**Application Form**

***USAID Feed the Future Rural Resilience Activities (RRA)***

**Issuance Date:** November 25, 2021

**Closing Date:** December 13, 2021  **17:00 West Africa Time (WAT)**

Applications should be submitted by email to [ng-consultancy@mercycorps.org](mailto:ng-consultancy@mercycorps.org)

**General instructions:**

* Please provide information in the space given. Unless indicated in instruction please fill ALL sections
* Please electronically complete this form. Handwritten applications will not be accepted.
* All answers must be written in English.
* Submit no more than 12 pages in total

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| **ORGANIZATION** | | | | | | | | | | | | |
| Legal Name (with acronym): | | |  | | | | | | | | | |
| Address: | | |  | | | | | | | | | |
| Representative Name/Title: | | |  | | | | | | | | | |
| Telephone: | | | | | | | Email | | | | | |
| Organization Type (check all that apply): | | **☐**Non-profit  ☐For-profit  ☐State/local government | | | | | ☐Educational Institution  ☐ Parastatal  ☐Other (Faith Based Organization) | | | | | ☐US-based  ☐Non-US based |
| Locally Registered? | | **☐** Yes ☐No | | | | | Registration Number: | | | | |  |
| DUNS Number (if not applicable, leave it blank): |  | | | | | | Year Established: | | | | |  |
| No. of Employees: | Full-time: Part-Time: Volunteer: | | | | | | | | | | | |
| Do you have a Board of Directors?☐Yes ☐No | | | | | | Number of Board Members: | | | | | | |
| Date of last Board Meeting: | | | |  | | Frequency of Board meetings: | | | | |  | |
| Please provide the full names of people in the following positions: | CEO/President: | | | | |  | | | | | | |
| CFO or equivalent: | | | | |  | | | | | | |
| Board Chairperson: | | | | |  | | | | | | |
| **FINANCIAL INFORMATION** | | | | | | | | | | | | |
| Has your organization received funding from any U.S. Government Agency directly in the last 3 years? | | | | | | | | | | | ☐Yes ☐No | |
| Has your organization received funding from any U.S. Government Agency as a sub-recipient or subcontractor in the last 3 years? | | | | | | | | | | | ☐ Yes ☐No | |
| Provide the names, contact information, and award reference information for three (3) Funders who can provide references. | | | | | | | | | | | | |
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| Does any owner or member of management have a close family relationship (spouse, child, sibling, parent) with a current employee(s) and /or member of a government? If yes, list names and relationship. | | | | | | | | | |  | | |
| List your annual revenue for the past three years. | | | | *Year* | | *Revenue from grants/awards* | | | | *Other Sources (i.e. Fundraising)* | | |
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| Current Number of Active Awards: | | | | | | | | | | | | |
| What is the average size of contracts or awards, if any, your organization has received in the past three years? | | | | | | | | | | |  | |
| Does your office use accounting software? ☐No ☐ Yes (name): | | | | | | | | | | | | |
| Is overhead charged: ☐using government approved rates ☐audit-based rates ☐ direct allocation ☐ other | | | | | | | | | | | | |
| Does your organization have: ☐ awards that generate fee/profit **☐** fundraising **☐** other unrestrictedsources | | | | | | | | | | | | |
| Number of years files are maintained after project close: | | | | | | | | |  | | | |
| **CERTIFICATIONS** | | | | | | | | | | | | |
| ☐ Sub-awardee has the technical and financial resources necessary for anticipated performance requirements. | | | | | | | | | | | | |
| ☐Sub-awardee certifies that neither it, nor the recruiting firm(s) it may employ, require candidates to pay a fee of any kind for the opportunity to interview or as a condition of employment. | | | | | | | | | | | | |
| Certifying Official Name:  Title: | | | | | | | | Signature: | | | | |

**DO NOT WRITE IN THIS SPACE. (FOR EAJ USE ONLY)**

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| **Eligibility Criteria** | **Yes** | **No** |
| Meets criteria 1: Proposes a sound, and applicable project description that aligns with EAJ program goal and outcomes. |  |  |
| Meets criteria 2: Related past program experience (e.g. access to justice, legal aid services, or human rights). |  |  |
| Meets criteria 3: Provided a sound monitoring and evaluation plan |  |  |

**Concept Note Application**

* 1. **SUMMARY OF THE PROJECT**
  2. **CT (1/2 page)**
     1. **Fill in the table below**

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| **Objectives of the project** | ***The overall goal of the project is to reduce violent religious and tribal conflicts in Kano State through restoration of trust and peace.***  *< Specific objectives(s) (i.e. Outcome(s) of the Project)>*   1. *Stakeholders and civilian are engaged to be more transparent and inclusive in addressing community needs through advocacy initiatives* 2. *Communities members are proven to be resilient by exhibiting coping mechanisms and fragility in such context.* 3. *Community leaders are sharpened with sensitivity of forestalling measures when faced with early warning signs in the community* 4. *Community based structures demonstrate improved trust and social cohesion within and between actors at the local level.* 5. *Spaces for local decision-making, equal representation in peacebuilding processes are established for the inclusion of disadvantaged. Youth, Women and Minority group.* |
| **Target Group(s)** | ***<******Target group(s)*** *are groups/entities who will directly benefit from the project at the output and outcome level>* |
| **Proposed Indicators** | ***<*** *Program level indicators your project will report against>* |
| **Main Activities** | ***<*** *Summary list of main proposed project activities>* |

* 1. **TECHNICAL APPROACH AND FEASIBILITY OF PROGRAM DESIGN (MAX 4 PAGES)**

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| 1. **Technical Approach and Feasibility of Program Design (up to 4 pages)** |
| 1. *Executive Summary - the summary should be about one paragraph (1-3 sentences) general description of your project and give the amount of funds being requested* 2. *Give the background to the preparation of the proposal, on the current context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)*   *C. Explain the objectives of the project given in the table in Section 1.1. Briefly outline intervention logic or theory of change underpinning the proposed project, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement*   1. *Refer to any significant plans undertaken at national, state and/or local level relevant to the proposed project and describe how the action will relate to such plans. Where the project is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous* |
| 1. **Past Experience (up to 1/2 page)**   **Describe the organization’s previous experience as it pertains to the project objective** |
| *Should include the history of the organization and its work in the proposed project area. If proposed area/project is new to the organization, outline how other work is relevant* |
| 1. **Monitoring and Evaluation Plan (up to 1/2 page)** |
| Describe how the project will collect data, ensure data quality, and measure progress using indicators. The applicant should also describe extent to which the project plans to use the data for reflection and learning. |