**ATTACHMENT A**

**TECHNICAL APPLICATION FORM – RFA-CATALYZE-217772-Ethiopia-2023-0056**

Organizations responding to RFA-CATALYZE-Ethiopia-2023-0056 must complete the following form, *attach any required annexes,* and submit it to [Ethiopia.ms4g.grants@thepalladiumgroup.com](mailto:EthiopiaMS4G.procurement@thepalladiumgroup.com). Forms are due by ***March 1, 2023***

1. **Cover Letter:** Please complete, sign, and date the following section as your Cover Letter. Alternately, you may attach a separate cover letter of no more than one page which includes all of the following information.

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Mailing Address: |  |
| Physical Address (if different from above): |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| *Tax ID # (or other locally significant ID #):* |  |
| *Unique Entity Identifier (UEI) Number* |  |
| Website: |  |
| Organization Profile:  Are you legally registered in Ethiopia? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  If yes, Date and Type of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please provide copies of registration documents with your completed form:* | |
| Brief Summary of application:  Please briefly describe the activities you propose to undertake, as well as the intended outcome. | |
| Total funding requested: | |
| Signature:  Name:  Title:  Date: | |

1. **Proposed Grant Intervention:**
2. Project Description (Maximum 8 pages):

Describe the proposed grant activities and overarching program elements, such as the objective of the grant and the linkage to the project objectives, or how the proposed activities will contribute to these objectives; results and indicators for measuring results, intended beneficiaries, and plans for disseminating activity deliverables. Outline how the proposed elements will support progress toward organizational sustainability.

*Applicants should consider including the following:*

* *A description of how the initiative will enhance non-chemical fertilizer production and distribution in Ethiopia.*
* *A describe of how young people and women will be identified, trained, and placed in available jobs to increase the production and distribution of non-chemical fertilizer. Applicants shall demonstrate the provision of training to equip youth and women with the required technical (practical) and soft skill (business management, financial literacy, and marketing) training to produce or distribute the different kinds of non-chemical fertilizer.*
* *An explanation of the ability to track, monitor and report on the farmers accessing non-chemical fertilizer and youth benefiting from jobs created by the program to assess ongoing performance and immediate outcome of project assistance.*
* *An explanation of how youth and women will be placed in full-time equivalent, decent jobs. Jobs can include wage or salary jobs, or self-employment.* 
  + *How many youth and women will be impacted by the proposed activities*
* *Demonstrate sustainability and scalability. As part of their business case, applicants should demonstrate how they will ensure beneficiaries will remain in their new jobs for at least six months and how the proposed initiatives will become independent of external funding and scale post-award.*

1. Project Implementation Plan (2 pages)

Please describe a timeline for the planned activities. A Gantt chart may be included as an annex.

1. Monitoring & Evaluation Plan (2 pages):

Please describe the monitoring and evaluation methods to be implemented as well as the tools used to measure and evaluate the program activities, targets, and results.

1. Proposed Milestones and Deliverables (1 page):

Please complete the following chart with anticipated deliverables and their associated timeframes. Add lines as necessary to capture all anticipated milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Milestone | Deliverable | Payment and Completion Date |
| 1 | *Description of the verifiable product, task, deliverable, or goal to be accomplished* | *Description of how the recipient will document the completion of the product, task, deliverable, or goal;* | *Requested funding for completion of milestone and when the milestone is expected to be completed.* |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

1. Experience and Capacity (2 pages):

Please list previous and ongoing experience implementing similar activities.

As an Annex to this Application, please also provide contact information (organization, name, title, phone, and email information) for at least three references that can speak to your organization’s performance and capabilities.

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby certify that this application is current, complete and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Signatory

***ANNEXES:***

1. *Copy of official registration*
2. *References*