

Technical Application Format

Technical applications shall be written in English language, must not exceed 25 pages, utilizing Times New Roman 12-font size, single spaced, typed in standard 8 1/2x11 paper size, justified text, with one-inch margins top and bottom as well as right and left, and each page numbered consecutively (page numbers placed in footer of the document). Cover letter, dividers, table of contents, annexes (e.g performance monitoring and evaluation plan, personnel resumes, past performance information, certificates, forms, acronym list etc.) will not count toward the page limitation. Any pages that exceed the page limitation will not be furnished to the Evaluation Committee. There is no page limit on attachments or cost application.

The technical application will have more significant importance than cost application in the selection of a successful applicant. It should demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this project. Therefore it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the technical evaluation criteria.

The suggested outline for the technical application is:

- a) Cover Page
- b) Table of Contents
- c) Executive Summary
- d) Organizational Capability
- e) Personnel
- f) Technical Proposal

Besides the details below, "help text" has also been provided in the grant application template to convey MSS's expectations from the applicants in each area.

a) *Cover Page*

A single page with the project title and RFA number, the names of the organizations/institutions involved, and the lead or primary Applicant clearly identified. Any proposed sub grantees (or implementing partners) should be listed separately. In addition, the Cover Page should provide a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, postal/ office address, landline and mobile telephone, fax numbers and e-mail address. State

whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed with contact information.

It should also list type of lead organization (NGO/CBO/Private Sector/ Other – specify), law/regulation under which it is registered with Government of Pakistan, date of such registration and corporate website, if any. Detail of primary bank account with account number, bank and branch will also be required to establish banking experience. Attach copies of certificates and reference letters as annexes.

Title of proposed activity, duration, geographical coverage (province, district, tehsil and union councils) and relevant thematic area must also be listed on the cover page.

b) *Table of Contents*

List all parts of the technical application, with page numbers and attachments. This will also serve as a checklist to ensure that all relevant documents have been included with the application.

c) *Executive Summary*

Include a one-page executive summary that provides a clear overview of the results to be achieved and a brief summary of applicant's experience in implementing activities

d) *Organizational Capability:*

Applicants must demonstrate technical and managerial expertise that would directly benefit implementation and include the following:

- 1) Brief description of organizational history/expertise, vision, mission;
- 2) Relevant experience with proposed approaches;
- 3) Institutional strength as represented by personnel experience in managing successful programs of similar scope and complexity; and,
- 4) Partner capabilities and expertise

e) *Personnel:*

Applicant must demonstrate that their staff members have the required qualifications for this project. Describe the staffing pattern of the organization, and CVs of key personnel; each organization will designate one staff member

who has a basic understanding of the DOH reporting tools, systems, and indicators, as a Monitoring and Evaluation Coordinator

f) *Technical Approach*

The technical approach must demonstrate an in depth understanding of the development challenges in implementing the program. The approach should outline specific activities and explain how and at what pace they are intended to achieve the program's objectives. Applicants are encouraged to propose innovative yet realistic approaches that are appropriate in the context of Sindh and Punjab.

The applicants shall also submit a brief on "Post-Project Management and Sustainability of the Project Benefits". Explaining how the applicant plans to ensure that the project interventions and benefits will sustain after the completion of project. What measures the applicant will take in the post-project period to monitor project interventions and to provide assistance to the project beneficiaries. Also indicating recurring cost, if any, needed to manage post-project operations and how this cost will be managed by applicant organization.

The technical proposal must include the following elements in particular:

1. Management Plan

Applicants should propose a management plan and describe how the plan will contribute towards achieving the objectives and results described in the program summary/ program description. The proposed plan should specifically state and justify the composition and organizational structure of the entire project team. It should also describe how the technical expertise and experience of all staff members will achieve the expected results in the program summary/ program description. Potential partners in the implementation of the award and the services to be provided by each partner institution or organization shall be described.

2. Past Performance

Applicants must provide evidence of pertinent past performance and clearly describe examples of successful development and implementation of programs similar what is required under this RFA.

Applicants may attach as an Annex a summary of the five most recent donor-funded contracts or grants as well as the name, address, email

address and telephone number of the Project Officer, activity manager or other contact persons. Include the following for each award:

- 1) Name and address of awarding organization or agency;
- 2) Amount of award;
- 3) Term of award (begin and end dates of services/program);
- 4) Contact information of responsible technical representative of funding organization or agency; and,
- 5) Brief description of the program.

3. Project Performance Monitoring and Evaluation Plan

The Applicants shall submit a draft Monitoring and Evaluation Plan that corresponds with the list of indicators in Attachment C. The organizations who receive the award will be expected to set targets during the work planning phase within 30 days of being notified.

Performance Monitoring and Evaluation Plan (PMEP). The PMEP must explain how the applicant proposes to monitor the project performance and measure indicators and impact. The PMEP must include results, indicators, targets, consisting of data sources, frequency of data collection, collection methods, data verification, and responsible parties of data collection, baseline information, and benchmarks. The applicant must discuss the ways in which the collection, analysis and reporting of performance data will be managed under the project. All data collected must be disaggregated. It is the applicant's responsibility to ensure that all costs, if any, related to the implementation of the PMEP are included in the cost proposal.

4. Implementation Timeline or a Gantt Chart (illustrative for 6-12 months), which should also indicate when service delivery in all the proposed facilities will begin,

As an annex to this section, applicants shall also submit a brief on "cross cutting issues like Gender and Environmental Protection" elaborating on how the proposed project addresses these concerns.