**Issuance Date**: May 10, 2024

**Closing Date:** June 10, 2024

**Closing Time:** 16:00 hrs.

**Subject:** Request for Applications ***No. RFA–KMI–2024–0002***

Comprehensive Monitoring of Public Works Procurement Activities

**Reference:** Issued Under USAID Kosovo Municipal Integrity activity Contract

***No. 72016722C00002***

The USAID Kosovo Municipal Integrity (USAID KMI) activity intends to award a grant to eligible Civil Society Organizations (CSOs) for the comprehensive monitoring on ensuring compliance with technical specifications and project designs, as well as the issuance of all required permits in public works procurement activities. The primary objective of this initiative is to support CSOs in monitoring, analyzing, and enhancing the integrity and transparency of these processes. To achieve this goal, the selected CSO will primarily focus on monitoring and reviewing the development and approval processes of technical specifications by relevant contracting authorities, and on examining the initiation of procurement activities without proper project designs and necessary permits.

Please refer to the Program Description for a complete statement of goals and expected results.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

Section A – Grant Application Instructions

Section B – Special Grant Requirements

Section C – Selection Process

Section D – Program Description

Annexes

Applications must be received at the USAID KMI activity not later than June 10, 2024. Applications and modifications thereof shall be submitted in PDF (preferred) or other electronic format at [KMI\_grants@dai.com](mailto:KMI_grants@dai.com).

Award will be made to the responsible applicant whose application offers the best value.

Issuance of this RFA does not constitute an award commitment on the part of DAI, nor does it commit DAI to pay for costs incurred in the preparation and submission of an application. Further, DAI reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Any questions concerning this RFA should be submitted in writing not later than May 30, 2024, to the email address [KMI\_grants@dai.com](mailto:KMI_grants@dai.com).

Thank you for your interest in the USAID Kosovo Municipal Integrity activity (KMI) activities.

Sincerely,

Maia Gogoladze

USAID KMI activity Chief of Party

# Section A – Grant Application Instructions

## 1. Application Procedure

### A. Completion and submission of applications

**Eligibility Requirements**

The USAID Kosovo Municipal Integrity activity intends to award a grant for all interested and qualified organizations which include but are not limited Civil Society Organizations, CSO.

**Application Submission Requirements:**

* Applications may be submitted only by e-mail at [KMI\_grants@dai.com](mailto:KMI_grants@dai.com)
* All applications should be submitted in English language.
* Applications must include:
* Completed Application Form
* Completed Project Workplan
* Projected Grant Budget and Budget Notes
* CVs of all project team members
* Statement of liability (part of application form)

**Deadlines**

Applications must be received no later than June 10, 2024. Applications and modifications thereof shall be submitted in pdf (preferred) or other electronic format to at [KMI\_grants@dai.com](mailto:KMI_grants@dai.com)

**Late Applications**

All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in these guidelines and the application format. Section C addresses the evaluation procedures for the applications. Applications which are submitted late or are incomplete are not considered in the review process.

### B. Preparation Instructions – Technical

**No page Limitation**: Applications should be specific, complete, and presented concisely.

**Applications submitted in response to this RFA must include the following information:**

**Project Description**: The applicant must provide a detailed description of the project, specifying its goal, activities, and results.

Tasks for the grantee should focus on monitoring and ensuring the effectiveness of various crucial activities, including, but not limited to:

* Monitoring and reviewing the development and approval processes of technical specifications by relevant departments.
* Documenting the officials and stakeholders responsible for developing these specifications.
* Examining and reporting on the initiation of procurement activities without proper project designs, with a focus on outsourced executive projects and their review processes.
* Identifying projects initiated without the necessary permits and addressing the gaps found in this area.
* Facilitate discussion events with key institutions to disseminate findings and propose enhancements for processes.
* Deliver a comprehensive final report equipped with tangible recommendations and proposed effective control mechanisms for addressing the identified issue/challenges.

These monitoring activities are vital for ensuring compliance, preventing misconduct, and upholding the integrity of Kosovo's procurement system.

**2. Monitoring (Results and Benchmarks)**: The applicant should define, to the maximum extent possible at the application stage, results, and benchmarks for monitoring the performance towards attainment of program objectives.

The applicant shall be responsible for measuring, monitoring, and reporting on their progress. Applicants shall include targets appropriate for the activities proposed, in their proposals as applicable. USAID KMI activity will work with the selected awardee to make sure that the final indicators that will be included in the grant agreement are measurable in terms of assessing the assistance provided and in line with USAID KMI activity’s overall objectives.

USAID KMI activity will review and approve all data collection instruments before they are put into use to ensure consistency with USAID KMI activity’s indicators.

**Milestones**

While applicant milestones may vary based on the nature of the activities proposed, the following will be required at minimum:

* Detailed action plan.
* Progress reports and final reports (successes, challenges, next steps, key takeaways) and means of verification of activity implementation and achievements (attendance sheets, photos, training/workshop material/curriculum).
* Monitoring and evaluation data in accordance with indicators and targets set in the proposal.

**3. Sustainability:** The applicant should describe how the project, or its benefits will continue after grant funding ends.

**4. Personnel.** Each applicant should provide, as part of their application, detailed curriculum vitae that demonstrate the Key Personnel’s ability to perform the duties outlined in the statement of work and in accordance with the evaluation factors found herein. DAI will evaluate the CV to determine the individual’s knowledge, skills and abilities in the areas listed herein.

**5. Organizational Capability:** Each application shall include information that demonstrates the applicant's expertise and ability to meet or exceed the goals of this program.

**6. Past Performance**: Applicants must present evidence of their past experience in application. Applicants may include descriptions of number of projects or other similar activities. These references should include three (3) clients’ names and telephone numbers who will serve as references.

**7.** **Budget:** All proposals must include a completed budget; see Section C for more details.

**8. Cost Sharing Contribution:** Cost share is not required; applicants are encouraged to contribute resources or their own private or local sources for the implementation of this program where feasible.

**9. Other material:** Applicants may also want to submit other material as attachments along with their applications such as letters of reference, newspaper clippings reporting on the organization’s activities, brochures or other promotional material. Support letters demonstrating partnerships and cooperation with local government are of particular interest. However, attachments should be limited to 5 pages, and they will not be returned to the applicants.

### C. Preparation Instructions – Financial and Administrative Documentation

1. **Completed Budget.** All budget lines must be clearly linked to specific project activities. Supporting information shall be provided, as necessary, in sufficient detail to allow a complete analysis of each line-item cost.
2. **Certificate of Registration and Statute**
3. Documentation that the applicant has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant. The applicant must demonstrate its ability to segregate funds obtained from the award of a capital grant from other activities of the organization.
4. Documentation that the applicant has a satisfactory record of integrity and business ethics. (Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc.)

## Unique Entity ID (SAM) There is a mandatory requirement for the applicant to provide a Unique Entity ID (SAM)to USAID KMI. Without a Unique Entity ID (SAM), USAID KMI cannot deem an applicant to be “responsible” to conduct business with and therefore, USAID KMI will not enter into an agreement with any such organization. The award of a grant resulting from this RFA is contingent upon the winner providing a Unique Entity ID (SAM)to USAID KMI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an agreement and USAID KMI will select an alternate awardee.

All U.S. and foreign organizations which receive a grant with a value of $25,000 and above **are required** to obtain a Unique Entity ID (SAM)prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. USAID KMI activity requires that grant applicants sign the self-certification statement if the applicant claims exemption for this reason. Documentation with Instructions for Obtaining a Unique Entity ID (SAM)or a Self-Certification for Exemption from the Unique Entity ID (SAM)can be obtained from USAID KMI activity.

# Section B. Special Grant Requirements

The applicant shall bear in mind the following special requirements for any grants awarded in response to this RFA:

**Permitted Uses of Program Income**: The Grantee will inform DAI of any program income generated under the grant and agrees to follow USAID’s disposition requirements for such program income, which is in accordance with 2 CFR 200.307. Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program and used to further eligible project or program objective,

2. Used to finance the non-Federal share of the project or program; and

3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. Grantees who are commercial organizations may not apply Option 1) to their program income.

**Use of Funds:** Funds provided under any grant awarded shall be used exclusively to comprehensive monitoring of the Public Procurement Regulatory Commission (PPRC). Diversion of grant funds to other uses will result in cancellation of award and retrieval of funds disbursed to the grant recipient.

##### Reporting Procedures: A description of reporting requirements will be included in the Grant Agreements. The types of reporting required, along with the schedule of reporting, will depend on the grant type and project duration. Reporting forms will be provided to grant recipients. Types of reporting will include the following:

* **Program report** to be submitted during project implementation according to a schedule determined by DAI. This report will include a description of project activities and progress towards meeting the project goal; problems in project implementation; actions taken to overcome them; and plans on how the next phase of the project will be implemented.
* **Final program report** will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. This information should be presented in a manner suitable for presentation to the public.
* **Financial reports** will be submitted to DAI according to a schedule described in the grant agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of grant, length of project, and amount of grant funding. Financial reports will be required to receive grant installments. These reports will describe the amount of grant funds spent during the previous period, total amount spent to date, and amount remaining in each budget line item. In addition, all grant recipients are required to submit a detailed Final Financial Report.

Issuance of the final installment of grant funds is contingent upon DAI’s receipt and acceptance of Final Financial and Final Program Reports.

###### Project Monitoring: DAI staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI staff.

**Restrictions**: The Grant Funds provided under the terms of this Agreement shall not be used to finance any of the following:

1. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities,

2. Surveillance equipment,

3. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,

4. Gambling equipment, supplies for gambling facilities or any hotels, casinos or accommodations in which gambling facilities are or are planned to be located,

5. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or

6. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply.

7. Pharmaceuticals,

8. Pesticides,

9. Logging equipment,

10. Luxury goods (including alcoholic beverages and jewelry),

11. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,

12. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures,

13. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):

1. Activities which may lead to degrading the quality or renewability of natural resources,
2. Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity,
3. Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides),
4. Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.

14. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or

15. Activities which the Grantee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,

16. Activities to support the production of agricultural commodities for export from Malawi when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters.

**Other:** As mentioned, grants will be made available to qualified legally registered Kosovo non-governmental organizations, CSOs, media, private companies, academic institutions, professional associations, and consortiums of the aforementioned in the grant amount stated by this RFA (all grants will be distributed in USD or local currency equivalent). Payment will be made according to a monthly or installment schedule, and in no event will more than 90% of the total agreed budget be disbursed prior to receiving and approving the Final Financial and Final Program Report.

# Section C - Selection Process

The applications will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award. **Award will be made to the responsible applicant whose application offers the best value**.

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below:

1. **Technical Approach / Methodology.** The quality and feasibility of the application. How innovative and feasible is the activity scheme? Is the activity likely to lead to improved and transparent procurement process? Are the targets that the offeror gives feasible to achieve with the activity design and approach? (35 points).
2. **Past Performance.** All applicants will be subject to a past performance review, with emphasis on prior projects, if any, which are similar to that which is proposed. (25 points).
3. **Management Capacity.** How qualified are the individuals that the offeror proposes to perform the work? What is the operational capacity for the offeror to manage the project to scope to the targets, on time, and on budget? Appraisal will be based principally on logic of its management approach, the skills, qualifications of its proposed personnel, clarity of its staffing plan and proposed consortium (if applicable). (25 points).
4. **Cost Efficiency.** The degree to which budgeting is clear, reasonable, and realistic, thus reflecting best use of organizational and grant resources. (15 points)

**DAI and USAID reserve the right to fund any or none of the applications received.**

###### **Signing of Grant Agreements**

Upon USAID concurrence of the applicant, a Grant Agreement will be prepared. After DAI and the successful applicant have signed the Grant Agreement, DAI will provide training on financial management and reporting on grant funds. All reporting and contractual obligations will be explained to the grant recipients.

**Section D – Program Description**

**Project Title: Enhancing Procurement Practices through PPRC Monitoring**

1. **OBJECTIVE**

The USAID Kosovo Municipal Integrity Activity (KMI) intends to award a grant to eligible Civil Society Organizations (CSOs) for the comprehensive monitoring on ensuring compliance with technical specifications and project designs, as well as the issuance of all required permits in public works procurement activities. The primary objective of this initiative is to support CSOs in monitoring, analyzing, and enhancing the integrity and transparency of these processes. To achieve this goal, the selected CSO will primarily focus on monitoring and reviewing the development and approval processes of technical specifications by relevant contracting authorities, and on examining the initiation of procurement activities without proper project designs and necessary permits.

**B. BACKGROUND**

USAID KMI is a five-year USAID-funded initiative that works to address long-standing challenges related to corruption and poor-quality service delivery by the Government of Kosovo. This will be achieved through enhancing public financial management (PFM), with a focus on municipal procurement, and by strengthening accountability mechanisms both within government and outside of government through civil society, the private sector, and media.

This will be achieved through four objectives:

**Objective One:** National accountability agencies provide more effective and coordinated financial oversight- to accomplish this, the activity will be working with national level accountability agencies such as Public Procurement Regulatory Commission (PPRC), Kosovo Institution for Public Administration (KIPA), Procurement Review Board (PRB), the Ministry of Finance, Labor and Transfers - Central Harmonization Department (MoFLT - CHD) and National Audit Office (NAO).

**Objective Two:** Government increase use of good practices in budget planning, public procurement, and contract management – the activity works with selected and targeted municipal governments to improve budget planning and project planning, public procurement, and contract management.

**Objective Three:** Government advances norms and practices that support internal audit and accountability - the activity works with municipal government leadership, elected officials, audit committees and internal audit staff to strengthen system, norms and practices that support accountability and integrity.

**Objective Four:** Civil society, media & the private sector improve the integrity of public and private sector actors in public procurement – at the local level, the activity works with local citizen groups, local CSOs, local media and individual businesses that compete for government contracts. At the national level, the activity works with national-level CSOs, national media outlets, and chambers of commerce.

**C. DETAILED PROGRAM DESCRIPTION**

Persistent challenges in our institution include the unprofessional compilation of technical specifications, initiating procurement procedures without executive projects or with incomplete ones, and starting project implementation without securing the necessary permits. These practices heighten the risk of corruption and can lead to disputes, favoritism, and compromised competitiveness in procurement. A clear and detailed executive project plan can prevent inefficiencies and delays, while obtaining the necessary permits ensures compliance with legal requirements and promotes transparency.

This Request for Application (RFA) is designed to support a CSO in its efforts to monitor, analyze, and enhance the integrity and transparency of these processes. USAID KMI will support a CSO in evaluating and improving these procedures to mitigate corruption risks and enhance procurement outcomes.

The engaged CSO will perform the following tasks:

**Technical Specifications:** Identify gaps in the development of technical specifications and oversee the review process by relevant departments prior to procurement initiation. This involves a thorough review process to pinpoint any deficiencies or inconsistencies in the specifications before procurement activities begin. They will also verify the documentation of those responsible for creating these specifications.

**Executive Projects:** Place emphasis on identifying procurement activities without proper executive projects, or with the executive projects that are inconsistent with the requirements of the Law on Construction, including outsourced ones. The CSO will examine carefully the entire process and assess these projects for potential weaknesses, such as quick initiation or lack of consideration for feasibility and strategic alignment.

**Permits:** Focus on identifying projects started without the required permits and address related issues. The goal is to detect projects that start without the required permits and resolve related issues. This includes examining the project initiation to confirm that all the necessary permits, licenses, and approvals are secured beforehand, as required by the Construction Law as well as by the relevant laws on property rights, environment, water management, or other. Additionally, a crucial part of this examination is to monitor if the feasibility assessment such as project's technical, economic, social, and environmental viability, resource availability, risks, cost-effectiveness, and alignment with strategic goals is conducted.

This initiative aims to enhance the professionalism and accuracy of technical specifications to reduce disputes, minimize favoritism, and increase competitiveness in procurement processes. It also ensures that procurement activities only commence with a comprehensive and approved executive project, thus preventing inefficiencies and delays. Additionally, it guarantees that all necessary permits are obtained before project implementation begins, ensuring compliance with legal frameworks and transparency.

The activities implemented by the engaged CSO include, but are not limited to:

* Monitoring and reviewing the development and approval processes of technical specifications by relevant departments,
* Documenting the officials and stakeholders responsible for developing these specifications,
* Examining and reporting on the initiation of procurement activities without proper project designs, with a focus on outsourced executive projects and their review processes,
* Identifying projects initiated without the necessary permits and addressing the gaps found in this area,
* Facilitate discussion events with key institutions to disseminate findings and propose enhancements for processes,
* Deliver a comprehensive final report equipped with tangible recommendations and proposed effective control mechanisms for addressing the identified issue/challenges.

**Monitoring & Evaluation**

The applicant shall be responsible for measuring, monitoring, and reporting on their progress. Applicants shall include targets appropriate for the activities proposed, in their proposals as applicable. USAID KMI will work with the selected awardee to make sure that the final indicators that will be included in the grant agreement are measurable in terms of assessing the assistance provided and in line with USAID KMI’s overall objectives.

USAID KMI will review and approve all data collection instruments before they are put into use to ensure consistency with USAID KMI indicators.

**Milestones**

While applicant milestones may vary based on the nature of the activities proposed, the following will be required at minimum:

* Detailed action plan.
* Progress reports and final reports (successes, challenges, next steps, key takeaways) and means of verification of activity implementation and achievements (agenda, attendance sheets, photos, roundtable discussion).
* Monitoring and evaluation data in accordance with indicators and targets set in the proposal.

**Duration and Geographical Coverage**

The duration for each activity will be determined on an individual basis; however, all activities should be completed within a nine-month period from the start of implementation. The initiatives will take place within the targeted institutions of USAID KMI.

**Annexes**

# Annex 1: Mandatory Standard Provisions

Mandatory Standard Provisions for US Nongovernmental Recipients: <https://www.usaid.gov/sites/default/files/documents/1864/303maa.pdf>

or

Mandatory Standard Provisions for Non-US Nongovernmental Recipients:

<https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

# Annex 2: Certifications, Assurances, Other Statements of the Recipient and Solicitation Standard Provisions

In accordance with ADS 303.3.8, USAID KMI will require successful grant applicants to submit asigned copy of the following certifications and assurances, as applicable:

1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in FederallyAssisted Programs (Note: This certification applies to non-U.S. organizations if any part of the program will be undertaken inthe United States.)

2. Certification Regarding Lobbying (22 CFR 227)

3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)

4. Certification Regarding Support to Terrorists

5. Certification of Recipient

# In addition, the following two certifications will be included only as required per ADS 206 for Key Individuals or Covered Participants in covered countries:

# Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking

Part III – Participant Certification Narcotics Offenses and Drug Trafficking

**Annex 3: Application Form**

**A P P L I C A T I O N F O R M**

**I. THE APPLICANT**

1. Name of applicant

*(please include also acronyms, if any)*

1. Address of applicant

*(please include official address as well as postal address)*

Official address:  
  
Postal address:

1. VAT registration number

*(if applicable)*

1. Telephone
2. Fax
3. E-mail
4. Web site
5. Contact person

**II. PROJECT INFORMATION**

1. Title of proposed project

2. Location and duration

Location: [city / commune], [county]

Duration: \_\_\_\_ months, from [month] [year] to [month] [year]

1. Summary Budget

|  |  |  |
| --- | --- | --- |
| Total budget | (local currency) | (100%) |
| * Amount requested | (local currency) | (%) |
| * Applicant contribution | (local currency) | (%) |
| * *Exchange rate used* | *1 USD = local currency* | *(date)* |

1. *OPTIONAL:* Partners involved in the project

*(Please list all partner organizations involved in the project; insert as many lines as necessary)*

|  |  |  |
| --- | --- | --- |
| NAME OF PARTNER | ROLE IN THE PROJECT | CONTACT DATA |
|  |  | Official address:  Phone and fax:  E-mail:  Contact person: |
|  |  | Official address:  Phone and fax:  E-mail:  Contact person: |

**III. PROJECT DESCRIPTION**

1. Project summary

(*Please provide a brief summary of your project and any necessary background information; the summary must clearly address what your project will accomplish, in addition to why and how it will be implemented.)*

1. Project goal, activities and results

(*Please provide accurate and detailed information.)*

1. How will the project enhance various aspects of procurement practices, with a particular focus on improving the clarity and consistency of procurement law interpretations?
2. What are the specific activities that you will undertake?
3. What are the specific expected results that your project will bring about?
4. *OPTIONAL:* Beneficiaries
5. How many people will directly benefit from your project? Please describe who these beneficiaries will be (e.g. age, gender, and other commonalities).
6. If applicable, describe how you will serve the needs of youth, women, or other underserved groups.
7. Cost share

*(Explain the cost share to the project in terms of type of contribution and value.)*

1. Monitoring and evaluation
2. How will you know that your project was successfully implemented? What criteria will you use to measure the achievements of your project?

*(Please include the tools you will use to monitor project activities and evaluate project results)*

1. Sustainability
2. Describe how the activities in your project will be sustained after funding ends. How will the activities or results of your project continue?
3. Project activity schedule and timeline (work plan)

*(Based on the activities listed in section III.2(b))*

**IV. PROJECT TEAM**

Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. *(Insert as many lines as necessary).*

*(Please attach CVs for key personnel involved in the project, using the template provided in Annex 6)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NO | NAME & SURNAME | POSITION | ROLE IN THE PROJECT | DESCRIPTION |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

**V. APPLICANT CAPABILITY AND PAST PERFORMANCE**

1. Organizational capability and resources

Annual income over the past three years, mentioning the names of your main financial contributors (where applicable)

|  |  |  |
| --- | --- | --- |
| YEAR | TOTAL ANNUAL INCOME  (in USD) | MAIN FINANCIAL CONTRIBUTORS |
|  |  |  |
|  |  |  |
|  |  |  |

1. Please describe the various resources at the disposal of your organization such as: equipment, offices etc.
2. Past performance

*Please describe no more than three major projects in which your organization was involved over the past three years, using the table below.*

|  |  |
| --- | --- |
| 1. Project title |  |
| 1. Duration (months) |  |
| 1. Year |  |
| 1. Location |  |
| 1. Role of your organization   *(leader, partner)* |  |
| 1. Project objectives |  |
| 1. Project results |  |
| 1. Total budget (USD) |  |
| 1. Funding sources and types of funding (grants, contract, or other)   *Please include contact information for funding sources.* |  |

**VI. PROJECT BUDGET**

*In this section, include the following and/or any other necessary guidance regarding the budget:*

Please provide a detailed budget for the entire duration of the project, using the template provided in Annex 5.

**VII. STATEMENT OF LIABILITY**

I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate.

|  |  |
| --- | --- |
| Name and surname: |  |
| Position: |  |
| Signature & stamp: |  |
| Date and Place: |  |

# Annex 4: Workplan

*Workplan template will be provided separately as an Excel document.*

# Annex 5: Budget

*Budget will be provided separately as an Excel document.*

**Annex 6: Curriculum Vitae**

**Curriculum Vitae**

Proposed position in the project:

Name (First, Middle, Last):

Citizenship:

Education:

|  |  |
| --- | --- |
| Name and location of institution | Major(s) or Degree(s) obtained: |
|  |  |
|  |  |
|  |  |

Language proficiency – indicate proficiency on a scale of 1 (poor) to 5 (native):

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Membership of NGOs or other professional bodies:

Key skills and qualifications relevant to the project (e.g. computer literacy, etc.):

Employment history:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Title | Employer’s name and address | Dates of employment | | Short description  of tasks performed |
| From  (month, year) | To  (month, year) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Other relevant information: (e.g. publications, seminars/courses etc.):

**Annex 7 - Instructions for Obtaining a Unique Entity ID (SAM)**

*This document will be provided separately.*

**Annex 8 - Self Certification for Exemption from UEI (SAM) Requirement**

*This document will be provided separately.*