**Annex B: Technical Proposal Template (Max 12 pages)**

**We recommend that you read the following guide together with the Request for Applications before you start completing your application for funding. This guide contains important details on the information and supporting documentation that we require to assess your application**

**Specific Instructions**

* In order to submit a proposal under this Call, an applicant must use the Proposal Template and follow the directions and requirements set forth in the template below.
* The Project Proposal should not exceed 12 pages of text
* Accepted font is **Arial**, f**ont size 10 and single spacing**.
* The Proposal should be submitted in typed form.
* Applicants should only submit the information and materials specified in the template. Proposals submitted in any other format will not be accepted or reviewed.
* In addition, and as noted in the technical Proposal Template, all proposals MUST be in English and submitted electronically via this email address. tenders@csfsouthsudan.org

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

***Please make sure your application satisfies all the criteria specified in the below checklist.***

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Duly completed applicant information |  |  |
| Duly completed project information |  |  |
| Duly completed work plan |  |  |
| Proposal budget (Excel Format) |  |  |
| Copy of current RRC registration certificate |  |  |
| Audited and/or financial statements for the last fiscal year (in the absence of audited statements, any other official document demonstrating the annual income of the previous year will be accepted) |  |  |
| Recommendation from at least one donor that has supported the organization in the last 3 years |  |  |
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**PART A: APPLICANT’S INFORMATION**

|  |  |
| --- | --- |
| Organisation’s Legal Name:  (*Name as it appears in the registration certificate*) |  |
| Physical Contact Address: |  |
| RRC Registration Number & Expiry Date |  |
| Name and Contacts of Executive Director/Project Manager |  |
| Name and Contacts of Project Finance Officer |  |

**PART B: PROJECT SUMMARY**

|  |  |
| --- | --- |
| Title of the project |  |
| Location of project implementation  **-***specify the location where the CSO will implement this project* |  |
| Project period |  |
| Total budget requested |  |
|  |  |

**PART C: PROJECT DESCRIPTION**

**1. Project Proposal Summary: 1 *page***

* Brieflydescribe the core organisational development challenges and/or advocacy issue to be addressed by the proposed project.
* This section should also state the project location, as well as the period the CSO has been operational in that location.
* Also, provide a brief description of how the proposed project is aligned with your organisation’s vision
* Provide a brief description of how the proposed project is relevant to the realities of your operational context
* The relevance of the proposed project to the CSF strategic priorities should also be presented

**3. Problem Statement: ½ page**

* Describe the key organisational capacity constraints that you plan to address with support from CSF.
* How did your organisation identify and prioritise these gaps?
* What are the community/constituency needs and priorities that you plan to address through your advocacy activities?
* Please explain how this project will help to strengthen your organisation’s capacity to carry out your mandate.

**4. Project Objectives and expected results: I page**

This section should contain a clear and specific statement of what the proposed project will accomplish in terms of strengthening your organisational capacity to better respond to community/constituency needs. Please provide the following:

(i)The main objective and specific objectives of the proposed project

(ii) The justification for the project. The justification should indicate the importance of the proposed project to improving the organisational capacity of your organisation; how the proposed project will improve your capacity to advocate on behalf of the community/ constituency that you represent; the importance of the project to the Civil Society Facility in terms of contributing to its overall and or specific focal area objective(s).

iii) The specific results that the project will produce. The expected results are the measurable changes in organisational capacity which will have occurred by the end of the project as a result of the planned interventions.

Each project MUST contribute to Result 1 of the CSF plus any other results stated below:

Result 1: CSOs demonstrate improved organisational capacity ; **(mandatory result)**

Result 2: CSOs deepen their links with communities and groups that they represent;

Result 3: CSOs increase their capacity to engage constructively with authorities and decision makers as well as purposefully engage in policy making processes; and

Result 4: CSOs form alliances between themselves and with other actors to work on issues relevant to the needs and priorities of communities/groups

**5. Project Activities: 2 pages**

This section, should describe what will actually be done to produce the expected results and accomplish the project's objectives. There should be a clear and direct linkage between the activities and the expected results or outcomes. (The applicant must ensure that the activities are a means to achieving the results). **Note that weakness in this area may be a major reason for failure to receive funding**. Activity descriptions should be as specific as possible, identifying **what** will be done, **who** will do it, **when** it will be done (beginning, duration, completion), and **where** it will be done.

**6. Organisation Capacity Improvement Plan: 2 pages**

* Please provide an indicative organisation improvement plan. (Please note that if selected, the organisational capacity improvement plan will be further refined following the results of the Participatory Organizational Capacity Assessment).
* Clearly explain the capacity building methods you intend to employ to address the priority capacity needs that have been included in the organisation capacity improvement plan.

**7. CSO organisational capacity to implement this project : 2 pages**

* Please give details about your experience in strengthening your organisation’s internal capacity- either with or without external assistance. Are there ongoing organisational capacity development initiatives
* Please give details about your experience in one or more of the following areas;

1. Working with communities to collectively identify and prioritise issues affecting them
2. Engaging with authorities and decision makers on priority issues affecting communities
3. Engaging and influencing policy processes
4. Working with other CSOs in alliances and networks for the purpose of learning and joint action

* Please provide information on the expertise of the key staff that will be involved in this project.
* Please mention two projects in the last 3 years of a similar size that were funded, even partially, and successfully implemented. Provide name of the donor organisation, size of the grant received, date, duration and location of the project and a brief description.)

**8. Monitoring and Evaluation Plan: 1 page**  
Among the key issues to be addressed as part of M&E are:

* How will the organisation track progress in implementation of the organisation capacity improvement plan? Please provide at least 2 indicators of improvement per capacity development area.
* How will you assess the impact of the project in terms of achieving the project's objective(s)
* How will the mid-course correction and adjustment of the project design and plans be facilitated on the basis of feedback received; and
* Explain how learning generated from the project will be used to further strengthen the organisation’s ability to respond to challenges and adapt to change.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **List the activities necessary to fulfil each of your objective (s)** | | **Duration of activity in months** | | | | | | | | | | | |
| Activity | Responsible  Party | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**9. Work Plan: 2 pages**  
This section should be presented in the table format presented below. Your work plan should indicate the sequence of all major activities and implementation milestones. The Work Plan should show a logical flow of steps, indicating that all the things that must happen have been carefully thought through from the start to the end of project. Please include in the Work Plan the required reports, project reviews and monitoring activities.

**10. Sustainability Plan: 1/2 page**

* Please describe how your organisation will sustain the capacity acquired and developed a during this project, after project funding ends
* Also, explain how the capacity development interventions will contribute towards institutional, financial and programmatic sustainability and future organisational performance