**RAPID – Narrative Proposal Template**

This narrative proposal should **not exceed five (5) pages** (font – Times New Roman 11 Justified Text) when filled – applicant must remove instructions/guidelines given under each section of proposal template. Please refer to the Proposal Development Guidelines for detailed guidance on each section of narrative proposal, cost proposal and guidance on the list of documents required for submitting an application. In addition, applicant must review *Sectoral Guidelines*, *RAPID Sub-Grants Decision and Management Process (*including post award procedural requirements), *FAQs*, and *Concern Code of Conduct.*

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| **Section 1: Cover Page** Please keep the cover page to one (1) page. This page will not count toward the five (5) page limit. | |
| **Organization Name** | As per Registration Certificate and MoU |
| **Point of Contact(s), Point of Contact Email(s) and Phone Number(s):** | If the head of office and point of contact are not the same person, please distinguish positions and their contact within this section/box. For example:   * Head of Organization Name: * Head of Organization Email and Phone Number: * Point of Contact Name: * Point of Contact Email and Phone Number: |
| **Mailing Address:** |  |
| **Unique Entity ID (UEID** | 12 Digit Unique Entity ID |
| **National Tax Number (NTN):** | NTN as per tax certificate |
| **Disaster Response Information** | Provide the name and type of the response with a date. For example: Sindh Drought Response, March 2019 |
| **Project Title** | The title should be clear, concise and relevant to the proposed activities. |
| **Project Budget** | Please provide the total budget with a breakdown of any matches/in-kind support outside of USAID-BHA/RAPID funds |
| **Project Duration** | Please include the exact date with the day, month, and year. |
| **Project Sectors and Sub-Sectors** | Please list the USAID-BHA/RAPID sectors and sub-sectors only. Refer to the Call for Proposals or *Sectoral Guidelines* for correct name of sector (s) and sub-sector (s). For example:   * Water, Sanitation, and Hygiene (WASH) * Sanitation |
| **Target Location(s)** | * Province(s): * District/Tehsil(s): * Union Council/Village(s): |
| **Target Beneficiaries** | Direct beneficiaries of project without duplication – if the exact number are not known provide estimates and basis for estimates.  Total Number:  Total Number of Households (specifying the household average size):  Total Number of Men and Women targeted (disaggregated):  Vulnerable Populations (disaggregated by sex)   * Elderly (i.e. 60 years or older) * Disabled * Children * Etc. (any other relevant groups): |

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| **Section 2: Technical Narrative Sections** |
| **Background:** Please keep to one (1) page maximum |
| Applicants should provide a background for the proposed activities, describing the disaster context, affected populations, as well as the operational context and constraints relevant to the proposed activities. The information must focus on proposed program/context instead of a comprehensive history of the country or region or problems not related to the proposed program. Please note, RAPID is for emergency response, not for the development or chronic issues and only provides assistance in response to humanitarian problems caused by natural and human induced disasters. This section may include a brief overview of the problem, its causes, impact and why it needs immediate attention. |
| **Project Justification:** Please keep to one (1) page maximum |
| This section provides justification for the proposed intervention. There is no need to provide an overview or description of the general situation in the proposal. This section relates entirely to the location where the intervention will be executed and the needs of the specific target group. This should describe the specific location and context of the project and clearly identify and prioritize the specific needs of men, women, boys and girls that will be assisted.  The section must correlate to the Needs Assessment and should cover the following;   * How the identified needs exist due to the impact of disaster/emergency and are not development or chronic issues. * The needs are prioritized by community and are within the mandate of RAPID to respond. Please explain and justify community involvement in prioritizing needs rather than general statements that the communities have prioritized the proposed needs. It should be clearly mentioned why the specific needs are prioritized among other sectoral needs. * Justify the selection of the specified target area and communities for needs assessment. * Ensure that the specific needs, capacities and priorities of women, girls, men and boys including children, elderly, PWDs are identified and that the proposed assistance targets the persons and groups most in need. * Identify the specific vulnerabilities within the target community through appropriate vulnerability assessments and protection risk assessments to identify special needs and protection issues of vulnerable people through consultative processes. * How are the communities currently coping with the prioritized needs? * Why are the communities, other humanitarian actors and Government not able to address the identified needs? * Why do the identified needs require immediate attention? * Why is USAID-BHA/RAPID support/fund needed for the proposed project? |
| **Project Description** |
| * Proposed Sectors, Sub-Sectors, Outcomes, Outputs, and Activities:   + - * + USAID-BHA/RAPID values this section and would like this section to be more descriptive and comprehensive compared to other sections in this template.         + Provide descriptive information by output/activities, such as the type of activity, how it will be implemented, etc.         + Please ensure this section references the supporting documentation, such as log frame, budget, and budget narrative.   Mention the name of sector, proposed sub-sectors and provide technical description of the proposed activities under each sub-sector. Description of each sub-sector should include methodologies, processes, or steps, the applicant will undertake to implement each proposed activity within project timeframe. Applicant must also justify that the proposed solution/activities are appropriate to address the identified needs/problems.  Narrate the core project activities with separate headings and explain the technical details/design and implementation process for each activity. Applicant must refer to *Sectoral Guidelines* on information to be included in the technical design. The technical details/design must cover all relevant requirements in sectoral guidelines for all proposed sub-sectors. Failure to do so may lead to rejection of the proposal. Proposals must demonstrate protection mainstreaming strategy in a separate heading for each sector (if the proposal is for WASH and health activities, articulate protection mainstreaming strategies for each). Assistance activities should mainstream protection by analyzing the protection risks confronting a disaster-affected population in relation to each specific programming sector. An analysis of the risks should inform how assistance is designed to minimize them. Please refer *Sectoral Guidelines* and requirements listed for each sector in Sectoral Guidelines.  Based on requirements in the sectoral guidelines, the technical design must also integrate gender, age, disability, protection and environment in all its proposed activities. The technical design must ensure an inclusive approach, specifically describing innovative and context specific approaches for integrating Disaster Risk Reduction (DRR), protection, accountability, humanitarian principles, sphere and core humanitarian standards. Please annex technical details (BoQs, drawing) for infrastructure and other activities as necessarily required.   * Beneficiary Selection/Criteria:   This section specifically covers the following key points;   * Provide the justification/criteria for selection of target geographic area (tehsil, UCs and villages) amongst many affected areas. * Provide beneficiary selection criteria for each of the proposed program activity under separate sub-heading. This will include criteria that focuses on the most vulnerable populations (e.g. women, children, the elderly, disabled, and female- and/or child-headed households, among others) for each intervention. * If the proposed project includes infrastructure rehabilitation/construction activities such as hand pumps, etc., in addition to beneficiaries’ selection criteria, the applicant should also provide site selection criteria. * Explain the process of beneficiary selection (identification and verification), how the participation of women and marginalized groups will be ensured in this process. * Explain how the criteria is inclusive, impartial and does not exclude any particular segment of the community specifically the most vulnerable. * Explain if the criteria is prepared in consultation of the target community or how the beneficiaries will be involved in finalization of criteria prior to project implementation. * How the target communities (including those with limited access to information due to their differing capacities such as elderly, disabled, children women etc.) will be informed about the selection criteria. * Coordination:   The interventions supported by RAPID must be coordinated with all relevant stakeholders including target communities, local government authorities, cluster/working groups and other humanitarian organization working in the area to ensure complementarity, accountability and avoid duplication.  This section should cover the following key points;   * Provide details of organizations (name and sectors) already present/working in your proposed target Tehsils, UCs and villages. * Provide details of all stakeholders who have indirect interaction with the project. For example, UN clusters, working groups, Government of Pakistan Ministries (national and provincial levels), local government officials/offices, and other NGO partners working in the project target locations. Explain your existing coordination for proposed intervention with these stakeholders (local authorities, cluster/working groups, communities and other humanitarian actors) to identify critical gaps in terms of target areas, sector and proposed activities. Share documented proof (e.g. letter, email or meeting minutes) of coordination with relevant stakeholders. * Share how you intend to coordinate with the stakeholders, including relevant clusters/working group (if operational) or district government departments during the implementation of the project and how you will avoid duplication (i.e. what are your plans/strategies for future coordination with other humanitarian organizations/stakeholders or government). * Cross Cutting Themes:   Please integrate protection, humanitarian accountability, and gender within the project activities. Provide information on how the following themes will be implemented within the project:   * Humanitarian Accountability/Complaint and Response Mechanism (CRM) Process * Gender Considerations * Inclusion of Person with Disabilities and Older People   Applicant must refer *Sectoral Guidelines* on information regarding cross cuttings themes.   * Monitoring & Evaluation (M&E):   This section must cover:   * Provide how the project will be monitored, what and when M&E activities will take place, and provide creative solutions on how activities will be monitored in difficult to reach target locations. * How the beneficiaries will be involved in the process monitoring * Justify an adequate monitoring system to verify date collected by M&E team, progress against the indicators in M&E Plan and Logical Framework. Describe indicators and key methodological information in M&E Plan * Please ensure that all information references the Log-frame, M&E Plan/template, budget, and budget narrative. * USAID-BHA and RAPID would like to see M&E costs for designated sub-partner staff and M&E activities (assessments) outlined in both the narrative section, the budget, and budget narrative. |

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| **Supporting Documents**  In addition to the narrative proposal, the following supporting documents must be submitted with the application. RAPID will not consider incomplete applications. The total size of the email with attachments should not exceed eight (8) MB. The applications must be legible and must not require magnification. Please keep all the attachments clear, concise, easy to follow, while also in complete compliance with the instructions herein and on our webpage.  **Note:** The list of required documents may vary depending on type of emergency and requirements at the time; therefore applicant must also refer to on-going Call for Proposals for required documents and instructions therein. | | |
| **S.No** | **Required Documents** | **Template /Guidelines** |
| **1** | Needs Assessment Report | Can use RAPID *Template for Needs Assessment*. Also refer to needs assessment section in *RAPID Proposal Development Guidelines* and Needs Assessment Requirements in *Sectoral Guidelines* |
| **2** | Cost Proposal | Must use RAPID *Cost Proposal Template*. Also refer to Cost Proposal section in *RAPID Proposal Development Guidelines* |
| **3** | Logical Framework | Must use RAPID *Logical Framework Template.* This is not mandatory for all applicants but encouraged to submit. However after evaluation of proposals/the shortlisted/selected applicants will be required to develop Logical Framework. |
| **4** | M&E Plan | Must use RAPID *M&E Plan Template.* Also refer to M&E Plan section in *RAPID Proposal Development Guidelines* |
| **5** | Short profile | Must use RAPID *Short Profile Template* Also refer to Short Profile section in *RAPID Proposal Development Guidelines* |
| **6** | Code of Conduct | Can use RAPID *Code of Conduct Template.* Also refer to Code of Conduct section in *RAPID Proposal Development Guidelines* and *Concern Code of Conduct & Associated Policies* |
| **7** | Branding Strategy and Marking Plan | Must use RAPID *Branding Strategy & Marking Plan Template*. Also refer to Branding Strategy & Marking Plan section in *RAPID Proposal Development Guidelines* |
| 8 | Risk Mitigation | Must use RAPID template *Risk Mitigation Template*. Also refer to Risk Mitigation section in *RAPID Proposal Development Guidelines* |
| **9** | Transition/Exit Strategy and Sustainability Plan | Must use RAPID *Transitional/Exit Strategy and Sustainability Plan Template*. Also refer to Transition/Exit Strategy and Sustainability Plan section in *RAPID Proposal Development Guidelines.* |
| **10** | Implementation Plan | Can use RAPID *Implementation Plan Template* Also refer to Implementation Plan section in *RAPID Proposal Development Guidelines* |
| **11** | Accountability to Affected Population (AAP) Plan/Framework | Must use RAPID *APP Plan/Framework Template*. Also refer to Accountability to Affected People Plan/Framework section in *RAPID Proposal Development Guidelines*. |
| **12** | Last External Audit Report | Template not specified- must be latest |
| **13** | Registration Certificate | Template not specified- if registration requires renewal also submit latest renewal certificate. |
| **14** | MoU | Template not specified- if MoU requires renewal also submit latest renewal certificate/letter. |
| **Note:** In addition, applicants are advised to submit Bills of Quantity (BoQs)/drawings/designs where appropriate. If there will be an implementing partner in the project, please also submit the registration certificate, MoU, Short profile and latest external audit report of the partner organization | | |