**ANNEX B – ITC RFP 2018-14-GB**

APPLICATION FORM TEMPLATE

The following formats must be used for the technical proposal:

* Part A is a summary of your proposal.
* Part B is the format for providing details of the technical proposal. It should be concise and typically **should not exceed ten A4 pages**.

**All questions marked \* are required to be completed.**

**All organisations must attach the following information with the completed application form:**

* Documentation showing the management structure of the organisation
* Constitution and Annual Report
* Financial management records
* Summary of past and current activities and funding sources
* Employer or industry bodies seeking funds in partnerships should provide business registration details
* Any other legal documentation that proves the organisation’s legitimacy

**PART A. SUMMARY**

**1. Industry or Sector\*** *(Multiple selection possible)*

**Agriculture**

**ICT**

**Tourism**

**Construction**

**Textile**

**Engineering**

**Other. Please specify**

**………………………………………………………..**

**2. Skills Area\***

**3. Proposed Curriculum/ Course\***

**4. Regions/Location\*** *(within the Gambia)*

**Banjul**

**Basse**

**Brikama**

**Janjanbureh**

**Kanifing**

**Kerewan**

**Kuntaur**

**Mansakonko**

**5. Details of the Organisation\***

Name:

Address:

Telephone No:

Fax No:

Email:

Principal Contact Officer:

**6. Brief proposal outline\*** *(Max. 200 words)*

**7. Proposed student numbers\***

**8. Main inputs\***

**9. Main outcomes\***

**10. Placement and Post Placement support strategy\***

**11. Timeline\***

Expected Start Date**\***: Expected Finish Date**\***:

**12.** Has the Ministry of Higher Education or another government or international agency previously funded this activity?\* YES / NO

**12.1** If so, have the funds been acquitted? YES / NO **When?** / /

**12.2** If previously funded by the Government of The Gambia, has a report been submitted as required to the relevant Government Agency? YES / NO **When?** / /

**PART B. DETAILED PROPOSAL**

**1. Introduction\*** *(Max. 250 words)*

Briefly describe the project. List the skills shortages that will be addressed under this proposal specifically (for example, tourism is not specific, it is necessary to list the jobs to be trained for, such as housekeeping and front desk). For entrepreneurship training you would suggest for example running training for small organic producers or a programme for small scale food production. In this section, please summarize how the activity supports an identified industry skill need and how many students will be trained and placed in employment.

**2. Organisational context**

**2.1** Briefly describe the similar previous projects run by the organisation identifying the target industry sector and how their needs were met. Briefly outline how any partners will work together. ***A list*** ***of those involved must be included in this application along with evidence of their support****.***\*** *(Max. 200 words)*

**2.2 History of employment placement success.** Please list any statistics on employment outcomes for similar projects and indicate how long after the placement did the follow up occur.**\*** *(Max. 100 words)*

**3. Project Details**

**3.1 What training course or curriculum will be used to deliver the skills?\*** *(Max. 200 words)*

**3.2. What quality benchmarks** does it meet, i.e. NAQAA/ NYSS recognised/accredited, Industry certification, etc. Teacher qualifications and experience**\*** *(Max. 100 words)*

**3.3** Identify in detail how each subject/ class/ topic meets the identified skill shortage.**\***

|  |  |
| --- | --- |
| Subject/ class/ topic | Skills required to perform job |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

**3.4 Industry Support.** Please list the support shown by companies and/ or industry associations for this proposal. Please attach hard copies of letters of support or other forms of evidence that demonstrate support for the applicant to undertake the project.**\*** *(Max. 100 words)*

**3.5. Please detail the placement arrangements** that will be used to place the students in safe non-exploitative work.**\*** *(Max. 250 words)*

**3.6.** If the organisation intends to use a placement company please provide their name and contact details and any registration details.

**3.7. Please detail the post placement support** that will be provided to the students once they have gained employment.**\*** *(Max. 100 words)*

**3.8. Location of the project.** Where will the training be located? Describe where the activity will be located and the accommodation if it is required.**\*** *(Max. 100 words)*

**4. Project timeline**

**4.1. Activity Schedule.** Please attach a proposed timetable or work plan of activities, outputs and outcomes to be undertaken and completed.**\*** (*Attach no more than two pages)*

**5. Monitoring**

**5.1. Monitoring and Management** Briefly describe how the organisation intends to monitor this project to ensure it achieves the objectives you have set in 4.1. The project will require the performance of the project and financial accountability to be monitored. You should also identify the performance indicators you will use to monitor the projects achievement against its stated outputs and outcomes. In this section you must show how you will report to ITC, the progress of your project in achieving your outputs and outcomes. **\*** *(Max. 200 words)*