**ANNEX 5**

**SAMPLE STRUCTURE OF THE TECHNICAL PROPOSAL**

*N.B. The template below is given as a sample for partners consideration. Partners can use another format and/or include different information. However, partners are requested to make sure that the Technical Proposal includes all the needed information for UNESCO to assess the proposal based on the Evaluation Matrix provided in the Call for partnerships.*

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

### **Context and background**

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

### **Expected Results**

### *Describe how proposed activities will support achievement of project objectives (2-3 paragraphs). Please make sure that the proposal covers all activities described in Terms of reference (TOR) in Annex I.*

### *Explain the specific results expected, stating how the project will improve the situation of the target groups and direct and indirect 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).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target groups** | **Needs and challenges** | **Strategies to effectively engage with each group** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

### 

### **Beneficiaries of training activities**

|  |  |
| --- | --- |
| **Category of personnel** | **Number of beneficiaries** |
| Teachers |  |
| Head teachers |  |
| Other school staff (please specify) |  |
| Other (please specify) |  |

### **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 UNESCO, 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.*

### **Modalities of lump sum disbursement**

### *Describe how partner organization is planning to administer the lump sum administratively and methodologically. This explanation should allow UNESCO to understand (i) in what way the Organisation is planning to use the lump sum (e.g. direct implementation, procurement, transfer to a third party etc.); (ii) how UNESCO can verify the lump sum is fully used for the purpose of the implementation of the School Improvement Plan agreed by UNESCO.*

### **Modalities of compensations disbursement**

### *Describe how cash compensations will be distributed to beneficiaries (teachers and school personnel) for training activities.*

### **Visibility/ communication plan**

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

### **Previous Experience**

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

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

### *Describe the organization’s hierarchical structure including decision-making and governance processes. Provide an organigram, which includes permanent staffing,* ***and clearly showing the project staffing.***

### *Describe staffing resources, including number of staff and responsibilities in Syria and at headquarters (please attach organigram).*

### *Attach CVs for key project staff to the application .*

### **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*

**Appendix A: Previous Experience**

* *Complete the table below for at least 2 previous projects with a similar financial and implementation scope and scale.*
* *Add as many projects as you deem relevant.*
* *Provide the contact person for a reference check to be carried out by UNESCO.*

|  |  |
| --- | --- |
|  | **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** |