

APPLICATION FORM

Please read the “Guidelines and conditions” and “Specification” attached and fill out this application form.
 (Max. 10-15 pages)

Project title	
Applicant organisation	
Target group(s)	
Type of legal entity	
Place and date: Name and signature:	

PART I answer to the technical specification

Tenders are only required to fill in for those lots that they are intending to submit proposals for. If submitting a proposal for all three lots each of Lot 1, 2, and 3 should be filled.

LOT 1 (max 3 pages)

Summary (10 lines)

Briefly explain the background and purpose of the project, main activities, and key results. This description should function as a summary of the below points.

Purpose of the project

Please state the overall purpose of the project. What would be a successful outcome of the project?

Key Actions/activities

Please describe of the main project activities that will be carried out including cross-regional relation-building and cooperation.

Key Results to be achieved

Please describe how the key results will be achieved and the specific measures implemented to achieve the results.

Who are the ultimate beneficiaries of the project?

Please describe the entity, people, or group that will be directly positively affected by the project

Contextual and stakeholder analysis

Please provide a contextual analysis of the intervention. Please include a short analysis of stakeholders, including the situation of women and vulnerable groups in the specific context where the intervention will take place.

LOT 2 (max 3 pages)

Summary (10 lines)

Briefly explain the background and purpose of the project, main activities, and key results. This description should function as a summary of the below points.

Purpose of the project

Please state the overall purpose of the project. What would be a successful outcome of the project?

Key Actions/activities

Please describe of the main project activities that will be carried out including cross-regional relation-building and cooperation.

Key Results to be achieved

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Who are the ultimate beneficiaries of the project?

Please describe the entity, people, or group that will be directly positively affected by the project

Contextual and stakeholder analysis

Please provide a contextual analysis of the intervention. Please include a short analysis of stakeholders, including the situation of women and vulnerable groups in the specific context where the intervention will take place.

LOT 3 (max 3 pages)

Summary (10 lines)

Briefly explain the background and purpose of the project, main activities, and key results. This description should function as a summary of the below points.

Purpose of the project

Please state the overall purpose of the project. What would be a successful outcome of the project?

Key Actions/activities

Please describe of the main project activities that will be carried out including cross-regional relation-building and cooperation.

Key Results to be achieved

Please describe how the key results will be achieved and the specific measures implemented to achieve the results.

Who are the ultimate beneficiaries of the project?

Please describe the entity, people, or group that will be directly positively affected by the project

Contextual and stakeholder analysis

Please provide a contextual analysis of the intervention. Please include a short analysis of stakeholders, including the situation of women and vulnerable groups in the specific context where the intervention will take place.

CROSS-CUTTING ISSUES, RISK AND MONITORING

Human rights considerations, including gender and other grounds of discrimination

Please describe how different genders benefit equally from the intervention. Please reflect upon other grounds of discrimination (political beliefs, class, education, age, ethnicity, disability, etc..) and how this will be addressed in the intervention.

Sustainability

Please describe how the intervention will ensure sustainability, including how it is anchored in relevant partners, community, networks, etc. Please describe relevant strategies or reflections concerning the project objectives, including HRBA, SDGs, etc.

Risk factors and risk management

Please analyse external and internal risks that may impact the implementation of the intervention and outline how these risks are mitigated.

Security and Safety

Please describe considerations and measures regarding security and safety.

Monitoring and Evaluation

Please describe how the intervention will be monitored, by which methods, how data is recorded, and how the intervention will be evaluated. How will the intervention ensure lessons learned and how will they be documented?

PART II answer to the award criteria in the specification

Organisational capacity: *Please describe how the organisation focus on the Southern Neighbourhood e.g., references to strategy and previous engagements, and how this would benefit the implementation of the activities within each of the three lots.*

Technical and professional merits: *Please describe the experience of the personnel assigned to performing the contract in services/deliveries similar to those required by the contract concerned within each of the three lots applied for.*

PART III Financial proposal (Provide as two attachments)

Financial proposal: *Please note the financial proposal for each of the three lots that is applied for in an attached document called Financial Proposal*

Financial approach: *Please provide a tentative activity-based budget for the implementation of the activities within each of the three lots applied for in an attached document called Financial Approach*

ATTACHMENTS:

- Financial proposal: Please note the financial proposal for each of the three lots that is applied for in an attached document called Financial Proposal
- Activity based budget for each of the three lots
- Work plan with a timeline for implementation
- Documentation of legal status
- 2021 operational budget
- 2022 planned budget
- Organigram
- Staff CVs