Tender - ISA

Netherlands

*Current date*

*CONSULTANCY SERVICE FOR S4D CONCEPT DEVELOPMENT AND TECHNICAL LEAD SUPPORT*

*Appendix 2: Proposal Template*

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# Proposal Template

1. **Administrative and organisational information**
   1. **Applicant information**

| Association / Organisation Name: |  |
| --- | --- |
| Address (of headquarter): |  |
| Association/Organisation website: |  |
| Legal form: |  |
| Date of establishment: |  |
| Number of employees: |  |
| Main fields of activity: |  |
| Name and contact data of person in charge: |  |
| Experience of organisation in similar projects, sector and regions (incl. years of experience): |  |
| Experience of persons (2) in charge in similar projects, sector and regions (incl. years of experience): |  |

| **Any change in the addresses, phone numbers, fax numbers or e-mail addresses, must be notified in writing to ISA. ISA will not be held responsible in the event that it cannot contact an applicant.** |
| --- |

1. **Project proposal / Technical description**
   1. **General information on proposed project**

| Title of the project: |  |
| --- | --- |
| Short project description:  *Please provide a comprehensive description of the project incl. expected impact, activities and beneficiaries* |  |
| Total budget in EUR: |  |
| Project duration: |  |

* 1. **Project outline**

| Project rationale, background and project location:  *Please describe the location(s), context, challenge(s) you aim to target (incl. potential stakeholders)* |  |
| --- | --- |
| Overall objective:  *Please describe the overall objective the project aims to achieve.* |  |
| Thematic areas:  *Please describe the thematic areas the project will cover (must align with the list of eligible thematic areas stated in the Funding Guidelines document)* |  |
| Methodology:  *Please describe the approaches adopted.* |  |
| Key activities:  *Please describe the main activities planned.* |  |
| Beneficiaries and outreach strategy:  *Please describe both the direct and indirect beneficiaries, outreach strategy and beneficiaries’ selection criteria* |  |
| Partnerships and cooperation:  *Please state the partners envisioned to be cooperated with including (partners name and their roles and contribution to the project)* |  |
| Expected impacts:  *What are the benefits of the planned project?*  *Which objectives will the project contribute to, and to what extent?   (please estimate target numbers)* |  |
| Means of support to sub-granted organisations  *What are the measures will the applicant take to technically and institutionally support and further develop the capacities of the sub-granted organisations* |  |
| Risk & mitigation:  *What are the envisioned risks, including unintended ones? What mechanisms and measures will be used to avoid/mitigate them?* |  |
| Sustainability:  *Please outline how the results will be ensured and maintained after the project has ended.* |  |
| Scaling-up potential:  *Is there a potential for the activities to be scaled up? Please describe.* |  |

# Annex 1: Template Logical Framework (Logframe)

*Please fill the following logical framework table in full. Intervention logic descriptions and its indicators must be SMART-based. Means of verification should answer the purpose of each logic and indicator. Assumptions must be realistic and based on the applicant experience and knowledge around the proposed interventions and its context. The activity table is an extension of the logframe and must respond and fulfil the respective indicator(s).*

| **Intervention logic** | **Indicators** | **Baseline** | **Target** | **Sources and means of verification** | **Assumptions** |
| --- | --- | --- | --- | --- | --- |
| **Overall Objective** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Specific Objectives** |  |  |  |  |  |

| **SO1:** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| **SO2:** |  |  |  |  |  |
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| Outputs | Key activities per output indicators | Means of verification | Assumptions |
| --- | --- | --- | --- |
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# Annex 2: Timeframe

*Please add a suggested timeframe of services within the project timespan.   
To take into consideration:*

* *Integration of project activities*
* *Monthly timescale*