# Technical Proposal Template

Reference no. (For official use only)

**Section I: Introduction and project summary**

* 1. Organizational information

|  |  |
| --- | --- |
| Name of the organization/ lead applicant | *Full legal name of the organization* |
| Address of the organization/ lead applicant | *Full physical address of the applicant or lead organization* |
| Nature of organization | *Example: NGO; Private Company; Cooperatives* |
| Organization registration details Entity and Number | Registration entity | *Example: District Administration Office Kathmandu* |
| Registration number | *Example: 002/2064/65* |
| Contact information | Focal person: *Name and title* |
| Telephone  | Office: Mobile: |
| Official email: |
| Name of co-applicant(s) (if applicable)*(insert more rows as required)* | *1. Full legal name of the organization* |
| *2. Full legal name of the organization* |

1.2 Project summary

|  |  |
| --- | --- |
| Grant title | *A brief title to reflect the grant project**Please note that this title could also be used for public awareness purposes, so please make it simple and catchy* |
| Project location(s) | *List the district(s)and municipality/ rural municipality/ward(s) where the grant project will be implemented* |
| Project duration  | *In months* |
| Budget summary | Grant fund ( in NPR) |  |
| Co-fund (in NPR) |  |
| Total budget (in NPR) |  |

**Section II: Context and rationale**

* 1. Specific context

*Introduce the project location and describe the specific issues (socio economic and TVET provisions) in each location that this project is designed to address. This section is intended to demonstrate that there is a demand for the project. Also indicate the numbers to be affected in terms of gender, employment scenario, improvement in productivity and efficiency, business startups, etc. Support the information with findings from demand tools as applicable. (1.5 page maximum)*

* 1. Target group and relevance

*Specify the target groups and beneficiaries of the grant project,* *and elaborate how the grant project is relevant to the target group. Use this section to also elaborate on the figures used in demonstrating demand. Also describe how the proposed activities will support greater inclusion of disadvantaged groups. (1 page maximum)*

* 1. Stakeholder analysis and consultation

*Identify the key stakeholders at both local and national level that you have engaged with in designed this project, or plan to engage with in delivering this project. Describe how you will engage with each of the identified stakeholders. (1 page maximum)*

**Section III: Detailed Project Description**

3.1 Project objectives

*Describe the specific objectives of the proposed project; what will change as a result of this project? (1 page maximum)*

**Objective 1**

Sub-objective 1.1

Sub-objective 1.2

**Objective 2**

Sub-objective 2.1

Sub-objective 2.2

3.2 Project activities and methodologies

*List and provide a detailed description of the activities that will be delivered to achieve the stated objectives with the respective methodologies. Include all activities to be implemented over the course of the project. Also complete* ***Annex 1****- Implementation plan.*

*As Dakchyata commits to both gender inclusiveness, and offering opportunities for promoting the transition to a greener, climate resilient, low-emission economy, please also mention how your proposed activities, as applicable, would support in this commitment. (4 pages max pages?)*

3.3 Monitoring, evaluation and learning

*Provide an overview of how you will monitor and evaluate your grant project. (1 page maximum)*

*Additionally, also complete the Grant Project Activities Monitoring Template in* ***Annex 2.***

3.4 Visibility and Public awareness plan

*Provide an overview of how you aim to increase visibility, and public awareness and participation through the grants project. (1 page maximum)*

*Additionally, also complete the Visibility and Public Awareness Plan in* ***Annex 3.***

**Section IV: Partnership and Project Management**

* 1. Role of partners and partnership management

***Only applicable if applying in partnership***

*Describe the specific roles and responsibilities of the lead applicant and the co-applicants. Also elaborate your plan on partnership management to highlight segregation of duties and responsibilities, accountability, communication, etc. (2 page maximum)*

* 1. Project team: Roles and responsibilities

*Describe the specific roles and responsibilities of the project team. Roles could include the project manager, M&E, Communication, Finance and Admin personnel, etc. Project staff could be from the lead applicant and the co-applicants. (2 page maximum)*

* 1. Project management

*Describe how you will manage the project, including finance and project reporting. Include information on the record keeping and reporting system and demarcate responsibilities. (1 page maximum)*

*Also include the Project Team Structure separately as* ***Annex 4.***

* 1. Risk Identification and Mitigation Plan

*Describe the main anticipated risks in grant implementation and how you will manage them.*

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| **Anticipated Risk** | **Proposed Mitigation Plan** |
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**Section V: Capacity building and sustainability plan**

* 1. Organizational capacity building

*Describe the specific capacity building/ strengthening needs of your organization deriving from your strategic/ operational plan. (1 page maximum)*

*The capacity development component will be supplemented by the due diligence assessment and partners capacity assessment that will be later carried out by the project.*

* 1. Sustainability plan

*Describe how you plan to ensure sustainability of the activity beyond the project period. Use this section to explain what makes this a PPP Best Practice in TVET sector. (1 page maximum)*

**Declaration:**

By affixing my signature below, I certify that I am authorized to submit grant proposal to Dakchyata on behalf of the applicant organization and partner(s). I also certify that, to the best of my knowledge, the information provided in this application is accurate and correct:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission checklist**

[ ] All sections of the technical proposal template duly filled

[ ] All annexes completed and attached

* Annex 1 - Implementation Plan Template
* Annex 2 - Grant Project Activities Monitoring Template
* Annex 3 - Visibility and Public Awareness Plan
* Annex 4 - Project Team Structure

[ ] All sections of the financial proposal completed and attached

[ ] Complete Audit report of last three year including management response attached

# Annex 1: Implementation Plan Template

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activities** | **Year 1** | **Year 2** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **1** | **Objective 1** |
| 1.1 | Sub-objective  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.1 | Activity  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.2 | Activity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1.2 | Sub-objective  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Objective 2** |
| 2.1 | Sub-objective  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.1 | Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.2 | Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2.2 | Sub-objective  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Annex 2: Grant Project Activities Monitoring Template (with example)**

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| **Objective 1 :** *For example:* ***Establish a high quality agribusiness training centre offering international qualifications (Quality improvement)******Indicator:*** *For example: Measure of change in quality of performance of the trained people in centre* |
| **Sub-objectives** | **Indicators**  | **Activities**  |
| ***1.1 Classrooms and workshops at Nepalgunj training school upgraded and refurbished*** | *19 classrooms and 4 workshop upgraded and refurbished by xxxx* | *1.1.1 Demolition of current classrooms nos.1 - 8**1..1.2 Procure and install teaching equipment* *1.1.3………* |
| ***1.2 New Curriculum written and tested*** | *4 new curricula written and tested by xxx* | *1.2.1 Establish joint company-college Board of Studies* *1.2.2 Draft and agree on TORs on responsibilities and powers for Board of Studies* *1.2.3 Select Curriculum writers**1. 2.4 Design competency based curriculum framework** *Minimum standards*
* *Performance indicators*
* *Tests and evaluation*

*1.2.5: Train teachers in new CBT curriculum and teaching methodologies* |
| **Objective 2:** *For example:* ***The young participants’ knowledges skills and attitudes match the demand of the labour market. (Employability)******Indicator:*** *For example: % of youth express that the knowledges and skills and attitudes match the demand of the labour market.* |
| **Sub-objectives** | **Indicators** | **Activities** |
| ***2.1 Database on market needs is developed/…*** | *Market demand survey completed by xxx (1 survey within project period)* | *2.1.1 Conduct Market research* *2.1.2 Disseminate report with stakeholders* |
| ***2.2 Approriate curricula is implemented***  |  | *2.2.1 Develop curriculum**2.1.2 Validate curriculum* |
| *2****.3 Network of qualified trainers is established…*** |  | *2.3.1 Training of trainers for xx on xxx* *2.3.2 Conduct regular meeting* |
| ***2.4. Supportive enterpreneurs and local authority*** |  | *2.4.1 Meeting with representatives of the private sector**2.4.2 Conduct workshop on xxx to xxx person**2.4.3 Coordination meeting with local authority* |

**Annex 3: Visibility and Public Awareness Plan**

**1. Activity Checklist**

Please check the boxes on the activities provided below that you shall conduct/comply during your grant project. The checklist is also a guide to develop your communication plan and must be submitted together with detailed activities plan in the template provided below:

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| --- | --- |
| 1. **To ensure Visibility**
 | 1. **Public Awareness Activities**
 |
|  Launch event  Issue a press releases acknowledgement of the grant in the annual report  Ensure donor visibility at major events/workshops/activities.  Establish a project website.  include copy of any promotional material(s), testimonials, photos\* and/or publicity received as part of the communication reporting Organise project closing event |  Ensure a communication focal person  Establish a robust media network and database locally Publish an article/success stories/interviews on TVET promotion at least once every quarter Publish bi-annually newsletter highlighting implementation of main activities including public awareness.  Document best practices and prepare a handbook at the end of the project  Support the Dakchyata PAC activities *Provide detail activities plan as set out in the template above.* |

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\*Photos need to be sent in .jpg format and Dakchyata reserve the right to use these in our newsletters and/or on our social media.

Dakchyata will provide a digital copy of our logo. The logo shall be used for any Grant promotion purposes. For any other usage, please request approval from the Dakchyata Communication Manager.

**2. Visibility and Public Awareness Plan Template**

Based on the above suggestions, kindly provide detail plan of activities; Innovative dissemination of information through best available local actors and utilising traditional outreach tools if/when necessary is encouraged

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| --- | --- | --- | --- | --- |
| Objectives *Specific visibility/public awareness objective* | Activities *Include details of the nature of the activities events/workshops for visibility;* *list of activities for public awareness(newspaper stories, press meet, others)* | Communication channels *Include details and advantages of particular tools (media, advertising, events, etc.) in the local context,* | Target Audiences*(beneficiaries, members of public, stakeholders, media, others)* | Measures*(Number of press release issues, number of stories placed in local media, number of airtime, etc)* |
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**Annex 4: Project Team Structure**