

**Request for Application (RFA)**

**Number CSA-RFA-CBO-2024-002**

**Community-Based Organizations (CBOs)**

1. **Title page:** *(no more than 1 page)*

|  |  |
| --- | --- |
| Name of applicant organization |  |
| Project title |  |
| Project duration |  |
| Project implementation area |  |
| UEI number |  |
|  |  |
| Name, surname of the organization head |  |
| Name, surname, position of the project‘s point of contact |  |
| Operational address of applicant organization |  |
| Phone numbers of the project‘s point of contact – office, and mobile (please provide the area code as well) |  |
| Contact person’s e-mail |  |
|  |  |
| Amount requested from CSA/Counterpart (AMD) |  |
| Contribution of the applicant organization (AMD) |  |
| Project total budget (AMD) - Requested and Cost share combined. |  |

**AUTHORIZATION:**

Name and Surname of the Applicant: Date:

Title: Seal:

Signature:

1. **Executive Summary** *(no more than 1.5 pages)*

*In this section, please provide a brief and clear summary of the following:*

* + Problem statement
  + Problem solution strategy
  + Activities that will be undertaken to reach the results
  + Beneficiaries
  + Target group (describe who the decision makers are)
  + Project implementation location and duration

*We advise you to prepare the Executive Summary at the end to ensure that you have included all necessary and important points.*

1. **Problem Statement** *(no more than 1.5 pages)*

*In this section, please provide a description of the following:*

* Problem to be addressed
* The roots and consequences of the problem

*For justification you could present research, including quantified statistics where possible, to illustrate the nature and significance of the problem. Provide full citations of secondary sources (e.g. resource name, date and author/source, organization, web link if available).*

1. **Problem Solution Strategy** *(no more than 2.5 pages)*

*In this section, please present:*

* Project Goal and Objectives: In one sentence, describe the Goal the project plans to achieve. Describe specific Objectives that will contribute to achieving the project goal. The Goal and Objectives should be specific, measurable, achievable, realistic, and should contribute to the solution of the problem described in Section 3.
* Expected Results: Briefly state the results that you will achieve through the project implementation. Results should contribute to the project’s objectives.
* Activities to achieve the Expected Results: Describe the main activities/actions that would ensure the achievement of the expected results. Please link activities to the appropriate expected results.
* Complete Appendix 1 Gantt Chart Workplan.

*Please ensure this section is consistent with the project work plan (Gantt chart, Appendix 1).*

*Please keep in mind that results should be specific, measurable, achievable, relevant, and time-bound (SMART).*

This section is worth 20 points in the evaluation

* Relevance to program goals and target beneficiaries
* Effectiveness of the project outputs
* Sustainability of project results

1. **Beneficiaries’ Engagement, Partners, and Target Audience** *(no more than 1 page)*

*In this section, please specify:*

* The possible beneficiaries, constituencies and collaborative partners who are interested in solving the problem discussed in the previous section. Describe their participation and degree of involvement in the project design and implementation process.

This section is worth 10 points in the evaluation.

* Effectiveness of collaborating with diverse stakeholders to carry out project activities.
* Anticipated impact on the beneficiaries.

1. **Project Management** *(no more than 0.5 page)*

*In this section, please describe:*

* The number of the project staff: provide their names and positions.
* How the project will be managed and operated։ explain who will be responsible for what, being sure to complete the Staffing Table in Appendix 2 and attach CVs of the key personnel.
* Describe your Institutional development needs.
* Complete Appendix 4 Past Performance to demonstrate project management experience.

This section is worth 20 points in the evaluation.

Past Performance:

* Effectiveness of the project organization to complete the activities successfully.
* Past performance in similar projects
* Relevant staff skills to the proposed project
* Experience in implementation of local/marz level project(s)
* Capacity/Experience to implement projects with USAID funding source

Staffing Table:

* Adequacy of the proposed personnel and facilities to implement the project activities

1. **Project Monitoring** *(no more than 0.5 page)*

*In this section, please describe:*

* Who will be responsible for monitoring of the planned vs. actual results.

How the organization will monitor the implementation of the project.

This section is worth 10 points in the evaluation.

* Appropriateness of the project management and monitoring approaches

1. **Project Sustainability** *(no more than 0.5 page)*

In this section, please describe:

* + Your plan to ensure the sustainability of your project results.
  + Your understanding and plan on how to achieve policy change after this project.

This section is worth 30 points in the evaluation.

* Effectiveness of the presented project activities to reach set Goal during the project duration.
* Clear path with detailed future steps on how the applicant will achieve policy changes after this project.

1. **Budget and Budget Narrative**

In the appendices, please include:

* + Completed Budget calculations (including the contribution part) in Appendix 3
  + Completed Budget Narrative. Describe each item in the budget, indicating the types of cost, costs per unit, price justification, and necessity of the item for the project’s effective implementation.

*Note: expenses which are not related to the project activities will not be allowed.*

This section is worth 10 points in the evaluation.

* Are costs reasonable, allowable, and allocable?
* Is the proposal cost-effective?
* Does the proposal have the percentage of cost share?

**Appendix 1-5**

**Please fill in all appendixes listed below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Appendix 1: Gantt chart (see the form below)**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **WORK PLAN:** | | | | | | | | | | | | | | | | **Activity Description** | **Expected Results** | **Responsible staff** | **Grant Period of Performance** | | | | | | | | | | | | | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 | | **Objective One** | | | | | | | | | | | | | | | | Activity 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | …. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Objective Two** | | | | | | | | | | | | | | | | Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | …. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Objective Three** | | | | | | | | | | | | | | | | Activity 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | … |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | **Objective Four** | | | | | | | | | | | | | | | | Activity 4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | Activity 4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | …. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   Instructions   * List the proposed activities, expected results, and their responsible person(s) to ensure the implementation of the project * Shade or check the boxes to indicate in which month(s) the activity will be undertaken * Add/remove months as needed * Make sure that the dates and activities match those included in the project proposal   **Appendix 2: Staffing Table** for all funded personnel. Please include CVs for the key personnel   |  |  |  |  | | --- | --- | --- | --- | | **Name/Surname** | **Position** | **Duration of Contract**  **(month/s)** | **Descriptions of duties** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **Appendix 3: Budget (Insert the proposed budget here. In addition, submit the budget separately in Excel)** | | | | | | | | | | |
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**Appendix 4: Past performance**

|  |  |
| --- | --- |
| **Past Performance** *(Please describe three major projects in which your organization was involved* ***in the past two years,*** *which shows the organizations expertise and ability to meet the goals of the project)* | |
| **First Project** | |
| Project Title |  |
| Period of Performance |  |
| Location – marz(es) |  |
| Role of Organization |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Second Project** | |
| Project Title |  |
| Period of Performance |  |
| Location – marz(es) |  |
| Role of Organization |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Third Project** |  |
| Project Title |  |
| Period of Performance |  |
| Location – marz(es) |  |
| Role of Organization |  |
| Project Objectives |  |
| Total Budget |  |
| Funding Source and Contact Information |  |

**Appendix 5: Funding Declaration**

**Declaration**

*<Please include date here>*

I <*Name*>, as the <*Position*> and the legal representative of the <*applicant organization*>, herewith declare that regarding the project proposal submitted to CSA/Counterpart under the title <*Title* > has not been submitted to any other donor organization for funding and our organization does not receive any funding for covering the costs of the same activities.

Herewith I also declare that I acknowledge the right of CSA/Counterpart to request the return of any funds received and used to the contrary of the statement above, and I understand that <*applicant organization*> must return to CSA/Counterpart such funds within 30 days after receipt of the relevant written request.

In case of dispute, I accept and follow the decision of the <*Court*>.

<*Signatures, Seal* >

**Project Package Requirements**

1. The submitted **application should fully adhere to the provided format**.
2. The application and appendices should be **signed and stamped by the head of the organization** (president, director) and submitted in **PDF format** in **one document (Note: the PDF document shall include the proposed budget. In addition, the Applicant shall submit the budget separately in Excel).**
3. Eachapplicant/coalition shall submit **ONE (1) package in Armenian or in English** of the project application and mandatory attachments. The package should include the following documents:
   * **Project application**,
   * **Gantt Chart** (Appendix 1)
   * **Project Staffing Table including CVs of Project led staff** (Appendix 2)
   * **Budget with Narrative** (Appendix 3)
   * **Past Performance** (Appendix 4)
   * **Funding Declaration** (Appendix 5)
   * **Registration Certificate**

The Selection Committee (SC) is in the position to make comments and/or request additional clarifications until the final decisions are made. In some cases, the SC may request to organize monitoring visits to applicant organizations.

**The organizations suggested for funding by the Selection Committee will be requested to review the proposed projects in accordance with the Selection Committee’s comments and present the FINAL project proposal package before signing the agreement.**