**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** |  |  |  |  |