Call for Proposals for NGOs

INSTRUCTIONS

I. BACKGROUND

The agriculture sector, the main source of both financial and non-financial income for the rural population, plays an important role in the social and economic development of Georgia. The development of a high-quality training and extension system is an important element in providing support to farmers with the necessary knowledge to increase their productivity and income.

This Call for Proposals (CFP) is conducted under the SDC funded and UNDP implemented project **"Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)"**. UNDP and SDC have been assisting the Georgian government in establishing a suitable retraining system coupled with farmer extension services and business counseling throughout the country. Together the two organizations are addressing these needs by delivering flexible solutions through the project. In the first phase of the project activities were carried out in three regions of Georgia for the implementation support of agricultural innovations systems such as extension service development, public and private extension cooperation, short-term modular training programme implementation (Samegrelo-Zemo Svaneti, Racha-Lechkhumi and Kvemo Svaneti and Samtskhe-Javakheti).

The Ministry of Environmental Protection and Agriculture approved the Extension Strategy in 2017 along with a 2-year action plan, which considers a complete extension service pilot phase in 2 regions of Georgia (Guria and Racha-Lechkhumi and Kvemo Svaneti) in the first year and in the second year (2019) all the Regional Information Consulting centers (RICC)s and municipal ICCs would be involved in the transitional process, when ICCs will only carry out extension services and would not do any statistic data gathering. The first phase of the pilot in Racha, carried out with UNDP support, envisaged the development of capacities of the regional and municipal information-consulting centers (RICC/ICCs) of the Racha-Lechkhumi and Kvemo Svaneti Region, delivery of the demand-oriented short-term modular training programs to the target groups, development of the human resources (field agro experts), demonstration of the innovative approaches in agriculture through setting up of the demonstration plots and ensuring their accessibility to the local farmers, facilitation of the public, private service providers and business partnerships in the region, supporting active involvement of all stakeholders (farmers councils, VET colleges, local municipalities, extension services).

At the end of 2018, Monitoring and Evaluation of the regional pilot activities revealed those significant topics which can effectively be replicated in other regions of Georgia. The most important activities those that should be replicated to the national level are related to Farmer Board's Support, Capacity Building of ICCs, development of digital and distance extension tools and implementation of the M&E system in each ICC. The planned and carried out activities of the one-year action plan for RICCs proved to be effective and the short-term ToT component for local specialists (ICC staff, VET teachers and private service provider specialists) was assessed as a novelty and an important resource for effective extension services.

In the transitional period of extension service development, the project will support the pilot of effective extension service system development and implementation in 3 regions Samegrelo-Zemo Svaneti, Racha-Lechkhumi and Kvemo Svaneti and Samtskhe-Javakheti. The activities of the replication stage will be based on the results and recommendations produced by the 2018 M&E exercise, mentioned above, which were finally agreed with MEPA.

Strengthening and organizational development of the regional players including private input suppliers and NGOs will guarantee the continuation of the farmers' support and the sustainability of the programs after the project completion. These organizations are the ones that remain on the regional level and assist farmers on the daily bases. They have strong recognition among the farm community.

Supporting RICCs and Municipal ICCs in raising the qualification of the extension specialists is important in order to ensure the provision of high-quality services to the farmers. Development of extension service packages for the ICCs in Samtskhe-Javakheti will contribute to the quality of consultancy to the farmers within the region. Provision of innovative digital tools (agropedia, SMS service) and portable extension equipment (refractometers, pH meters, EC meters, etc.) will improve the quality of the service that extension officers provide to the farmers and increase the coverage and geography of the service.

The project intends to make a special effort to strengthen the linkage between the VET and extension service providers and their staff to ensure that they have the institutional, technical and management capacity to provide high-quality services. Cooperation on the local level between farmers, regional government and stakeholders those that serve them with knowledge and input transfers will contribute to the increase of farm output and income for the local inhabitants. Local extension/Farmers boards will have the role of a coordination mechanism for the stakeholders and help to identify the needs of the farmers in relation to knowledge and extension. The project will strengthen these councils and help them identify the real needs of the farmers on the municipal and regional levels. Farmers boards will also contribute to the public-private partnerships in extension and consultancy service provision.

Project is announcing a call for proposals among the NGOs that are active in the selected Region. The project will select NGOs for the cooperation on the regional level using standard selection procedures and criteria related to the experience, management capacities, technical skills, and proposed budget.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to support the development and implementation of the innovative systems in agriculture extension and consultancy in Samtskhe-Javakheti. The call will also contribute to the capacity building of civil society organizations and public and private sector cooperation.

Detailed description of the outputs and actions are provided in the Terms of Reference **– Annex 1**

Final Beneficiaries
Direct beneficiaries of the project are private and public extension service providers (RICC/municipal ICC) of Samtskhe-Javakheti region. The final beneficiaries are local farmers of this region, who will benefit from high quality extension services.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The selection of the qualified NGO or Coalitions will be performed according to the criteria listed below.

Qualification criteria:

- NGOs should have at least 3 years of working experience in the Samtskhe-Javakheti region:

1. At least three (3) years of experience in the field of agriculture and extension;
2. Experience in short-term modular training programme methodology development support and conducting trainings;
3. Experience in implementation of regional and municipal support programs within the last 5 years;
4. Experience of implementing of a project with a total value of no less than USD 70,000 within last 4 years;
5. Good understanding of requirements;
6. Good track record confirmed by at least 2 letters of references from the clients and/or donors supporting projects implemented at least within the last 5 years;
7. Accessibility of qualified staff. The key personnel should comply with the following criteria:
    - Coordinator:

- At least 3 year of working experience in any of the following: agriculture, extension, rural development;
- good knowledge of adult education systems;

- Project assistant:
  - Experience in administrative work, event planning, support of report preparation
  - At least 3 year of working experience in monitoring and evaluation
- Consultant in PPP and Extension systems development
  - At least 3 years' experience in extension and consultancy (practical case of cooperation should be presented)
  - Good knowledge of private service providers specifics in Agriculture

IV. PROPOSAL

The proposal should be prepared according– to the template provided in Annex 3.

V. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
2) High impact interventions directly targeting and responding to the needs established in the ToR.
3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Summary of Proposal Evaluation Forms		**Score Weight**	**Points Obtainable**
1.	NGO Eligibility and qualifications	25%	230
2.	Proposed Methodology, Approach and Implementation Plan	30%	330
3.	Management Structure and Key Personnel	25%	240
4.	Financial Proposal (Budget) **To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP using the following formula:* *Lowest Price Offer/Your Company's Offer X 100 = Your Score in Financial Offer*	20%	200
	Total		1000

Detailed sub-criteria are provided in Annex 2

b) Evaluation methodology

NGOs have to provide their best technical proposal and financial breakdown (within the budget, clearly stating proposed overheads). Evaluation of all technical and financial proposals shall be carried out in accordance with

above outlined evaluation criteria, and the institution which obtains the highest score including technical and financial score shall be selected.

c) Duration

The amount requested in the proposal should be commensurate with the organization's administrative and financial management capabilities. In principle, project duration will not exceed 12 months.

VI. SELECTION PROCESS:

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical and financial review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature.

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Proposals may be submitted on or before Thursday, June 06, 2019, 17:00 PM and via email to the address as follows: konstantine.kobakhidze@undp.org , cc: tamar.sanikidze@undp.org ; mariam.begiashvili@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

A pre-bid conference will take place on 27 May 2019 at 11:00 in the project office on the following address: 7 Mtskheta str. (near the Round Garden), 3rd floor, Tbilisi, Georgia. All interested bidders are encouraged to participate. Regional bidders are permitted to participate online.

The following documents must be submitted in order for the submission to be considered:

1) Letter of expression of interest for implementing the announced scope of work signed by a head of the applying NGO;
2) Proposal filled and signed by the acting head of the applying NGO (please see the template attached as ANNEX 3) demonstrating:
3) The NGOs profile: the list of the projects implemented at least within the last 5 years, indicating budgets, donors, clients and general description (not more than half a page for each project);
4) A detailed description of methodologies and activities;
5) Detailed implementation schedule;
6) Budget proposal;
7) Other information per proposal template;
8) CVs of the key personnel to be compliant to the requirements for key staff listed in the section Qualification Criteria above;
9) CVs demonstrating qualifications of other personnel engaged in the project;
10) Tax Registration/Payment Certificate issued by the National Revenue Authority evidencing that the Proposer is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Proposer;
11) At least 2 letters of references from the clients and or donors' issues at least within the last 5 years;
12) Detailed Bank Requisites;
13) Written confirmation from each involved personnel that they are available for the duration of the contract;
14) In case the proposal is submitted by a coalition, the package should include company profiles and a signed Memorandum of cooperation between the NGO and the private sector representative briefly stating the aim of the cooperation and willingness to contribute to the work envisioned through the project.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline
Proposals, with supporting documents, may be submitted on or before **Thursday, June 06, 2019, 17:00 PM** and via email to the address as follows: konstantine.kobakhidze@undp.org, cc: tamar.sanikidze@undp.org; mariam.begiashvili@undp.org .

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Note: Preference will be given to local regional NGOs. Consortiums (NGOs with private sector partners) are encouraged to apply.

Applications which:

- Are not in line with the instructions written out in the grant application form or with one or more priorities;
- Are against gender equality principles

will be disqualified from the selection process.

Potential applicants should refer to the "Frequent Asked Questions" posted on UNDP's website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail:
Tamar Sanikidze, Agriculture and Farming Specialist, E-mail: tamar.sanikidze@undp.org
Please Copy: Mariam Begiashvili, M&E, Grants Assistant, E-mail: mariam.begiashvili@undp.org

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals.

Estimate Competition Timeline
Below is an estimated timeline for this Call for Proposals.

May 21, 2019:	Call for Proposal opens and relevant documents are posted online
June 06, 2019:	Deadline for organizations to submit proposals under this Call
June 17, 2019:	Assessment and selection processes will take place
June 20, 2019:	Selected applicants will be notified

IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf

and http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/ for a full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

ANNEX 1

SELECTION OF REGIONAL NGOS OR A COALITION OF REGIONAL ORGANIZATIONS TO CONTRIBUTE TO THE DEVELOPMENT OF A SYSTEM OF HIGH-QUALITY VOCATIONAL TRAINING AND EXTENSION SERVICES IN AGRICULTURE THAT WILL RESULT IN IMPROVED LIVELIHOODS OF THE RURAL POPULATION

TERMS OF REFERENCE

REGIONAL SUPPORT PROGRAM

UNDP project "Modernization of Vocational Education and Training (VET) system related to agriculture in Georgia (VET Phase 2)" is soliciting call for proposal for selection of Regional NGOs or a Coalition of Regional Organizations to contribute to the development of a system of high-quality vocational training and extension services in agriculture that will result in improved livelihoods of the rural population.

I. SCOPE OF WORK

Output 1: Public and private extension service centers strengthened

One of the significant components of the Extension Strategy is to support the strengthening of regional and municipal ICCs by elaborating their institutional development concept and one-year action plans. It is important to support them at the regional level in the process of restructuration of extension offices in 2019 to make the transition process smooth without suspending the service provision to farmers. Therefore, approaches and priorities should be chosen correctly. Moreover, monitoring and evaluation of the effectiveness of offered services by selecting the right indicators is essential. In this regard, the project should use the M&E system developed by FAO on the national level and finetune it for the regional and municipal extension offices.

Following actions are envisaged under this output:

1.1/ Facilitate capacity building of the local RICC and ICCs staff in strategic planning, budgeting, preparation of the needs assessment of farmers technical specialists, farm management and other important topics;
1.2/ Facilitate linkage between the new structure (Rural and Agriculture Development Agency) and existing Extension Strategy and Action Plan on the regional level;
1.3/ Support to RICC and ICCs in data collection and analysis for classification of potential beneficiary farmers according to their scale (small, medium and large) and support the development of extension services for the above-mentioned groups;
1.4/ Facilitate the development of the extension packages of commercially profitable crops for regional and municipal farmers; Assist RICC/ICCs in piloting of these packages among the farmers and agribusinesses;
1.5/ Facilitate the introduction of the M&E system on the regional and municipal levels. Organize capacity building program of the RICC and ICCs staff members in M&E data collection and processing. Pilot the M&E system with minimum 1,000 farmers (20% youth, 30% female, 5% beneficiaries belonging to vulnerable groups including residents from conflict-affected areas) tracked such as baseline, post-consulting, productivity increase, new crops developed, gender and other cross-cutting issues;
1.6/ Assist RICC/ICCs in the development of a description of actions for integration into the extension service package related to non-agricultural and cross-cutting directions including rural development policy measures support, climate change and environmental issues;
1.7/ Facilitate capacity building of the RICC and ICCs staff in the usage of the online/digital resources for the farmers' consulting and information support (SMS services, online trainings/consultations, agropedia);
1.8/ On the needs base, support regional and municipal ICCs with the hand tools and devices for extension provision and consultancy (pH meters, refractometers, etc.). Organize training of the officers in the usage of the above-mentioned tools and kits;
1.9/ Supporting the implementation of awareness raising campaign of the extensionist profession.

Output 2: Farmers' Consulting Boards Developed

Effective coordination of farmers' boards through a participatory process is part of the Extension Strategy adopted by the Ministry of Environment Protection and Agriculture of Georgia. Farmer boards are formed by the leader farmers, private agribusinesses, educational institutions and other stakeholders active in the regions and municipalities. The secretariat is under the responsibility of the ICCs. The effective and active work of Farmers' Consulting Boards is vital for the quality of the extension service. Regional and municipal Farmers' Consulting Boards should identify farmers' needs at the regional and municipal levels and share them with appropriate structures.

Farmers' Boards should actively cooperate with public and private extension providers, local self-government and NGO sector regarding service development. Supporting the clarification of their organizational status will guarantee the distribution of responsibilities and will make these boards effective.

Targeted training of the representatives of the Farmers' Consulting Boards will improve the work quality of the boards.

Following actions are envisaged under this output:
2.1/ Support coordination between the Municipal Farmers Consulting Boards and Regional Farmers' Consulting Board. Track the number of decisions initiated by the boards and the number of decisions considered by the A-VET and extension providers (both private and public);
2.2/ Supporting organizational development of the boards including assistance with the charter, management structure and other fields related to the system;
2.3/ Needs-based training of the board members that will increase the effectiveness of Farmers' Consulting Boards (up to 20 board members trained in extension needs identification, policy briefs development, communication with public institutions, etc.);
2.4/ Assist boards in generation and prioritization of the needs (min one and max. 2 ideas on the regional level);
2.5/ Facilitate capacity building of the board members in the M&E system related to Extension Strategy Action Plan implementation in order to increase their awareness about the system and the results that can be achieved using proper M&E system;

Output 3: Support provided for private and public training providers
A methodology for short-term training programmes was developed in the first phase of the project, after which 8 thematic training programmes were elaborated and in three regions of Georgia training/retraining sessions were held in stages. The first stage was the training of local trainers (ToT) and the second one was farmers' training using the ToT trainers.

The new VET Law that was approved in 2018 opens the door for the private and public training providers and institutions to get formal recognition of their programs and authorization in training provision and participate in the different training programs announced by the government. It is important to strengthen and support regional training institutions (VET colleges, sectorial associations, NGOs, training centers) in the capacity building process. In addition to this activity, the project has special Support Program for the training institutions to strengthen their capacities and be ready for the authorization. This activity envisages specific support to the regional training providers in the development of the training modules and training of the trainers.

Following actions are envisaged under this output:
3.1/ Supporting the local training centers in the development of the training program modules (at least 2) for the farmers according to the standards defined by the MoESCS (length of the program is between 20 to 65 days depending on the crop and product. It follows the calendar of the crop production and is planned the way that farmers do not spend more than 7 days a month during the production season);
3.2/ Identify and develop a roster of the regional field experts and trainers;
3.3/ Supporting the development of demonstration plots with modern production technologies and crops (3 innovations demonstrated under PPP activities');
3.4/ Training (ToT) of maximum 20 field specialists and trainers (public and private extension service providers, leader farmers and agribusiness representatives, youngsters and women 30%);
3.5/ Track the training of minimum 240 farmers in the region (20% youth, 30% female, 5% beneficiaries belonging to vulnerable groups including residents from conflict-affected areas) conducted by the trainers trained during the ToT program;
3.6/ Analysis of the effectiveness of the training by observing the increase in farmers' productivity and income (surveying minimum 25 farmers);
3.7/ Organizing minimum 2 workshops and 2 study tours in order to replicate and share pilot models.

Output 4: PPP in Agriculture Extension developed
There is a significant number of farmers active in the region. The capacity of public extension providers is not enough to cover existing demand in extension and consultancy. There is a need to join efforts of public and private extension and training providers. Supporting the cooperation and partnership between regional public and private sector representatives and defining their role in extension and training provision is an important component of the project. It is essential to elaborate on a needs-based mechanism, which will guarantee stakeholders' involvement in the extension and training provision.

Various Models for Funding & Delivery under PPP mode must be examined
1. Public delivery of extension and public funding – traditional government extension but with diminished budgetary support (high probability)
2. Public delivery of extension and private funding – contracting public staff (high potential

areas/high-value produce)
3. Private delivery of extension and private funding – private extension (input suppliers, high-value enterprises, Agrovets)
4. Private delivery and public finance – NGOs, Associations, (low probability)

Following actions are envisaged under this output:

- Support RICC/ICC in Identifying private service providers in the region and development of their database;
- Support dialogue between public and private service providers; Elaborate the mechanism for distributing functions between public and private extension providers that will contribute to the strengthening of cooperation and delegation of responsibilities between them;
  Pilot joint extension packages, where competences and scope of work will be defined;
- Pilot demand-based effective PPP models (up to 2 pilots covering at least 90 farmers in total);
- Organize internal study tours in order to share gained experience and results (minimum 2 study tours with up to 10 participants in each);
- Monitor and evaluate the PPP pilot results and develop the lessons learned;
- Share the results of the pilot with stakeholders.

ANNEX 2

Proposal Evaluation Form

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	25%	230
2.	Proposed Methodology, Approach and Implementation Plan	30%	330

3.	Management Structure and Key Personnel	25%	240
Summary of Financial Evaluation Forms			
4.	Financial Proposal	20%	200
	Total		1000

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

Technical Proposal Evaluation Form 1	**Points Obtainable**
1.1 General Organizational Capability which is likely to affect implementation	
1.1.1. At least three (3) years of experience in the field of agriculture and extension - 3-year experience in the field of agriculture and extension – 60 points **(minimum requirement)** - More than 3-year experience in the field of agriculture and extension – 80 points	**80**
1.1.2. Experience in short-term modular training programme methodology development support and conducting trainings– 40 points **(minimum requirement**)	**40**
1.1.3. Experience in implementation of at least one regional and municipal support program within last 5 years - At least 1 regional and municipal support program within last 5 years - 20 points **(minimum requirement**) - More than 1 regional and municipal support programs within last 5 years - 40 points	**40**
1.1.4. Experience of implementing of a project with a total value of no less than USD 70,000 within last 4 years - Total value of USD 70,000 within last 4 years – 25 points **(minimum requirement**); - More than USD 70,000 within last 4 years – 40 points	**40**
1.2 Reputation of Organization and staff / competence / Reliability **References or other prove of quality service by previous contractors to be presented**	
- Good track record confirmed by at least 2 letters of references from the clients and/or donors supporting projects implemented at least within the last 5 years – 25 points **(minimum requirement**) More than 2 letters of references from the clients and/or donors supporting projects implemented at least within the last 5 years – 30 points	**30**
Total for the form 1	**230**

Technical Proposal Evaluation Form 2	**Points Obtainable**
Proposed Methodology, Approach and Implementation Plan	
2.1. To what degree does the Proposer understand the task? - Full understanding of the task – 80 points - Fair understanding of the task **(minimum requirement**) – 45 points	**80**
2.2. Have the important aspects of the task been addressed in sufficient detail? - High disaggregation of the task – 80 points - Enough disaggregation of the task **(minimum requirement**)– 45 points	**80**
2.3. Is the scope of task well defined and does it correspond to the TOR?	**90**

Clearly defined scope of work and full correspondence to the TOR – 90 points	
Fairly defined scope of work and partial correspondence to the TOR **(minimum requirement)** – 50 points	
2.4. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	**80**
Clear presentation with sound (logical and realistic) planning – 80 points	
Fairly clear presentation with some elements of logical and realistic planning (**minimum requirement**) – 40 points	
Total points for the form 2	**330**

Technical Proposal Evaluation Form 3 **Qualification key personal**	**Points Obtainable**
3.1. **Coordinator** with: -At least 3 year of working experience in any of following: agriculture, extension, rural development **(minimum requirement 70 points);** -Good knowledge of adult education systems **- additional 10 points.**	**80**
3.2. **Project assistant** with: -Experience in administrative work, event planning, support of report preparation **(minimum requirement 60 points);** -At least 3 year of working experience in monitoring and evaluation - **additional 10 points.**	**70**
3.3. **Consultant in PPP and Extension systems development** with -At least 3 years' experience in extension and consultancy (practical case of cooperation should be presented) **(minimum requirement 80 points);** -Good knowledge of private service providers specifics in Agriculture - **additional 10 points.**	**90**
Total for the form 3	**240**

ANNEX 3

Proposal Template

UNDP Project: "Modernization of the Vocational Education and Training (VET) and Extension System Related to Agriculture in Georgia - Phase 2"

Applicant NGO
Implementing (Leading) NGO: - Full legal name - Legal Status - Website of applicant (if applicable) - Contact Person for Proposal (name, e-mail, mobile)

Partner Organization (*if applicable*): - Full legal name - Legal Status - Website of applicant (if applicable) - Contact Person for Proposal (name, e-mail, mobile)
Date of Submission d/m/y

Total Budget (USD)	

ORGANIZATIONS' Profile
The list of the projects implemented at least within last 5 years, indicating budgets, donors, clients and general description (not more than 1/4 page for each project).

Proposal Description

1/ Proposed Methodology, Approach, quality assurance plan and Implementation Plan

This section should demonstrate the NGO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR while ensuring the appropriateness of the approach to the local conditions and the rest of the project operating environment.

2/ Results to be achieved by the NGO

2.1/Objective, Outputs and Activities of the assignment.

Provide a summary of the outputs to be achieved by the NGO. Please numerate outputs. Describe the activities per each output to be carried out by the NGO.

2.2/Beneficiaries

Briefly describe the main project target groups and indicate number of estimated direct and indirect beneficiaries, provide age and gender disaggregation of beneficiaries if applicable.

3/ Workplan of activities

Provide a time-related sequence of the activities' from its inception to the finalization in the table below.

	YY											
Description of Activity	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Output 1												
Activity 1.1												
Activity 1.2, etc.												

4/ Management and Key Personnel

This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

5/ Gender mainstreaming

Explain how the project will endeavor to enhance gender equality (e.g. provide data disaggregation by gender, etc.).

6/ Sustainability

Explain what the lasting effects of your initiative are and how you will ensure that the results are sustained once the project is over.

7/ Financial Proposal / Budget (USD)

Provide budget with detailed description of the project inputs by activity. This may include personnel, contracts, training, equipment, grants.

Suggested budget template:

Activities/sub-activities	**Unit**	**Unit rate**	**# of Units**	**TOTAL USD**
Output 1				
Activity 1				
1.1/ Local consultant	month			
1.2/ Conference	lumpsum			
1.3/ etc				
Sub-total Activity 1				
Management Activity				
Project Manager (full time)	month			
Office supplies	month			
Etc.				
Sub-total Activity Management				
GRAND total				