Attachment I: NGO Profile and Programme Proposal (To be completed by the NGO submitting proposal)

|  |
| --- |
| The purpose of this proposal is to provide the following information: a) overview of the NGO, b) an outline of the activities the NGO is proposing to partner with UNFPA and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP. Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals. |

|  |
| --- |
| **Section A. NGO Identification** |
| A.1 Organization information | Organization name |  |
| Address |  |
| Website |  |
| A.2 Contact information | Name |  |
| Title/Function |  |
| Telephone |  |
| Email |  |
| A.3 Conflict of interest statement | To your knowledge, do any staff members of your organization have personal or financial relationships with any staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain.  |  |
| A.4. Fraud statement | Does your organization have fraud prevention policies and practices in place? |  |

|  |
| --- |
| Section B. Overview of the organization |
| B.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of funding | *Outline funding base, including local, international, and private sector donors*  |
| Main funding partners/ donors |  |
| B.2 Staff capacity | *List of number and key functions of core organization staff* |
| B.3 NGO mandate and background | *Outline the organization’s mandate and field of work, and how it aligns to UNFPA’s mandate.* |
| B.4 Available expertise and specialists | *Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area*  |
| B.5 Experience in proposed area of work | *Outline of type/scope and key results achieved in proposed programmatic area in recent years, including any recognition received at local / global level for the work in the proposed area. Include a summary experience in Turkey and prior experience with any organization of the United Nations* |
| B.6 Knowledge of the local context/ Accessibility to target population | *Outline of presence and community relations in the location(s) the activities will be implemented in: include access to vulnerable populations and hard-to-reach areas, if any)* |
| B.7 Credibility | *To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?* |
| B.8 Monitoring | *Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data* |

|  |
| --- |
| Section C. Proposal overview |
| C.1 Programme title |  |
| C.2 Results to which the programme contributes | *Refer to Section 1.3 of the background document of the Invitation for Proposal* |
| C.3 Proposed programme duration | *From MM/YYYY to MM/YYYY* |
| C.4 Proposed Programme budget | (maximum $30.000) |
|
|

|  |
| --- |
| Section D. Proposed interventions and activities to achieve intended results |
| D.1 Programme Summary | *This section should provide a brief summary of the programme.* *It should include a problem statement, the context and the rationale for the Programme:* * *Overview of the existing problem;*
* *How the problem is linked to global/regional/national priorities and policies; and*
* *The relevance of the programme in addressing problem identified*
 |
| D.2 Organizational background and capacity to implement | *This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.* |
| D.3 Expected results | *“What” this programme will achieve - programme objectives and expected results. Please kindly refer to the results in the Background Document 1.3.*  |
| D.4 Description of activities and budget | *This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. The applicant should include a separate excel spreadsheet with full details of activities under each result category and associated budget.* ***The applicant may propose working on one or more result areas listed under 1.3.*** *The applicant should clearly explain which result(s) in the Background Document 1.3 the NGO is proposing to contribute to and indicate estimated costs of each result as a separate component. Also estimated cost of each training course should be indicated separately.*  |
| D.5 Gender, Equity and Sustainability (optional) | *Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations* |
| D.6 Environmental impact | *Outline the likely environmental impact of the programme, if any.* |
| D.7 Other partners involved | *This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organization providing technical and financial support for the programme* |
| D.8 NGO contribution | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| D.9 Additional documentation | *Additional documentation can be mentioned here for reference* |

|  |
| --- |
| Section E. Programme Risks and Monitoring  |
| E.1 Risks | *Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to address/reduce identified risk(s).* |
| E.2 Monitoring  | *This section briefly outlines the monitoring activities*  |

|  |
| --- |
| Section F. References  |
| Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship. |
| Reference 1: |  |
| Reference 2: |  |
| Reference 3: |  |

|  |
| --- |
| Attachment II: BUDGET TEMPLATE |
| **ACTIVITY ID** | **ACTIVITY DESCRIPTION** | **Unit Price** | **Day/Months** | **# of People** | **Unit** | **Total** |
| **Activity 1**  | **CAPACITY DEVELOPMENT OF SERVICE PROVIDERS** |  |  |  |  | **0,00** |
|  | **Training A (please specify)** |  |  |  |  |  |
|  | Accommodation and Travel of Participants |   |   |   |   | 0,00 |
|  | Accommodation and Travel of Trainers |   |   |   |   | 0,00 |
|  | Printing and Publications (Training and IEC materials) |   |   |   |   | 0,00 |
|  | Trainer Fees |   |   |   |   | 0,00 |
|  | Translation Fees |   |   |   |   | 0,00 |
|  | Technical Equipment |   |   |   |   | 0,00 |
|  | **Training B (please specify)** |  |  |  |  |  |
|  | Accommodation and Travel of Participants |   |   |   |   | 0,00 |
|  | Accommodation and Travel of Trainers |   |   |   |   | 0,00 |
|  | Printing and Publications (Training and IEC materials) |   |   |   |   | 0,00 |
|  | Trainer Fees |   |   |   |   | 0,00 |
|  | Translation Fees |   |   |   |   | 0,00 |
|  | Technical Equipment |   |   |   |   | 0,00 |
| **Activity 2** | **STAFF SUPERVISION** |  |  |  |  | **0,00** |
|  | Accommodation and Travel of Participants |   |   |   |   | 0,00 |
|  | Accommodation and Travel of Supervisors |   |   |   |   | 0,00 |
|  | Translation Fees |   |   |   |   | 0,00 |
| **Activity 3** | **STAFF WELL BEING** |  |  |  |  | **0,00** |
|  | Accommodation and Travel of Participants |   |   |   |   | 0,00 |
|  | Accommodation and Travel of Trainers |   |   |   |   | 0,00 |
|  | Translation Fees |   |   |   |   | 0,00 |
| **Activity 4** | **COORDINATION AND MONITORING** |  |  |  |  | **0,00** |
|  | Project Coordinator |   |   |   |   | 0,00 |
|  | Project Assistant Salary |   |   |   |   | 0,00 |
|  | Training Expert Salary |   |   |   |   | 0,00 |
| **SUPPORT COST (MAX 7%)** |  |
| **GRAND TOTAL** | **0,00** |