**ATTACHMENT B**

**TECHNICAL APPLICATION FORM – RFA # CATALYZE-217772-ECCE INDIA-2024-XXXX**

Organizations responding to PART 2 of RFA # CATALYZE-217772-ECCE INDIA-2024-XXXX must complete the following form, *attach any required annexes,* and submit via Palladium’s online application portal at CATALYZE.Procurements@thepalladiumgroup.com. Forms are due by *April 26, 2024.*

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 #):* |  |
| *DUNS (Unique Identifier after 04/2022)[[1]](#footnote-2)* |  |
| Website: |  |
| Organization Profile:  Are you legally registered in India? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_  If yes, Date and Type of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please provide copies of registration documents with your completed form:* | |
| Total funding requested in USD: | |
| Signature:    Name:  Title:  Date: | |

1. **Project Description (no more than 8 pages):**
2. **Rationale/Overall Objectives**: Explain the reason for proposing this project and how it addresses the gaps in ECE services for marginalized children in Anganwadi centers (AWCs) in India. To be considered successful, applicants should ensure responses:
   * Describe the context, needs, and challenges faced by the target beneficiaries, and how the proposed project will help overcome them.
   * Define the goals of the proposed project and demonstrate how they align with the goals of the CATALYZE ECE India Activity.
3. **Proposed Grant Activities and Anticipated Results:** Provide a detailed outline of the proposed grant activities and anticipated results. Your response should demonstrate how the proposed activities will contribute to achieving the objectives of the CATALYZE ECE India Activity.
4. **Project Intervention and Beneficiaries:** Describe the overall project implementation plan, strategy and/or methodology, which should include discussion surrounding:
   * How children from historically marginalized groups will be the ultimate beneficiaries of the grant.
   * How the activities will improve play-based pre-school services within AWCs
5. **Business Case & Sustainability**: Explain how resources leveraged from private sector partners will be used to increase impact the project results, including:
   * + How leverage from private partners will be generated and used to enhance the scale or sustainability of the activities.
     + The strategy for partnership and collaboration with the Government of India and other relevant stakeholders.
     + Describe the measures and mechanisms for ensuring the project's long-term impact and benefits to the target beneficiaries.
6. **Risks and Challenges**: Identify any potential risks and challenges associated with the proposed activities and present a mitigation plan for each anticipated challenge.
7. **Project Implementation Plan (1 page, annex)**

Please attach a Gantt chart or timeline of planned activities, with a brief description. Note that Palladium will work with the selected applicant to co-create a detailed workplan after the grant has been awarded.

1. **Experience and Capacity (1 page)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please list relevant previous and ongoing experience of your organization. Add lines to the chart as necessary. | | | | |
| **Activity** | **Description** | **# beneficiaries** | **Dates active** | **Total budget** |
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| Please describe relevant experience with ECE, private sector engagement (including fundraising), or other relevant skills for two key staff members of the program. | | | | |
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| Please briefly explain how the accounting and procurement practices of your entity are sound enough to adhere to the applicable USAID financial guidelines. | | | | |
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| **References (not included in page limit).** List the contact information for 3 references below. Please ensure references are aware that they will be contacted. Applicants may need to provide additional references, upon request. | | | |
| **Reference #1** | | | |
| Name: |  | Organization/Firm: |  |
| Title: |  | Relationship to Applicant: |  |
| Phone #: |  | Email address: |  |
| **Reference #2** | | | |
| Name: |  | Organization/Firm: |  |
| Title: |  | Relationship to Applicant: |  |
| Phone #: |  | Email address: |  |
| **Reference #3** | | | |
| Name: |  | Organization/Firm: |  |
| Title: |  | Relationship to Applicant: |  |
| Phone #: |  | Email address: |  |

1. **Monitoring and Evaluation (2 paragraphs)**

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

**CERTIFICATION**

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

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Signature Name

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

Title of Authorized Signatory

***ANNEXES:***

1. *Copy of official registration*
2. *Project Implementation Plan (1 page)*

1. For grants valued at more than $25,000 or equivalent. [↑](#footnote-ref-2)