|  |  |
| --- | --- |
| **Org Size:** |  |
| **Have you applied for previous deadlines?** |  |

1. **Organization’s Information**
2. **General Information**

**1.a Organization’s Name:**

**1.b Legal Registration Number:**

**1.c Type of Entity** (as registered)**:**

**1.d Address of Main Office:**

**1.e Address of secondary offices** (if any)**:**

**1.f Year of establishment:**

**1.g Website and/or Social Media pages:**

**1.h Organization’s mission and main objectives:**

1. **Contact Person for Naseej’s Call for Proposals**

\*\* all official communication on the application will be shared through the e-mail(s) of the Contact Person

**2.a Name, Surname and Position:**

**2.b Tel Number:**

**2.c E-mail:**

1. **Organization’s Size**

**3.a Annual Budget in IQD for 2019:**

\*\* For any conversion refer to current exchange rate on nforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

**3.b Organizational Structure:**

**3.c Current total number of staff (including permanent, part-time and volunteers):**

**3.d Geographical outreach:**

Insert the districts where your organization is conducting activities. For each district briefly (1 line is enough) explain in the column on the right, which activities are currently implemented and when you started to implement them. Add as many lines as you need.

|  |  |  |
| --- | --- | --- |
| **District** | **Activities currently conducted** | **When did you start to carry out this activity?** |
|  |  |  |
|  |  |  |

1. **Inclusion of gender equality in the organization**

**4.a Current number of female staff in the organization:**

**4.b % of women in managing positions (board, managers):**

**4.c Inclusion of gender equality in organizations’ activities and objectives (max. 1 page)**

Explain how gender equality and women’s rights are included in your organization’s activities and objectives.

For instance:

* Do you have a gender strategy?
* How do you include gender equality in recruitment?
* Is the staff trained on topics relevant to gender equality?

1. **Relationships with other organizations and actors**

**5.a Existing partnerships**

Describe any partnership your organization has established with other organizations, networks, authorities and any other relevant actors

Briefly explain (1-3 lines) for each of them how and on what you are collaborating. Add as many lines as you need.

|  |  |  |
| --- | --- | --- |
| **Actor** | **Partnership** | **Is this partnership relevant to the Stream(s) the organization is applying to? If yes, how?** |
|  |  |  |

**5.b GBV Cluster – Are you a member of the GBV cluster (local or national)?**

Yes/No

1. **Project Management Capacities**

**6.a Projects implemented in the last 3 years**

Please provide:

* The number of projects totally or partially funded by donors you have implemented in the last 3 years
* The name of donors that funded these projects
* Total budget managed in the last 3 years in IQD or EUROs

\*\* For any conversion refer to current exchange rate on InforEuro><https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>

1. **Financial Management Capacities**

**7.a Auditing experience**

Has the organization ever been certified audited by external entities?

Yes/No

**7.b Financial and control mechanisms and procedures (max 1 page)**

Describe the organization’s financial and control mechanisms/procedures.

1. **Project’s Information**

**1. General Information**

**1.a Project’s Title:**

**1.b Duration in months:**

**1.c Location(s) of implementation:**

**1.d Stream(s) targeted (1,2,3):**

**1.e Project Partner(s)** (if any)**:**

List all the organizations/actors that will be partners in the project. For each of them, briefly explain their role in the project. Add as many lines as you need.

|  |  |
| --- | --- |
| **Partner** | **Role** |
|  |  |

**2. Project’s Activities**

**2.a Project’s Context (max 2 pages)**

Describe the context where your project will be implemented, focusing on those aspects that are relevant to your project.

**2.b Project’s Activities (max 10 pages)**

In the following section all the activities that you will implement through your project should be listed. Provide a title, a description of the activity (include details and figures), a justification for the activity and a description of the people who will benefit from it directly (indicating the gender of beneficiariesand their group age). Add as many lines as you need.

**Activity 1 title :**

**Activity 1 description :**

**Activity 1 justification :**

**Activity 1 target :**

**Activity 2 title :**

**Activity 2 description :**

**Activity 2 justification :**

**Activity 2 target :**

**Activity 3 title :**

**Activity 3 description :**

**Activity 3 justification :**

**Activity 3 target :**

**2.c Timeline**

For each activity indicate, by coloring or ticking the cases, its duration. Each case corresponds to 3 months (1quarter)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Duration in Months** | **Quarters** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |

1. **Involvement of Communities**

**3.a Involvement of local communities in the project (max 1 page)**

Explain how your organization has involved/will involve local communities in the project.

For instance:

* What role did they have in the design of the project?
* What role will they have in the planning, monitoring and implementation of activities?
* How is the communication with them managed? Which information are shared with them?
* How do you deal with possible conflicts and tensions?

**3.b Participation of women and girls (max 1 page)**

Explain how women and girls’ needs and opinions are included in the Project’s design and implementation of activities.

**3.c Promoting Women’s Leadership (max 1 page)**

For instance

* To what extent women leadership is promoted in the intervention?
* How are local women leaders participating in the design and implementation of activities?
* How are activities promoting community support to women leadership?

1. **Sustainability**

**4.a Linkages to other initiatives (max 1 page)**

Is the proposed project linked to other existing project/initiatives (by your organization or other actors)? If yes, describe the initiatives/projects and how they are linked to the proposed project.

**4.b Continuation of activities (max 2 pages)**

How will your organization ensure the continuation of project’s activities after the end of the grant?

**4.c Financial Support (max 1 page)**

Is the organization financially supported by other organizations, actors, donors?

Is their support going to continue in the future?

How will you get the financial resources you need to continue the activities?

**4.d Contribution (max 1 page)**

How can your organization contribute to the implementation of the project? Which resources (training, capacities, premises, staff, etc.) can it contribute to the project?

1. **Risks and security**

**5.a Security management (max 1 page)**

Explain how you will ensure able to manage security constraints and reach the targeted communities?

**5.b Risks management (max 2 pages)**

What are the main challenges and risks that may hinder the implementation of your project? How would you mitigate those risks?

1. **Expertise and Experience relevant to the Stream**
2. **List of relevant implemented projects**

Here below, list all the projects that you have implemented **in the last 5 years** that are relevant to the Stream(s) you are applying for. Add as many lines as needed.

If you have implemented activities relevant to the Stream(s) you are applying to, that were not part of a project, you can describe them at the end in the section “Other activities implemented”.

|  |  |  |
| --- | --- | --- |
| **1** | **Project Title** |  |
| **Duration (months)** |  |
| **Location** |  |
| **Donor** (if any) |  |
| **Budget** |  |
| **Partners** |  |
| **Main activities** |  |
| **Main achieved results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **2** | **Project Title** |  |
| **Duration (months)** |  |
| **Location** |  |
| **Donor** (if any) |  |
| **Budget** |  |
| **Partners** |  |
| **Main activities** |  |
| **Main achieved results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **3** | **Project Title** |  |
| **Duration (months)** |  |
| **Location** |  |
| **Donor** (if any) |  |
| **Budget** |  |
| **Partners** |  |
| **Main activities** |  |
| **Main achieved results** |  |
| **Main beneficiaries** |  |

|  |  |  |
| --- | --- | --- |
| **..** | **Project Title** |  |
| **Duration (months)** |  |
| **Location** |  |
| **Donor** (if any) |  |
| **Budget** |  |
| **Partners** |  |
| **Main activities** |  |
| **Main achieved results** |  |
| **Main beneficiaries** |  |

**Other activities implemented** (if any)**:**

1. **Expertise within Staff and Collaborators (max 1 page)**

Describe the relevant expertise currently available among the organization’s staff and collaborators that will be useful for the implementation of the project

1. **Specific Expertise for Stream 1 – Act. 1.5 Collect testimonies to document and advocate against violations of women’s rights in crises**

***This section should be compiled only by those organizations proposing to implement the activity 1.5***

**3.a Safeguarding, Data Protection and Confidentiality (max 1 page)**

Describe the organization’s experience and expertise on safeguarding, data protection and confidentiality practices (in particular for SGBV survivors)

**3.b SGBV SOPs (max 1 page)**

Describe how your organization ensures safeguarding, data protection and confidentiality of beneficiaries especially SGBV survivors:

In particular :

* Describe any specific policy the organization has developed
* Describe any SOP applied

1. **Training capacities (only for Medium and Large organizations) (max 1 page)**

***This section should be compiled only by large and medium organizations***

Do you have experience in training other organizations/groups?

Describe your experience.

**List of documents to be attached:**

|  |  |
| --- | --- |
| **1** | Certificate of the Directorate of NGOs (compulsory) |
| **2** | Authorization letter(s) for having office from local authority (ies) (compulsory) |
| **3** | Copy of Annual Statement of Accounts 2019 (compulsory) |
| **4** | ANNEX 3 Declaration on honour by applicant  (compulsory) |
| **5** | Copy of safeguarding policy and/or SOPs on SGBV case management and data protection (optional) |
| **6** | Copy of any policy on Fraud (optional) |
| **7** | Copy of any policy on Terrorism financing/ anti-diversion policy (optional) |
| **8** | Copy of any policy on Community Feedback (optional) |