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**Annex 6:**

**Application Package for Call for Proposals: ‘Gendered approach to Preventing Violent Extremism through Education in Iraq’**

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1. **Application Checklist**

|  |  |  |
| --- | --- | --- |
| Yes | No | Document |
|  |  | Completed application – for the project (using this package) |
|  |  | Proposed budget in USD – for the project (Annex 3, Budget Template attached separately) |
|  |  | Proposed workplan – for the project (Annex 4) |
|  |  | Certificate of registration as NGO from country of legal headquarters (international organizations only) |
|  |  | Certificate of NGO registration for Iraq |
|  |  | Certificate of NGO registration with the Ministry of Education in Baghdad and KR-I (Erbil) |
|  |  | Letter certifying that the organization is not blacklisted |
|  |  | History of experience implementing previous projects including contact information for a reference - (Appendix A) |
|  |  | CVs of key staff proposed to implement project – (Appendix B) |
|  |  | Audited financial statements of NGO for 2017, 2018 and 2019 |
|  |  | Finance and procurement manuals or standards of NGO if applicable |
|  |  | Letter from bank confirming account in name of organization |
|  |  | Organigram describing organization structure, responsibilities and supervision |
|  |  | Vendor Registration Form (Appendix D) |
|  |  | HACT Assessment report (s) 2016 and/ or later for the NGO |
|  |  | Letter from Directorate of Education, stating that the organisation- NGO has an already established cooperation in the governorate |

1. **Summary of Key Project Information**

|  |  |
| --- | --- |
| * 1. Beneficiaries and Focus Areas | |
| How many children will benefit from activities 25 February 2021- 30 April 2022 as a result of training the teachers and school actors? |  |
| How many youths will directly benefit from activities 25 February 2021- 30 April 2022? |  |
| How many teachers, school administrators and other education staff will directly benefit from activities 25 February 2021- 30 April 2022? |  |
| How many parents will directly benefit from activities 25 February 2021- 30 April 2022? |  |
| In which districts of targeted governorate(s) will the project activities be implemented 25 February 2021- 30 April 2022? |  |
| 1.2 Budget | |
| Total project budget in US dollars: |  |
| UNESCO contribution: |  |
| NGO monetary contribution: |  |
| NGO in kind contribution: |  |

### **NGO Key Information**

|  |  |
| --- | --- |
| 2.1 Lead NGO | |
| Description | Response |
| Full name of NGO |  |
| Country of incorporation |  |
| Year of incorporation |  |
| National or international NGO |  |
| Date NGO was established in Iraq |  |
| Type of activities implemented by the organization (especially in Iraq) |  |
| Organization is licensed to work in Iraq  License expiration date  *Attach registration certificates* |  |
| Address of HQ (if international) |  |
| Address of Iraq office |  |
| NGO has worked with UNESCO in Iraq or other country/ies?  If yes, please indicate which country. |  |
| Has the NGO been suspended/ or blacklisted by any UN Organization or World Bank Group?  *Attach letter certifying that NGO has not been blacklisted.*  If yes, describe reasons. |  |
| Describe structure of organization |  |
| Describe logistical infrastructure and equipment at HQ and in Iraq |  |
| Describe staffing resources, including number of staff and responsibilities in Iraq and at headquarters  *Attach organigram* | Please provide information in a separate table. |
| Contact info of the NGO’s Director:  Name  Email  Skype  Mobile |  |
| Contact info of the NGO’s Financial Manager:  Name  Email  Skype  Mobile |  |
| Contact info of the NGO’s proposed Project Manager:  Name  Email  Skype  Mobile |  |
| 2.2 Associate NGO (if applicable) | |
| Full name of lead NGO |  |
| Year of incorporation |  |
| Date NGO was established in Iraq |  |
| Type of activities implemented by the organization |  |
| Organization is licensed to work in Iraq  License expiration date  *Attach registration certificates* |  |
| Address of HQ (if international) |  |
| Address of Iraq office |  |
| NGO has worked with UNESCO in Iraq? |  |
| Has the NGO been suspended/ or blacklisted by any UN Organization or World Bank Group?  If yes, describe reasons.  *Attach letter certifying that NGO has not been blacklisted.* |  |
| Describe structure of organization |  |
| Describe logistical infrastructure and equipment in Iraq |  |
| Describe staffing resources, including number of staff and responsibilities in Iraq and at headquarters  *Attach organigram* |  |
| Contact info of the NGO’s Director:  Name  Email  Skype  Mobile |  |
| Contact info of the NGO’s Financial Manager:  Name  Email  Skype  Mobile |  |
| Contact info of the NGO’s proposed Project Manager:  Name  Email  Skype  Mobile |  |

### **Applicant’s Financial Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1 Applicant organization** | | | |
| **Description** | **Year 2017**  **(US$)** | **Year 2018**  **(US$)** | **Year 2019**  **(US$)** |
| Overall value of project portfolio |  |  |  |
| Current annual operational expenditure  (not including programme expenditure). |  |  |  |
| Total annual salaries and wages for fixed-term staff |  |  |  |
| Current annual programme expenditure |  |  |  |
| Value of fixed assets |  |  |  |
| Net outstanding debt |  |  |  |
| Current liabilities |  |  |  |
| **Bank Information** |  | | |
| Bank name  Bank address  Name of account holder  IBAN number  SWIFT |  | | |
| **3.2 Associate Partner (if applicable)** | | | |
| **Description** | **Year 2017**  **(US$)** | **Year 2018**  **(US$)** | **Year 2019**  **(US$)** |
| Total value of project portfolio |  |  |  |
| Current annual operational expenditure  (not including programme expenditure). |  |  |  |
| Total annual salaries and wages for fixed-term staff |  |  |  |
| Current annual programme expenditure |  |  |  |
| Value of fixed assets |  |  |  |
| Net outstanding debt |  |  |  |
| Current liabilities |  |  |  |
| **Bank Information** |  | | |
| Bank name  Bank address  Name of account holder  IBAN number  SWIFT |  | | |

### **Description of Partner**

* *Describe applicant organization, including areas of expertise, geographical focus areas and experience in Iraq (2-4 paragraphs).*
* *Describe associate partner organization including areas of expertise, geographical focus area, experience in Iraq and criteria for selecting the partner (2-4 paragraphs)- if applicable*
* *Describe the partner’s approach to developing the capacity of the associate partner (2 paragraphs). – if applicable*

### **Project Description and Technical Approach**

### **Context and background**

### *Provide a brief background and context and identification of problems in proposed focus areas (Ninewa, Iraq) (2-3 paragraphs).*

### **Relevance of the project**

### *Describe how proposed activities will support achievement of project objectives (2-3 paragraphs).*

### **Expected Results**

### *Explain the specific results expected, stating how the project will improve the situation of the target groups and direct beneficiaries. Identify challenges which need to be addressed to achieve results (3-6 paragraphs).*

### **Target groups**

### *Based on the information in the Call for Partnerships please describe beneficiary groups including their needs and challenges and describe strategies to effectively engage with each group (2-3 paragraphs).*



### **Activities and Methodology**

### *Describe proposed activities in detail including preparation, tasks, milestones, tools and staff required. Identify required tools, supplies and staffing (subcontract is included where necessary) and identify strategies for coordination with the Ministry of Education and Directorates of Education.*

### *Describe monitoring strategies and tools.*

### *Describe the strategies for sustainability. Consider key sustainability factors such as: Capacity Development, Gender Equality, Environmental Sustainability, Human Rights-Based Approaches, financial/economic sustainability and technological sustainability.*

### **Identification of Risks**

* *In the table below identify key risks and propose mitigation strategies.*

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
|  |  |
|  |  |
|  |  |
|  |  |

### **Visibility**

* *Describe strategies to ensure donor (EU), UNESCO and project visibility with beneficiaries and other stakeholders (2-3 paragraphs).*

### **Previous Experience**

* *Attach a description of at least three education projects implemented with a similar focus and scale using the template in* [*Appendix A.*](#previousexperience)

### **Organizational Structure of the Organisation**

* *Describe organization’s hierarchical structure including decision-making and governance processes. Provide an organigram, which includes permanent staffing,* ***and clearly showing the project staffing****.*
* *Attach CVs for key project staff to the application using the template in*  [*Appendix B*](#CVtemplate) *or standard CV formatting.*

### **Project Management Structure and ToR for Each Position Assigned Under the Project**

* *Insert a diagram for the structure and a table ToRs for each position, and clearly mention who will be the focal point for the project?*

### **Workplan**

* *Provide a workplan using Annex* *4, which is separately attached to this application package*

### 

### **Added Value**

### *Describe how the organisation can add values and put it in a better position than other organisations in the implementation of the project objectives (2-3 paragraphs).*

### **Financial Position and Management Practices of the Applicant**

* *Attach audited financial statements for, 2017, 2018 and 2019 to the application.*
* *Attach a financial manual or guidelines to the application.*
* *Attach a procurement management manual or guidelines to the application.*

### **Budget**

* *Provide a budget using* Annex *3, which is separately attached to this application package*
* *Do NOT include the indirect cost in the budget in order to maximize the budget spent on the activities*
* *The personnel cost should not exceed 30% of the total budget.*

**Appendix A: Previous Experience**

* *Complete the table below for 3-4 previous projects with a similar financial and implementation scope and scale.*
* *Provide current contact information for a reference that UNESCO can contact for further information.*

|  |  |
| --- | --- |
|  | **Project name:** |
|  | **Donor or project owner:** |
|  | **Project location:** |
|  | **Start date:** |
|  | **End date** |
|  | **Project funding amount** |
|  | **Project objectives** |
|  | **Project beneficiaries** |
|  | **Description of project activities** |
|  | **Reference contact information:**  **Name**  **Job Title**  **Organization**  **Email**  **Telephone number** |

|  |  |
| --- | --- |
|  | **Project name:** |
|  | **Donor or project owner:** |
|  | **Project location:** |
|  | **Start date:** |
|  | **End date** |
|  | **Project funding amount** |
|  | **Project objectives** |
|  | **Project beneficiaries** |
|  | **Description of project activities** |
|  | **Reference contact information:**  **Name**  **Job Title**  **Organization**  **Email**  **Telephone number** |

|  |  |
| --- | --- |
|  | **Project name:** |
|  | **Donor or project owner:** |
|  | **Project location:** |
|  | **Start date:** |
|  | **End date** |
|  | **Project funding amount** |
|  | **Project objectives** |
|  | **Project beneficiaries** |
|  | **Description of project activities** |
|  | **Reference contact information:**  **Name**  **Job Title**  **Organization**  **Email**  **Telephone number** |

**Appendix B: CV Template for Key Staff**

**Family name:**

**First name/s:**

1. **Occupation (role and function):**
2. **Nationality/Passport:**
3. **Residence:**
4. **Education:**

|  |  |  |
| --- | --- | --- |
| **Name of Institution** | **From-to (month and year)** | **Degree obtained and Major Field of Study** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Language skills: Indicate competence on a scale of 1 to 5 (1= basic, 5=excellent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| **English** |  |  |  |
| **Arabic** |  |  |  |
| **Kurdish** |  |  |  |

1. **Membership in professional bodies:**
2. **Other skills:**
3. **Contacts or references:**
4. **Years within the firm (or years of affiliation):**
5. **Country experience:**
6. **Regional and international experience**
7. **Key qualifications:**
8. **Professional experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From-to (month, year)** | **Location** | **Employer** | **Position** | **Description of specific assignment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix C: Vendor Registration Form**

*Please provide details for each firm constituting consortium/ joint-venture*

|  |  |
| --- | --- |
| **Vendor Information** | |
| Name / Company name: |  |
| Profession / Area of expertise: |  |
| Street name / House Number: |  |
| Postal Code / City: |  |
| P.O. Box: |  |
| Country: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Language of correspondence: |  |
| Tax Code 1 / Tax Code 2: |  |
| Contact 1 |  |
| Contact 2 |  |
| **Bank Information (attach letter providing bank details from bank)** | |
| Full bank name: |  |
| Full agency name: |  |
| Full bank address: |  |
| Bank Postal code / Bank City: |  |
| Bank country: |  |
| SWIFT/BIC code: |  |
| IBAN |  |
| Bank code & branch code: |  |
| Bank account Number: |  |
| Control Key (if applicable): |  |
| Account holder name: |  |
| Account currency: |  |
| Additional banking information:  (i.e. CHIPS UID, ABA, PayThru, etc…) |  |
| **Additional Information (Please add any comment that may facilitate your identification)** | |
|  | |