

**ANNEX A: Application**

**Please ensure the following documents are included in your application:**

1. Copies of organisational registration documents
2. Latest Audit Report
3. Theory of Change in GCERF template
4. Proposed organisational chart for the project (featuring GCERF as the donor partner overseeing the Consortium Leader (Principal Recipient), responsible for overall project coordination with Sub-Recipients)
5. Completed Annex B (Details of your past projects – below)
6. Completed Annex C (Proposed budget)
7. Organisational Information

|  |  |
| --- | --- |
| **Organisation Name**  |   |
| **Type of organisation (national, international)**  |   |
| **Date of Establishment**  |   |
| **Annual Budget Over the Last Two Years  (USD)**  | **2023** | **2024** |
|  |   |   |
| **Number of Full-Time Employees**  |   |
| **Headquarter Address**  |   |
| **Number of Field Offices**  |   |
| **Website**  |   |
| **Social Media Accounts**  |   |
|  **Contact Person**  | **Name**  |   |
|  | **Position**  |   |
|  | **E-mail Address**  |   |
|  | **Phone Number**  |   |

1. **Proposed Programme Information Summary**

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| --- | --- |
| **Proposed Programme Title**  |   |
| **Proposed Duration (months)**  |   |
| **Proposed Geographic Location(s)**  |   |
| **Preliminary Funding Request (USD)**  |   |
| **Proposed Programme Objective**  |   |

1. **PART 1 – PROPOSED PROGRAMME CONCEPT**

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| 1. **Context of Local Recruitment and Radicalisation**
 |
| In the Proposed Geographic Location(s) above: What are three key issues driving recruitment and radicalisation in the selected communities?   |
| What are the PVE drivers that your programme aims to address?     |
| What other PVE initiatives are underway in these areas and what is the complementarity with the proposed programme? Are you involved in any PVE coordination mechanisms?   |
| 1. **Focus Population Group(s)**
 |
| What evidence / experience / expertise do you have in PVE programming?   |   |
| Explain how and why you selected locations and population groups.    |   |
| What level of consultation have you undertaken with target groups?   |   |
| Please provide findings from focus groups, interviews, past programming   |   |
| Focus populations - Based on the broad groups in the EOI, please list the **specific** groups of people (sex and age disaggregated) who you plan to work with **in each location** and **explain why**   |
| **Specific Group**  | **Location**  | **Reason to include**  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| 1. **Theory of Change Narrative**
 |
|  What problem or gap are you trying to address?    |   |
| What objective do you intend to achieve to contribute to solving these problems?   |   |
| What are the key activities you will implement to achieve this objective?   |   |
| What do you need other stakeholders to do in order for these activities to meet the desired objective?   |   |
| 1. **Programmatic Approach**
 |
| Who are other stakeholders in the project (e.g. state, religious authorities, security sector, etc.) and how will you work with them?   |   |
| How will the proposed programme contribute to the National Strategy on P/CVE and CT ?  |   |
| What are the top three risks within your programme’s control that you foresee and how do you plan to mitigate them?  |   |
| How the principle of Do-No-harm will be reflected during different stages of programme development and implementation?  |   |
| How will gender and social inclusion be addressed in the programme?  |   |

1. **PART 2 – ORGANISATIONAL CAPACITY**

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| --- | --- |
| **Does your Organization have a Strategic Plan ?  (period covered?)**  |   |
| **Were any of your programmes evaluated by an external agency in the last three years? (date, organisation)**  |   |
| **Do you have a written policy or guidelines covering the areas below ?**  |   |
| Gender, Diversity, Social inclusion   | Child Protection and Safeguarding   | Whistle-blower   | Monitoring and Evaluation   | Security Management  | Communications  |
|   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Number of Finance Staff**  |   |
| **Do you have a written policy or guidelines covering the areas below ?**  |   |
| Accounting and Financial Reporting  | Budget & Cash management  | HR management  | Procurement of goods and services  | Fraud, bribery, corruption  | Conflict of Interest   |
|   |   |   |   |   |   |
| **Who were the three largest donors of your organsiation (total value of signed contribution)?**  |
| 2022 (Name)  | (USD)  | 2023 (Name)  | (USD)  | 2024 (Name)   | (USD)  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

**If you are applying as a Consortium Lead, please fill the below section**

|  |  |
| --- | --- |
| **Please describe your experience of being a Consortium lead**  |   |
| **Describe the capacity building you have provided to partners**  |   |
| **Do you have a written guidelines that address the areas below ?**  |
| Identification and selection of partners  | Contracting mechanism of partners  | Capacity development of partners   | Operational management of partners (M&E)   | Financial management of partners   |
|   |   |   |   |   |
| **Which proposed organizations will join the consortium?**  |   |   |   |
| **NAME**  | **Main Role and Added Value**  |
|   |   |
|   |   |