A drawing of a cartoon character

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**Request for Applications**

**MADANI Lead Partners**

**Attachment A: Technical Narrative Form**

Use the template below to develop your application. Complete all sections of the template. Add as much additional space to each section as necessary. You are allowed to include as many activities as makes sense for your project. There are no page limits.

**PART I: Organizational Information**

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| Organization’s legal name |  |
| Contact Name  (position and contact information) |  |
| Notary Act number |  |
| Address  (e-mail address, physical address, telephone number, social media and website) |  |
| Proposed target location |  |

The Technical Narrative Proposal shall be straightforward and concise describing how the Applicant intends to carry out and satisfy the Statement of Work described above. No cost or pricing information is to be included in the technical narrative proposal. Offeror shall demonstrate a compelling approach addressing the following parts of the form:

1. Existing relationships and past experience engaging constituents, communities, and local governments that demonstrates legitimacy and integrity within the district
2. Approach to convening and supporting MADANI’s Learning Forums, including leveraging existing activities
3. Experiences in proposed thematic area in the districts, approach and challenges, and level of innovation in addressing the issues
4. Administration and financial management capacity
5. Engagement and inclusion approaches (mainstreaming gender equity and social inclusion issues)
6. Existing relationships and past experience engaging constituents, communities, and local governments that demonstrates legitimacy and integrity within the district

The Applicant must demonstrate relevant past performance in engaging constituents and collaborating with government and other stakeholders. Provide a list and brief description of relevant activities/projects which were successfully implemented.

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1. Approach to convening and supporting MADANI’s Learning Forums, including leveraging existing activities

MADANI’s multi-stakeholder Learning Forums are venues for (i) civil society organization (CSO) networking, learning and knowledge sharing, issue-specific dialogue, and alliance building; (ii) addressing topics around accountability, sustainability and social inclusion/tolerance; (iii) convening CSOs, local governments (LGs), the private sector, and provincial and national-level government entities for dialogue; and (iv) addressing organizational development and CSO performance issues.

In this section the Applicant should describe past experiences of designing or participating in multi-stakeholder forums/networks, and how the Applicant proposes to approach convening and supporting the MADANI Learning Forums.

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1. Experiences in proposed thematic area in the districts, approach and challenges, and level of innovation in addressing the issues

In this section, the Applicant shall describe its past experience and networking relevant to the selected Thematic Focus of the target district (see page 1 of the RFA), and how the Applicant proposes to use MADANI funding and support (for both the Learning Forums and Technical Assistance [TA]) to improve government accountability and community tolerance.

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1. Administration and financial management capacity

In this section, the Applicant shall describe its administrative and financial competence to carry out this assignment in an effective and efficient manner. The Applicant shall demonstrate it has the necessary organizational systems, capacity and personnel to successfully comply with the assignment’s requirements and to accomplish the deliverables expected in Year 1 within that timetable. The Applicant shall outline its ability to manage all aspects of this subaward in line with the period of performance and deliverable deadlines, as well as how it proposes to improve its administration and financial management, through its Capacity Development Action Plan and associated TA from MADANI.

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1. ***Engagement and inclusion approaches (mainstreaming gender equity and social inclusion issues)***

In this section, the Applicant shall describe how it will ensure that the Learning Forums are inclusive and accessible for all, if possible also for people with disabilities. Special concern should be given to how to ensure that women and marginalized groups are included in the Learning Forums.

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