

## Annex I: Project Technical Proposal Template

<b>Focus Area:</b> Please indicate the theme of your proposal	Required permitted
<b>Project title:</b> i) Write the name of the project. Please keep the title brief  ii) State the project site/ specific area/ region to be covered by the project.	
<b>Project Duration</b> UN Women will give funds for a maximum of 26 months	
<b>Proposal Format:</b> The proposal should be written in the format given in the right hand column	<b>Project Proposal Format: Operational And Technical</b> <ul style="list-style-type: none"> <li>• <b>Context and problem analysis:</b> (not more than 1 ½ pages)</li> <li>• <b>Justification:</b> (not more than 1 ½ pages)</li> <li>• <b>Expected results:</b> Use the Results template in Annex II</li> <li>• <b>Project design:</b> (not more than 1 ½ pages)</li> <li>• <b>Work plan:</b> Use template in Annex III</li> <li>• <b>Partnerships:</b> A description of the partners needed to successfully implement the project and their roles (1-1 ½ pages).</li> <li>• <b>Institutional profile:</b> <ol style="list-style-type: none"> <li>.1. A brief description of the organization, including its registration details and relevant experience working on the thematic issues proposed; familiarity with international commitments on VAWG, experience on women's rights, gender equality and women's empowerment both at the local and national levels</li> <li>.2. Capacities and experiences of key staff members</li> <li>.3. Project management (organization and project management flow chart and description of roles and responsibilities indicating full time or part time) and resource management (adequacy, efficiency and cost effectiveness of personnel, facilities, etc.)</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Project sustainability and replicability</b></li> <li>• <b>Monitoring and evaluation plan</b></li> </ul> <p><b>Budget</b></p> <p>.1. Itemised budget (please use template in Annex IV):</p> <p>.2. Explanation note on the expenditure heads</p> <p>.3. Budget should be output based –showing amount required to achieve each output.</p> <p>.4. The budget should include an allocation for preparation of a certified financial report.</p> <p>.5. The administrative/indirect costs should not exceed 8% of the total budget.</p>	
<b>Total project Budget:</b>		
<b>Amount Requested and Request in Percentage:</b>		
<b>Other funding, if applicable:</b>		
<b>Applicant NGO's Authorised Signatory and the Position in the Organization:</b> (including full contact details)		
<b>Status:</b>		
<b>Registration Details:</b> (please mention the name and contact details of the authority with whom the organizations are registered, the Act/Law under which the organizations is registered, and provide the registration numbers)		
<b>List of Annexures:</b> (Tick the documents being submitted with an understanding that these are minimum required. Where a document is	<b>Essential Documents:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration certificates</li> <li><input type="checkbox"/> Organizations by-laws/constitutions</li> <li><input type="checkbox"/> MoUs/ agreements between partners in the consortium.</li> <li><input type="checkbox"/> Past three annual reports for each partner in consortium</li> </ul>	

unavailable, please give reasons)	<div><input type="checkbox"/> Past three organization audit reports for each partner in consortium</div> <div><input type="checkbox"/> List of current donors for each partner in consortium</div> <div><input type="checkbox"/> Evaluation of the organizations, if any conducted</div> <div><input type="checkbox"/> CVs of key staff members for each partner in consortium</div> <div>Optional Documents:</div> <div>Any other (specify below)</div>	
<b>Signature of the authorised signatory/ Lead agency and stamp</b>	<div>Signature: _____</div> <div>Name: _____</div> <div>Title: _____</div> <div>Place: _____</div> <div>Date: _____</div> <div>Organization's/ lead agency Stamp:</div>	

## Annex II: Results Matrix

Result	Indicator	Means of Verification	Important assumptions
Goal:			
Outcome 1:			
Output 1.1:			
Activities: 1.			
Output 1.2:			
Activities: 1.			
Outcome 2:			
Output 2.1:			
Activities: 1.			
Output 2.2:			
Activities: 1.			

## Annex III: Work Plan

<b>Outcome 1</b>									
<b>Output 1.1</b>	<b>Key Activity</b>	<b>Implementing Partner (s)</b>	<b>Timeframe</b>						<b>Amount</b>
<b>Output 1.2</b>									
<b>Outcome 2</b>									
<b>Output 2.1</b>									
<b>Output 2.2</b>									

**Annex IV: Budget Proposal**

No.	Budget Item	Unit/ Quantity	Rate	Total Budget	Notes on budget line items
A	Personnel				
	Subtotal personnel				
B	Programme				
	Subtotal programme				
C	Equipment				
	Subtotal equipment				
D	Administrative costs				
	Subtotal administrative costs				
	TOTAL				