of reporting of status to UNCDF. |
| 3.6 Sub-Grantees: Explain if any work would be delegated, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-grantees. Especially in the case of consortiums, give special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. |
|  |
| **SECTION 4: RISK ASSESSMENT AND RISK MANAGEMENT** |
| Provide a comprehensive set of potential risks that are foreseen while delivering on the target results/outcomes as well as the risk mitigation measures that will be put in place.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **#** | **Risk** | **Type of Risk**  **(Types can be Strategic/ Operational/ Financial/ Social/ Political/ Environmental)** | **Likelihood of Occurrence**  **(**Low  Medium  High | **Impact** | **Management / Mitigation Measures that Will be in Place** | | *1.* |  |  |  |  |  | | *2.* |  |  |  |  |  | | *3* |  |  |  |  |  | | *4* |  |  |  |  |  | | *5* |  |  |  |  |  | |
| **SECTION 5: PERSONNEL** |
| Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations along with information on the roles and structure of any sub-grantees, contractors, or other critical relationships. Attach the CV of the key personnel that will be leading the activities and working directly with UNCDF and all other stakeholders. |
| **SECTION 6: BUDGET AND RESOURCES PLAN** |
| Present a Budget and Resources Plan indicating which activities and specific cost elements will be provided by the Applicant, and which ones will be funded by the grant.  UNCDF offers, in addition to grants and technical assistance, financing possibilities such as guarantees, concessional and commercial loans, as well as investments. Please explain in this section your company's financing needs, your financial and business plans for the next few years and your financial sustainability strategy. |