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| **Community Activity Implementation for USAID Ma3an Project**  **Application Form** | |
| **Name of the Organization** (full name):  **Address:**  **Telephone:**  **E-mail:**  **Website (if applicable):**  **DUNS Number (if applicable):** | **Contact Person, Title, & Email:** |
| **Person Authorized to Sign Contracts in the Organization & Title:** |
| **Geographic Locations**  Ma3an activities will be implemented in 12 communities – two each – in the six governorates listed below; mark with an “x” the governorate you are proposing to work in:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Tunis |  | Kairouan |  | Sousse | |  | Jendouba |  | Siliana |  | Zaghouan |   *Please propose 1-2 communities within the selected Governorate to implement Ma3an activities in according to the selection criteria below.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Tunis  …………….. |  | Kairouan  …………. |  | Sousse  ……………. | |  |  |  | |  | ……………. |  | ……  ………. |  | ……………… | |  |  |  | | Jendouba  ……………. | Siliana  …………….. | Zaghouan  …………… | |  |  |  | |  | …………….. |  | ……………… |  |  1. Do you have or have you had in the past a physical presence in the communities proposed above (office, how long has it been established, what activities did you implement in that community, how many staff/volunteers are linked to that office)   .……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………   1. If you don’t have an office already established in the community(ies) how would launch and implement activities in that or those community (ies)?   ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  …...............................................................................................................................................................................................................................   1. Elaborate why do you think the proposed target communities are vulnerable to social, political or economic stress / shocks?   ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………   1. Please list the civil society organizations that work in the proposed community (ies).……………………………………………………………………………………………………………………………………   ……………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………… | |
| **Part 1. Description of Applicant's Qualifications:**  Briefly describe your organization and your experience working in the selected Governorate/proposed community. Respond to each of the following questions and ***use as much space as you need* to respond adequately.**   1. What is your organization’s vision? 2. What is your organization’s mission and what type of activities does your organization implement to achieve it? 3. Describe how the activities proposed in the RFA link to your organization’s mission. 4. What types of projects have you implemented previously in the selected governorate? Please complete the table below and add rows as necessary.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Activity | Type of Project | Amount of Funding | Length of Project | Donor & Point of Contact (if applicable) | |  |  |  |  | Donor:  Name:  Position:  Phone #:  Email: | |  |  |  |  | Donor:  Name:  Position:  Phone #:  Email: |   What is your organization’s experience and approach to working directly with and/or engaging youth to implement activities? Please provide any relevant examples (with results and lessons learned) especially of youth-led and/or positive youth development initiatives.  What is your organization's experience, capacity, and interest in working with vulnerable youth at the community level? If your organization currently lacks this experience and capacity, please explain why your organization would be interested in implementing activities of the Ma3an project.  Please describe your approach for outreach and communication with youth, including specific examples of how you have reached diverse groups of youth and recruited them in your previous activities and how you would reach and recruit Youth Mappers for Ma3an’s activities.  7.a Describe how would you use that experience in recruiting Ma3an youth mappers   1. What is your organization's experience collaborating with multiple stakeholders (youth, government, civil society, and private sector) to address local priorities in the selected governorate? Provide specific examples of previous collaboration efforts, describing the type of actors you collaborated with, the specific activities you collaborated on, the purpose of the collaboration, and your approach to ensuring that the collaboration was productive and effective.   8.a Describe how you would use that experience to support the activities included in the RFA  How does your organization ensure that it is regarded as a neutral and credible actor in the community? Provide specific examples of what you have previously done or propose doing to ensure that your organization and its activity are perceived as unbiased and legitimate in the communities you work in.  Please describe your approach for ensuring gender equality and social inclusion in your activities. Provide specific examples of how you have reached and engaged diverse groups (marginalized groups, people with disabilities, etc.) and integrated gender considerations in your previous activities, and/or how you would do so in Ma3an’s activities.  Does your organization have experience managing donor-funded projects? If you have not previously been involved in managing donor-funded projects, discuss how your organization can ensure that it has the capacity needed to manage Ma3an’s activities.   1. Briefly describe the organization’s key system and/or processes relating to finance management and procurement. What steps do you take to ensure that donor and/or national regulations are followed? | |
| **Part II. Community References**  Provide contact information for two references in the selected governorate who are familiar with your organization's work and can attest to your organization's effectiveness in implementing activities there. These should not include any individuals with a past or current formal affiliation with your organization.  Please include the following information for each reference; add lines as necessary.  Name:  Affiliation:  Current Title/Position:  Phone number(s):  Email address:  Name:  Affiliation:  Current Title/Position:  Phone number(s):  Email address: | |
| **Part III. Proposed Management Structure & Personnel**  Describe the composition of your proposed team, describing the tasks of each position under this subcontract. Respond to each of the following questions and ***use as much space as you need to respond adequately***. Applicants are strongly encouraged to ensure gender balance and social inclusion in their proposed management structure, and further, to demonstrate equality in hiring and promotional practices.   1. What is your management approach to ensure efficient coordination and implementation among the different stakeholders including: Ma3an staff, youth, and other community stakeholders? 2. Which staff members will be involved in supporting this grant? Please name at least two of the proposed staff members and provide CVs highlighting relevant qualifications for these named individuals. If positions different from those described in the RFA are proposed, please revise position titles provided below. Please also indicate if the same individual is being proposed for two different positions and describe relevant qualifications for both.      * Activity Manager  1. Name: 2. Role/responsibilities on the project: 3. Overview of experience/bio:  * Finance and Operations Officer   1. Name:   2. Role/responsibilities on the project:   3. Overview of experience/bio: * Activity Coordinator   1. Name:   2. Role/responsibilities on the project:   3. Overview of experience/bio: * Communications and Reporting Officer   1. Name:   2. Role/responsibilities on the project:   3. Overview of experience/bio:   Add more, or different, positions as needed. | |
| **Name, Title, and Signature of the Person that is authorized to sign agreements:**  Being the person authorized to sign contractual agreements on behalf of the organization, I certify that the information in this form is complete, truthful and accurate.  **Name and Surname:**  **Position:**  **Organization:**  **Signature:**    **Date:** | |