technical proposal | 2022

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| **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.** |

## Project title

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| --- |
| Click or tap here to enter text. |

## Problem statement

|  |  |
| --- | --- |
|  | What challenges is the project attempting to resolve? **Max 300 words** |
| Click or tap here to enter text. | |

## Objectives

|  |  |
| --- | --- |
|  | What is the project going to achieve? **Max 100 words** |
| Click or tap here to enter text. | |

## Description of the projects to be implemented

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| --- | --- |
|  | Please describe your project in detail. Take into consideration the following:   * What exactly are you going to do * Where are the projects located? * How will your public space projects 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? * How will you ensure a poverty focus?   **(Max 1,000 words)** |
| Click or tap here to enter text. | |

## Expected outcomes and indicators

|  |  |
| --- | --- |
|  | Describe your expected outcomes and how you are going to measure that they have been met |
| Click or tap here to enter text. | |

## Key assumptions and risks

|  |  |
| --- | --- |
|  | Please list the assumptions and risks and how you will deal with them |
| Click or tap here to enter text. | |

## Project plan, including timelines

|  |  |
| --- | --- |
|  | Provide a detailed project plan (up to 16 months) |
| Click or tap here to enter text. | |

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

|  |  |
| --- | --- |
|  | Compile, if applicable. |
| Click or tap here to enter text. | |

## Track record

|  |  |
| --- | --- |
|  | 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. | |

## Counterpart contribution

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

## Risk Analysis

|  |  |
| --- | --- |
|  | State how you intend to handle the risks associated with this project with the mitigation factors |
| Click or tap here to enter text. | |

## Project sustainability

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| --- | --- |
|  | 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. | |

## Project monitoring and evaluation

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| --- | --- |
|  | 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. | |

## Eligibility criteria

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| --- | --- |
|  | *The applicant’s response should provide complete information and documents as outlined below. Tick the boxes, if you meet the following criteria* |

|  |  |
| --- | --- |
| Criteria | Submission details / Document required |
| **Legal Status** | Certificate of registration/incorporation i.e.,  Proof of registration in Country of Origin  Proof of registration of Country of operation  Proof of country operational presence |
| **Organization profile and details** | Clear organization profile and structure of the organization indicating:  Organization’s vision, mission, and objectives  Management structure  Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document  Proof of membership to professional associations if any. |
| **Financial Capacity** | Audited company financial statements (balance sheet and income statement) and auditors report for the last two years (exception to governments and community-based organisations) |
| **Exclusive bank account** | Is the organization willing and able to have a separate bank account for the funds provided by UN-Habitat? |
| **Integrity and Governance** | The organization should complete and submit a signed Partner Declaration Form (using the template Annex A)  Provide the profiles of the Chairperson of the Board of Directors, Head of the Organization and Chief of Finance |