**Annex 1:** **Partner Proposal Template**

Respondents to the Call for Partnership are encouraged to complete the following proposal template in as much detail as possible. *However,* *please be assured that your* *responses will be considered even if there is a lack of detail or if the form is incomplete.*

1. **Sub-Grant Eligibility**

|  |  |
| --- | --- |
| **Criteria** | **Outline Eligibility against Criteria** |
| **EC1** |  |
| **EC2** |  |
| **EC3** |  |
| **EC4** |  |

1. **Organizational Profile and Experience**
* Provide a clear introduction to your organization.
* List down experience in community engagement, mobilization, community-led climate vulnerability assessments, climate adaptation planning, and facilitating multi-disciplinary dialogues.
* List down experience of working in coastal areas (Khulna and Barisal division) of Bangladesh particularly with communities living inside/vicinity of the Sundarbans reserve forest.
* Provide examples of similar projects you have successfully implemented, highlighting any challenges faced and how they were overcome. Please use the format provided below.

|  |  |
| --- | --- |
| **Project** | *(name/title a relevant project)*  |
| **Objective(s)** |  (state primary objectives of the project |
| **Thematic scope** | *(keywords only)*  |
| **Target audience** | *(keywords only)*  |
| **Location** | *(e.g., city, country)*  |
| **Language** | *English* |
| **Duration & Frequency** | *(e.g., hours/days, and how many times or how often)*  |
| **Budget** | *(indicate in EUR, along with the original currency)*  |
| **Monitoring for Impact** | *(briefly explain monitoring and reporting practices)*  |
| **Outcomes particularly highlighting how local communities were engaged in climate risk and vulnerability analysis, adaptation planning.** | *(highlight relevant outcomes from previous projects that show your ability to deliver similar outcomes as mentioned in the call)*  |
| **Additional Remarks** | *(Highlight unique features, success stories, challenges, and solutions)*  |

1. **Sub-Grant Project Approach/Methodology**
* Outline the methodology or approach to be utilized in the development and implementation of the project. Follow the steps listed in the CFP under section 2.5 and how these will be contextualized.
* Mention specific examples from past projects to illustrate your capability and success in using these approaches.
1. **Sub-Grant Project Activities**
* Use the template provided below to outline activities to achieve outputs following section 2.4 of the CFP

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Narrative Summary** | **Means of Verification (MoV)** | **Indicators** | **Responsible Person/****Team** | **Start Date** | **End Date** |
| Key activities to be carried out to produce intended output. | MoV provides the evidence or sources to verify whether deliverables have been met. | Indicators set the targets or standards for measuring success. | Responsible person/team to deliver activity. | Anticipated start date of the activity. | Anticipated end date of the activity. |
| **Outcome 1: (***Copy from call)* |  |  |
| **Output 1.1: (***Copy from call)* |  |  |
| Activity 1.1.1:  |  |  |  |  |  |
| Activity 1.1.2:  |  |  |  |  |  |
| **Output 1.2:**  |  |  |
| Activity 1.2.1: |  |  |  |  |  |
| **Outcome 2:** |  |  |
| **Output 2.1.** |  |  |
| Activity 2.1.1 |  |  |  |  |  |

1. **Detailed Workplan for the Sub-Grant Project Activities**
* Provide detail breakdown of activities and milestones and associated time it would require to complete the activities under each component.
* Provide a detailed list of team members using the table template below.
1. **Team Expertise**
* Explain the team structure which will be involved in the project.
* Provide a detailed list of team members (including external consultants working with the team, such as for component 2.3.2) using the table template below.

|  |  |
| --- | --- |
| **Expert Name** |  |
| **Position on Team** |  |
| **Current Role & Organization** |  |
| **Languages** |  |
| **Years of Experience** |  |
| **Country Experience** |  |
| **Thematic Experience** | *(keywords only)*  |
| **Training-related Qualifications** | *(keywords only)*  |
| **Narrative Short Bio** | *(max. 150 words)*  |
| **List of relevant projects/trainings worked on** | *(provide as a bullet point list)*  |

1. **Additional Support**
* Define any elements of the project that might require additional support from GCA.
1. **Commitment to GCA Values & Experience in Partnership Engagement**
* Describe demonstrated support of the core values of GCA and its commitment to climate action and adaptation.
* Outline experience engaging in partnerships and initiatives with, inter alia, United Nations, intergovernmental, national, subnational, industry or sectoral, non-governmental and other related organizations in support of climate, environmental and/or social causes.
* Outline support of the principles of sustainable development, including inclusion and social and environmental corporate responsibility.
* Outline compliance with recognized environmental and social standards.
1. **Detailed Budget**

**Please provide a proposed detailed budget** in the provided template in **Annex 2a.** The budget will not be considered for evaluation but will be the basis for discussion while setting up the sub-grant agreement. Please note:

1. The project will be funded by GCA through a grant it receives from Global Affairs Canada; therefore the budget should be submitted in CAD.
2. Indirect costs (ICR) are not eligible under this project. Any administrative expenses should be included under the "General Administration" budget category.
3. In cases where an INGO is applying in partnership with a national NGO, the share of the budget allocated to the national NGO should be kept within a single budget line and minimized. This is to ensure alignment with the principle that the primary responsibilities and resources lie with the main sub-grantee (i.e., the INGO).