**ATTACHMENT A1: PROJECT PROPOSAL TEMPLATE**

**PROJECT PROPOSAL INSTRUCTIONS**

This Proposal template should be used by organizations responding to Requests for Applications (RFA) 19-07, International Youth Day grants (IYDG), issued by Counterpart International – Afghanistan on behalf of the United States Agency for International Development (USAID) funded Afghan Civic Engagement Program (ACEP). Proposals should be submitted to Counterpart International-Afghanistan in accordance with the RFA instructions and using the formats provided.

Please delete all instructions on how to fill in this template highlighted in grey before submitting the proposal.

The Project Proposal should be limited to Seven (07) pages in total (proposal cover page and CVs of Key personnel are not included). Please type using font “Times New Roman”, size 12.

**Technical Proposal Components**

1. Proposal Cover Sheet
2. Objectives, Analysis & Understanding
3. Implementation Approach
4. Suitability
5. Conflict Sensitivity
6. Gender mainstreaming
7. Inclusivity approach
8. Implementation Plan
9. Key Personnel

**PROJECT PROPOSAL**

1. **Proposal Cover Sheet**

|  |  |
| --- | --- |
| **Organization’s Legal, Registered Name and Acronym: []** | **Name of Grant: International youth day grants (IYDG)**  **RFA Number: RFA 19-07** |
| **Project Title: []** |
| **Contact Information:**  **Name of Organization’s Official Representative: []**  **Title: []**  **Address: []**  **Telephone Number: []**  **E-mail: []**  **Website: []** | **Grant Amount: AFN []** |
| **Number of Direct Beneficiaries:**  **Female: []**  **Male: []** | **Number of Indirect Beneficiaries:**  **Female: []**  **Male: []** |
| **Province(s) Covered: []** | **District(s) Covered:**  **Those you worked in during your previous grant and you will continue to work in under this grant: []**  **Districts that you will include newly under this GRANT []** |
| **Project Start Date: []**  **Project End Date: []** | **Does the proposal integrated gender and youth in the proposed activities?**  **Yes No** |
| **Signature of Designated Official:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name: [], Title: []** | **Date: []**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

# Objectives, Analysis & Understanding:

In this section provide your organization’s understanding of the objectives of this grant and how the proposed activities wilssl achieve these objectives.

# Implementation Approach:

In this section describe your organization’s approach the applicant will take to implanting the project and why such an approach has been chosen.

# Suitability

This section should describe why the CSO applying is ideally suited to implement the grant and in which province. It should provide examples of previous work that has been similar and successfully implemented.

# Conflict Sensitivity:

In this section you should describe your organizational understanding of conflict sensitive programming and how you will apply this to this grant if awarded.

# Gender mainstreaming:

In this section you should describe your organization’s understanding of gender mainstreaming as well as the particulars of how the project implementation under this grant will be gender mainstreamed. Crucially this should go beyond just discussing the numbers of women and men who will attend different activities. You should highlight what challenges you might face in applying a gender mainstreaming approach.

# Inclusivity approach:

In this section you should provide a description of how different sections of communities will be included and represented throughout the activities implemented under this grant. Importantly how disabled people, youth and people from different social and economic backgrounds will be included and represented. You should highlight what challenges you might face in including these different groups and their interests.

# Implementation Plan:

In this section you must present a detailed plan for implementing the requirements shown under Activities and Milestones in the Program Description found in the RFA within the 8 months of the grant.

# Key Personnel:

This section should provide the Scopes of Work of the civic educators (three male and two female), and the project manager, who would be employed to implement this project.