**ANNEX 1**

**CALL FOR PROPOSALS**

**To Support Capacity Development to ADVOCATE MEETING the National and International obligations Under the biodiversity Conservation, Climate change Adaption and Mitigation and Sustainable Land Management Practices**

#### application TEMPLATE

*(Please, do not exceed the proposed size limit for each section)*

**INFORMATION ABOUT APPLICANT ORGANIZATION**

|  |  |
| --- | --- |
| Organization’s legal name |  |
| Organization’s legal status |  |
| Year of registration |  |
| Name of executive director |  |
| Name of project manager |  |
| Name of project accountant |  |
| Organization’s legal address |  |
| Actual address (if different from above) |  |
| Telephone: |  |
| E-mail address: | Web page: |
| Proposed project budget (in USD) |  |
| Project dates |  |

**PROJECT PROPOSAL**

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| **1. General information about applicant organization** (maximum of 2 page) |

* 1. Main areas of expertise – describe your organization’s main competencies. Describe your organization’s mission, if it has one.
  2. Describe main types of activity that your organization carries out.
  3. Describe main target audiences and partners of your organization.
  4. Explain what kind of in-house or outside experts your organization involves in its usual work.
  5. Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).
  6. Describe your organization’s main assets: number of full-time staff, office space, and equipment.

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| **2. Project Summary** (maximum of 2 pages) **General** |

* 1. Approach to the Assignment Required: Please provide a short description (a few sentences) on your intention for the project to do.
  2. Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  3. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.
  4. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.
  5. Other: Any other comments or information regarding the project approach and methodology that will be adopted.

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| **3. Relevant experience** (maximum of 1 page) |

* 1. Provide evidence of your organization’s relevant experience.
  2. Describe specific results achieved by your organization.
  3. Explain how your organization’s experience will help to reach the purpose of the work assignment.

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| **4. Expected results** (maximum of ½ page) |

* 1. Describe specific short-term and long-term results that you plan to achieve with your proposal.

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| **5. Target audience** (maximum of ½ page) |

* 1. Describe project’s main target audience, and other stakeholders, and how they will be engaged.

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| **6. Project Activities** (maximum of 1 page) |

* 1. Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.

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| **7. Organizational capacity improvement** (maximum of ½ page) |

* 1. Explain how this project will help to strengthen your organization’s capacity to carry out its mission

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| **8. Work Plan** (maximum of 3 pages) |

8.1 Provide project’s Work Plan according to the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | Activity, Location | Topic | Implementers | Planned Results |
|  |  |  |  |  |
|  |  |  |  |  |

\*By results we mean not just events (actions), but progress in the solution of the problem addressed by your project.

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| **9. Publications** (maximum of ½ page) |

Briefly describe all publications, handouts and other printed materials that will be produced during project: contents, volume, circulation, dissemination.

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| **10. Personnel** |

Briefly describe education, qualification and relevant experience of each project staff person and invited expert. Pleas attach CVs of all persons involved in the implementation of the work assignment.

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| **11. Budget** (maximum of 2 pages) |

Provide project budget in USD (payments will be made in local currency at the official exchange rate) according to the following format:

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| --- | --- | --- | --- |
| Description of Activity/Item | Persons/Units | Rate/Cost | Estimated amount |
|  |  |  |  |
| Total |  |  |  |