**Annex: 5**

**Application Package for Call for Partnership: ‘Provision of Basic General Literacy to youth and adults**

**Table of Contents**

Application Checklist [2](#_Toc9163455)

[Summary of Key Project Information 3](#_Toc9163456)

[NGO Key Information 3](#_Toc9163457)

[Applicant’s Financial Information 6](#_Toc9163458)

[Description of Lead and Associate Partners 6](#_Toc9163459)

[Project Description and Technical Approach 7](#_Toc9163460)

[Identification of Risks 7](#_Toc9163461)

[Visibility 8](#_Toc9163462)

[Previous Experience 8](#_Toc9163463)

[Workplan 8](#_Toc9163464)

[Financial Position and Management Practices of the Applicant 8](#_Toc9163465)

[Budget 8](#_Toc9163466)

[Appendix A: Previous Experience 9](#_Toc9163467)

[Appendix B: CV Template for Key Staff 11](#_Toc9163468)

[Appendix C: Vendor Registration Form 12](#_Toc9163469)

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 |
|  |  | 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 for 2019, 2020, and if available 2021 |
|  |  | Finance and procurement manuals or standards |
|  |  | Letter from bank confirming account in name of organization |
|  |  | Organigram describing organization structure, responsibilities and supervision |
|  |  | Vendor Registration Form (Appendix C) |
|  |  | Recommendation letters from other UN agencies or other donors regarding project implementation |

1. **Summary of Key Project Information**

|  |  |
| --- | --- |
| * 1. Beneficiaries and Focus Areas | |
| How many teachers and education staff will directly be targeted per province? (based on 1250 learners per province) |  |
| 1.2 Budget | |
| Total project budget in US dollars: |  |
| UNESCO contribution: |  |
| NGO monetary contribution: |  |
| NGO in kind contribution: |  |
| Average cost per beneficiary |  |

### **NGO Key Information (in addition to Partner’s identification Form 7-9A)**

|  |  |
| --- | --- |
| 2.1 Lead NGO | |
| Description | Response |
| Full name |  |
| Country of incorporation |  |
| Year of incorporation |  |
| National or international NGO |  |
| Date NGO was established in Afghanistan |  |
| Memorandum of Understanding (MoU) with the de-facto MoE?  If yes, kindly indicate since when  If pending, kindly indicate since when and process update  If no, kindly indicate explain why |  |
| Main Type of activities implemented by the NGO (details available in Form 7-9A) |  |
| NGO is licensed to work in Afghanistan  *Attach registration certificates* |  |
| Address of HQ (if international) |  |
| Address of Afghanistan Office |  |
| NGO has worked with UNESCO in Afghanistan or other countries?  If yes, please indicate which country. |  |
| Has the NGO been suspended/ or blacklisted by any UN Organization or World Bank Group; below list?   1. <https://www.ungm.org/> 2. <https://www.un.org/Depts/ptd/> 3. <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms> 4. <https://www.sanctionsmap.eu/>   *Attach letter certifying that NGO has not been blacklisted or suspended.*  If yes, describe reasons. |  |
|  |  |
| Contact info of the NGO 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1Partner** | | | |
| **Description** | **Year 2019**  **(US$)** | **Year 2020**  **(US$)** | **Year 2021**  **(US$)** |
| Overall value of project portfolio (or revenues) |  |  |  |
| Annual result (+ surplus / - deficit) |  |  |  |
| 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 |  |  |  |

Unqualified audit opinion: yes/no/ not applicable.

### **Partners Background**

* *Describe summary of areas of technical expertise, geographical focus areas and experience* ***per province*** *of the applicant organisation*

|  |  |  |  |
| --- | --- | --- | --- |
| **Province** | **Areas of technical expertise** | **Experience (previous projects)** | |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

### **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)*

### *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** **per province**

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

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

### 

### **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 de-facto Ministry of Education and Directorates of Education.*

* *Describe how cash incentives/salaries will be distributed to beneficiaries (master trainers, literacy facilitators and community mobilizers and learners). Please note that preference will be given to NGOs using digital payments*

### *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 (per province)**

* *In the table below identify min. 3 key risks PER PROVINCE and propose mitigation strategies.*

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

### **Visibility/ communication plan**

* *Describe strategies to ensure donor, 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 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 Afghanistan and at headquarters (please attach organigram).
* *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 7, which is separately attached to this application package*

### 

### **Added Value per province**

### *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 paragraphs).*

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

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

* *Attach audited financial statements for 2019, 2020 and if available 2021 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*
* *Please focus on direct costs (any indirect or overhead costs should be in principle borne by the partner as part of partner’s contribution. If indirect costs cannot be avoided, please clearly identify them in the budget with relevant justification.*

**Budget Summary** *(based on calculations in ANNEX 3)*

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Total 2022** | **Total 2023** |
| *Personnel Cost* |  |  |
| *Activities* |  |  |
| *Other expenses* |  |  |
|  |  |  |
| **Grand Total** |  |  |
|  |  |  |

**Estimated Price per Beneficiary:**

**Appendix A: Previous Experience**

* *Complete the table below for at least 2 previous projects with a similar financial and implementation scope and scale.*
* *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** |

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