NGO Profile and Grant 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 solely for the purpose of building its internal capacity and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the Invitation for Proposals (IFP).  Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the IFP. |
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| **Section A. NGO Identification** | | |
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| 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 number of staff 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 technical and operational capacity of the organization* | |
| B.5 Credibility | *To what extent the NGO recognized is as credible by the government, and/or other key stakeholders/partners?* | |

| Section C. Proposal overview | |
| --- | --- |
| C.1 Proposal title |  |
| C.2 Proposed duration | *From MM/YYYY to MM/YYYY* |
| C.3 Proposed budget | (maximum $30.000) |
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| Section D. Proposed interventions and activities to achieve intended results | |
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| D.1 Summary of internal capacity to be strengthened | *This section should provide a brief summary of the internal capacity to be strengthened.*  *It should include a problem statement, the context and the rationale for the proposal:*   * *Overview of the gaps and needs in the internal capacity of the NGO;* * *How the gaps and needs is linked to NGO’s priorities and policies; and* * *The relevance of the proposal in addressing gaps and needs in the internal capacity of the NGO* |
| D.2 Expected results | *“What” this proposal will achieve - its objectives and expected results. Please kindly refer to the results in the Background Document 1.3.* |
| D.3 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 activities under below results:***   1. *In-house operational capacity is strengthened* 2. *In-house digital capacity building is strengthened* 3. *In-house technical human resources capacity building is strengthened* |
| D.5 Gender, Equity and Sustainability (optional) | *Explain briefly the practical measures taken in the proposal to address gender, equity and sustainability considerations* |
| D.6 Environmental impact | *Outline the likely environmental impact of the proposal, if any.* |
| D.7 Other partners involved | *This section outlines other partners who have a role in the implementation of the proposal, including potential sub-contractees and other organization providing technical and financial support for the NGO’s internal capacity building* |
| D.9 Additional documentation | *Additional documentation can be mentioned here for reference* |

| Section E. Programme Risks and Monitoring | |
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| 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: SAMPLE BUDGET | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **RESULT ID** | **RESULT DESCRIPTION** | **Unit Price** | **Day/Months** | **# of People** | **Unit** | **Total** |
| **RESULT 1** | **IN-HOUSE OPERATIONAL CAPACITY IS STRENGTHENED** |  |  |  |  | **0,00** |
|  | **Human Resources (please specify below)** |  |  |  |  |  |
|  | Finance/Accountant/Procurement Experts |  |  |  |  | 0,00 |
|  | Legal Experts |  |  |  |  | 0,00 |
|  | Communication Experts |  |  |  |  | 0,00 |
|  | Operator/Assistant/Secretary/Driver/etc. |  |  |  |  | 0,00 |
|  | **Procurement of services (please specify below)** |  |  |  |  |  |
|  | Procurement of office equipment and material (furniture, office supplies etc) |  |  |  |  | 0,00 |
|  | Enrollment costs of NGO staff to leadership and management  courses, project management, financial management, accounting, proposal  writing, strategic planning, RBM trainings/certificates etc.) |  |  |  |  | 0,00 |
|  | Procurement of transportation services |  |  |  |  | 0,00 |
|  | Payment of office maintenance costs and rental |  |  |  |  | 0,00 |
|  | Support registration or other required legal processes |  |  |  |  | 0,00 |
| **RESULT 2** | **IN-HOUSE DIGITAL CAPACITY IS STRENGTHENED** |  |  |  |  | **0,00** |
|  | Hiring of ICT expert/Web-designer |  |  |  |  | 0,00 |
|  | Procurement of digital design services |  |  |  |  | 0,00 |
|  | Translation Fees |  |  |  |  | 0,00 |
|  | Procurement of laptops, printers, scanners, cameras, phones etc |  |  |  |  | 0,00 |
|  | Procurement of Software/ Subscriptions to applications (database, statistics, data security etc) |  |  |  |  | 0,00 |
|  | Procurement of Hosting; Storage/Cloud; website services |  |  |  |  | 0,00 |
|  | Update and Maintenance of existing digital platforms (LMS; remote services etc) |  |  |  |  | 0,00 |
| **RESULT 3** | **IN-HOUSE TECHNICAL HUMAN RESOURCES CAPACITY**  **BUILDING IS STRENGTHENED** |  |  |  |  | **0,00** |
|  | Hiring expertise on SRH; GBV; Population Dynamics to build in house capacity |  |  |  |  | 0,00 |
|  | Enrollment of NGO staff to certified national/international trainings (on SRH, GBV, Population Dynamics, Demography, Emergency preparedness, MISP etc.) or the total cost of training workshops/sessions on these topics that are arranged by the NGO itself for their own staff |  |  |  |  | 0,00 |
|  | Covering NGO/CSO Membership fee to National/International Boards/Platforms/Networks |  |  |  |  | 0,00 |
|  | Procurement of translation services |  |  |  |  | 0,00 |
|  | Printing and publishing services |  |  |  |  | 0,00 |
| **RESULT 4** | **COORDINATION AND MONITORING** |  |  |  |  | **0,00** |
|  | Coordinator Salary |  |  |  |  | 0,00 |
|  | Assistant Salary |  |  |  |  | 0,00 |
| **SUPPORT COST (MAX 5%)** | | | | | |  |
| **GRAND TOTAL** | | | | | | **0,00** |