



**Promoting Gender Equality & Decent Employment
 Request for Proposal**

Application Form

Please consult the accompanying terms of reference for information about each section.

PROPOSAL SUMMARY
Proposal Number (please leave blank):
Name of Organisation:
Proposal Title:
Geographical Coverage of proposed project:
Name of Key Contact person:
Name of potential partners in proposed project, of applicable: <small>Note that sub-contracting is not authorised under this RfP. Partner here reflects any organization/department with whom an increased coordination/collaboration will be undertaken compared to other stakeholders.</small>
Brief description of the project (200 words or less):
Total number of direct/primary beneficiaries Please provide total female/male break-up.
Total Budget:



PART A: TECHNICAL COMPONENT

1. ORGANISATIONAL PROFILE

Legal Name:	
Registration status (please attach copies of certificate):	
Mailing address:	
Telephone number (include area codes):	
Facsimile number (include area codes):	
Head of Organisation	
Name:	
Designation:	
Contact number (if other then tel. no. above):	
Email address:	
Period on this post:	
Contact Person (if other then functional head):	
Name:	
Designation:	
Contact number (if other then tel. no. above):	
Email address:	
Period on this post:	
Please describe previous experience in providing high quality, market relevant and competency based training and assessment. And how has the organization created linkages with employers to ensure access to work place based learning, industry experienced trainers and job placement etc, and any other strength that might make you a good implementing partner. (500 words or less).	



2. PROJECT TEAM

Project Team. Please list the people in the team, with their designation and role in the team. Include all trainers, community mobilizers and any experts or consultants you might hire.	
Project Leader	
Family name:	Given names:
Job title:	
Qualifications and Experience	
Role in the project	
<i>Designation</i>	
Family name:	Given names:
Job title:	
Qualifications and Experience	
Role in the project	
<i>Designation (e.g. Lead Trainer)</i>	
Family name:	Given names:
Job title:	
Qualifications and Experience	
Role in the project	
CURRICULUM VITAE: Please include an up-to-date curriculum vitae for each of the people listed.	



3. SKILLS DEVELOPMENT

Geographical location. Please describe the location(s) the skills development project will be implemented and why these areas have been chosen.

Beneficiaries. Please describe the number of women and men to be trained and their likely socio-economic background.

Training Courses. Please describe the skill sets/courses you intend to deliver and describe any evidence you have regarding their market demand.



Duration. How long will the project last? How long will the training programmes be? What are the expected total training hours and the division between classroom and workplace?

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Pre-Training Activities. Please describe the activities to be undertaken during this phase

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Training Activities. Please describe the activities to be undertaken during this phase

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Post-Training Activities. Please describe the activities to be undertaken during this phase

Special Measures for Women. Please describe how you will ensure the training venue and methodology responds to women's needs and promotes gender equality.



Risks (max. 200 words) What are the risks you might face in achieving your objectives?
 What is your mitigation strategy?

Work Plan. Describe the main activities and the sub-activities to be carried out for the research. Identify on whom will be the primary and secondary responsibility for carrying out the research. Indicate **milestones** in bold.

ACTIVITIES	PRIMARY RESPONSIBILITY	TIMELINES (weeks)
Main activity		
Sub-activity		
Sub-activity		
Sub-activity		
Main activity		
Sub-activity		
Sub-activity		
Sub-activity		

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GE4DE 1-2/11 Request for Proposals for Skills Development



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