 **Short Profile**

The filled document should be no more than **two (2) pages** (font – Times New Roman 11 Justified Text) when filled – applicant must remove instructions/guidelines given herein and under each section.

**Section 1: Organization Information**

* 1. Organization Name: Write full name of organization as mentioned in the registration letter/MoU with Government of Pakistan.
  2. Point of Contacts (s), Point of Contact Email (s) and Phone Numbers (s): Information of two key personnel will be encouraged to have as back up.
  3. Mailing Address office: Applicant should write the organization’s head office address.

**Section 2: Institutional Capacity and Capability**

2.1 Organizational Background

Provide a brief background of the organization, including which year it was established, under which legal regulation, key sectoral expertise/focus of work and geographical areas of operation.)

2.2 Narration on Capacity, Capability and Donor Experience

Applicant must briefly demonstrate its capacity and capability to undertake the proposed project. This includes applicant’s presence in, or access to, the target area, previous sectoral experience, previous experience in the target or surrounding area, institutional capacity, financial portfolio of managing similar projects and previous experience of managing similar short term humanitarian programs. The applicant must avoid providing long history of the organization and instead must focus on demonstrating relevant institutional capacity and capability relevant to the proposed intervention. Applicant must also demonstrate its capability to secure project NoC (if required).

2.3 Details of last Three Projects

Details of relevant projects implemented in Pakistan during Last Five Years (maximum 3 projects in number). Provide following information for each project starting with the most recent. Applicant must provide detail of the projects that reflects organization’s previous geographic, financial and sectoral experience related to the proposed project submitted to RAPID.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 1** | | | |
| **Name of Project/Title** | Title of project | | |
| **Project Duration** | Start Date | End Date | Status – On-going or Completed |
| **Project Sector** | Name of Sector | **Target Area** | Name of District and Province |
| **Target Beneficiaries (Direct) – Individuals** | Beneficiaries reached – if on-going mention target beneficiaries | **Total Budget (PKR)** | Project Budget in PKR |
| **Key Activities with Total Target** | Mention key activities of project and quantity them such as  XXX Hand Pumps  XXX NFI Kits etc. | | |
| **Donor Name /Project Funded by** | Name of donor | **Contact Person (Donor)** | Contact person in donor organization. if the contact person is not currently working in donor organization – please mention existing contact person. |
| **Donor Contact Email** | Email address of donor/organization who supported this project (Provide official email address). | | |
| **Project 2** | | | |
| **Name of Project/Title** | Title of project | | |
| **Project Duration** | Start Date | End Date | Status – On-going or Completed |
| **Project Sector** | Name of Sector | **Target Area** | Name of District and Province |
| **Target Beneficiaries (Direct) – Individuals** | Beneficiaries reached – if on-going mention target beneficiaries | **Total Budget (PKR)** | Project Budget in PKR |
| **Key Activities with Total Target** | Mention key activities of project and quantity them such as  XXX Hand Pumps  XXX NFI Kits etc. | | |
| **Donor Name /Project Funded by** | Name of donor | **Contact Person (Donor)** | Contact person in donor organization. if the contact person is not currently working in donor organization – please mention existing contact person. |
| **Donor Contact Email** | Email address of donor/organization who supported this project (Provide official email address)*.* | | |
| **Project 3** | | | |
| **Name of Project/Title** | Title of project | | |
| **Project Duration** | Start Date | End Date | Status – On-going or Completed |
| **Project Sector** | Name of Sector | **Target Area** | Name of District and Province |
| **Target Beneficiaries (Direct) – Individuals** | Beneficiaries reached – if on-going mention target beneficiaries | **Total Budget (PKR)** | Project Budget in PKR |
| **Key Activities with Total Target** | Mention key activities of project and quantity them such as  XXX Hand Pumps  XXX NFI Kits etc. | | |
| **Donor Name /Project Funded by** | Name of donor | **Contact Person (Donor)** | Contact person in donor organization. if the contact person is not currently working in donor organization – please mention existing contact person. |
| **Donor Contact Email** | Email address of donor/organization who supported this project (Provide official email address)*.* | | |