

TECHNICAL PROPOSAL | 2019

UN-Habitat CFP Reference: CFP/1-2019/CPEDU-PSP

Please follow the structure of this template when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria. Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content and budget after project is retained for awarding.

I. ABOUT THE PROJECT:

1. Project title

Click or tap here to enter text.

2. Problem statement

i *What challenges is the project attempting to resolve? **Max 300 words***

Click or tap here to enter text.

3. Objectives

i *What is the project going to achieve? **Max 100 words***

Click or tap here to enter text.

4. Description of the project/s to be implemented

i *Please describe your project in detail. Take into consideration the following:*

- *What exactly are you going to do?*
- *How will your public space/s project/s have an impact on city or neighbourhood level?*
- *How will you integrate your projects in the city or neighbourhood?*
- *How will you ensure the project is implemented on time?*

(Max 1,000 words)

Click or tap here to enter text.

a. Is the project connected with plans and/or strategies of the local government?

yes No

If yes, please provide details

b. Is the project linked with an existing/ongoing project?

yes No

If yes, please provide details

c. Where are the project/s located? (urban, rural, city centre, informal settlement, etc..)

Provide details here

Site	Latitude	Longitude
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.

d. Provide 2 landscape pictures of the selected site/area

Site	Picture 1	Picture 2
1		

2				
3				
4				
5				

5. Expected outcomes and indicators

i Describe your expected outcomes and how you are going to measure that they have been met

Click or tap here to enter text.

6. Ownership of land: Description on the ownership of the land parcels and confirmation that the landowner agrees to implementation of the proposed project.

i It is crucial that land ownership issues are clear from the start.

Click or tap here to enter text.

7. Links to girls and women, children and youth, older people and disabled people

i *How does the project ensure inclusivity; especially for girls and women, children and youth, older people and disabled people.*

Click or tap here to enter text.

8. Project sustainability

i *Give a brief description of the measures you will put in place to ensure that the project results are sustained after project implementation, including public space management*

Click or tap here to enter text.

9. Project plan, including timelines

i *Provide a detailed project plan (up to 12 months)*

Click or tap here to enter text.

10. Detailed project budget, including cash or in-kind contribution provided

i *You must use the budget template provided (Annex C)*

I have filled out and submitted the budget template (Annex C)

yes No

Please insert the total project budget amount in USD: *Click or tap here to enter text.*

Please insert the total in-kind contribution provided in USD: *Click or tap here to enter text.*

Describe the nature of contribution (in-kind or cash) *Click or tap here to enter text.*

11. Risk Analysis

i *State how you intend to handle the risks associated with this project with the mitigation factors*

Click or tap here to enter text.

12. Project monitoring and evaluation

- i** Give a brief description of your monitoring and evaluation, risk and mitigation strategies for this project as well as lessons learnt from past project implementations that will benefit this project

Click or tap here to enter text.

II. ABOUT YOUR ORGANISATION:

1. Collaborating partners

- i** Which other organizations are you collaborating with?

Click or tap here to enter text.

2. Your organisation's profile, experience and technical competencies:

- i** Description of your organisation, including years of operation
Name and description of affiliate organisation or other partners if applicable
Vision, mission and objectives

Click or tap here to enter text.

3. Track record

- i** Give a list of similar projects executed in the last 5 years (value, location, donors, nature of projects and the execution stage – completed or ongoing). Demonstrate how the experiences in past projects are relevant in the execution of the current proposal. Provide references from past donors

Click or tap here to enter text.

4. Qualification of Key Staff

- i** Provide CVs of key management staff, technical and non-technical staff and finance/ accounting staff that will be involved on the project.

Click or tap here to enter text.

- a. **How many technical staff do you have in the concerned Country for implementing the project?**

[Insert number here](#)

- b. **Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project?**

[Please provide details here](#)

5. Local Operations and Capacity



Demonstrate, describe and provide proof of local operational presence, including link and ability to impact the targeted population. Provide location and list of office facilities, vehicles and office equipment locally available to implement the project.

Click or tap here to enter text.

6. Policies and procedures



Provide copies of the following procedures:

- *project monitoring policies and procedures,*
- *procurement policies and procedures and*
- *anti-fraud controls and procedures*

Click or tap here to enter text.

7. Systems and practices

i *Provide the Organization structure/ Organogram. Give a brief description of key features and controls of the accounting system used.*

Click or tap here to enter text.