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| --- | --- |
| **Date:** | dd-mm-yy |
| **To:** | USAID Kosovo Compete Activity | |
| **RFA Title and RFA Reference No.** |  | |
| **RFA Date** | dd-mm-yy | |
| **From:** | **Name of Lead Applicant (if applying as a consortia):** |  |
| Address: |  |
| Contact Name, Title: |  |
| Email: |  |
| Telephone #: |  |
| Applicant Legal Status: |  |
| Year Founded: |  |
| Registration #: |  |
| Tax ID / Fiscal #: |  |
| Indicate other consortia members (if applicable):  Consortia member 1 (name, address, year founded, registration #, Fiscal #):  [add if more] |  |

We/I hereby certify that the information contained herein and attached hereto is complete and accurate to the best of our/my knowledge (**if applying as consortia, please add their name/signature/date**).

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Head of Organization Signature Date

# Technical Proposal

1. **Description of the planned activities and proposed methodology for implementation of the activities (approx. 6-8 pages)**

* State the objectives and define the activities under each, including anticipated outcomes and impact
* Produce a timeline elaborating on the timing, sequence and duration of the proposed activities, taking into account mobilization time. Propose an elaborate and detailed implementation action plan
* Describe how the “expected deliverables” outlined in Section 1 will be realized.

1. **Background on the applicant/organization and proposed list of professional staff with demonstrable experience to implement the project (approx. 2-3 pages)**

* Describe the previous experience of the applicant in implementing similar programs (demonstrated by documentary evidence)

1. **Provide a list of professional staff with demonstrable experience to implement the project**

# Attachments

Please submit the following attachments with your application:

* A copy of your organization’s legal Registration Certificate.
* A copy of your Fiscal Certificate.
* Signed pre-agreements (if applicable)
* Organizational structure.
* Reference letters/other documentary evidence for implementation of previous similar projects.
* CVs of professional staff members.
* Copies of financial statements (past three years).