**Attachment I – Partner Declaration (to be completed by CSO Applicant)**

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| --- |
| The purpose of this declaration is to determine whether a prospective partner is committed to UNICEF values and principles.  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

|  |  |  |
| --- | --- | --- |
| **Partner Declaration**  **Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Partner | **Yes** | **No** |
| By answering yes, the organization confirms that neither the organisation nor any of its members is mentioned on any of the [United Nations Security Council targeted sanctions lists](http://www.un.org/sc/committees/list_compend.shtml)  <http://www.un.org/sc/committees/list_compend.shtml> |  |  |
| By answering yes, the organization confirms that it is committed to the core values of the UN, the Convention on the Rights of the Child (CRC), the Convention on the Elimination of All Forms of Discrimination Against Women (DEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD).  <http://www.unicef.org/crc/>  <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CERD.aspx>  <http://www.un.org/disabilities/convention/conventionfull.shtml> |  |  |
| Does the organisation have an Annual Report that is publicly available?  Attach the latest report or provide URL |  |  |
| Does the organisation have an annual audit of financial statements?  Attach the latest report or provide URL |  |  |

I declare, as an official representative of the above-named organization, that the information provided in this declaration and Call for Expression of Interest is complete and accurate, and I understand that it is subject to UNICEF verification.

|  |  |
| --- | --- |
| Signature |  |
| Name and title of the duly authorized partner representative |  |
| Name of the partner |  |
| Date |  |

## Attachment II – CSO Identification Profile (to be completed by CSO Applicant)

|  |
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| The purpose of this profile is to provide key contact references to UNICEF Moldova in relation to their mandate, field of work, technical and managerial capacities and comparative advantage in relation to the proposed programme(s).  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

|  |  |  |
| --- | --- | --- |
| Section 1. CSO information | | |
| 1.1 Organization information | Organization Name |  |
| Acronym |  |
| Category of CSO[[1]](#footnote-1) |  |
| Address |  |
| Registration number | (copy of registration to be attached) |
| Telephone |  |
| Website |  |
| 1.2 Head of Organisation | Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |
| 1.3 Contact person (if different from 1.2) | Name, Surname |  |
| Function |  |
| Email |  |
| Telephone |  |
| 1.4 Programme Proposal title(s) submitted with Application |  | |

| Section 2. CSO expertise and experience in the sector area | |
| --- | --- |
| 2.1 CSO mandate, sector area and geographic coverage | *Outline the organisation’s mandate, field of work and geographic coverage* |
| 2.2 Available expertise and specialists | *Outline the distinctive technical capacity of the organisation in the sector area* |
| 2.3 Key results achieved over the past 5 years | *Outline of key results achieved in sector area in recent years, including any recognition received at local / global level for the work in the sector area* |

|  |  |
| --- | --- |
| Section 3. Local experience, presence and community relations | |
| 3.1 Ongoing programmes in sector area | *Outline of type / scope of ongoing programmes in the sector area* |
| 3.2 Knowledge of the local context | *Outline of presence and community relations in the proposed programme location(s)* |
| 3.3 Existing networks | *Outline of ongoing collaborations with national institutions and local communities in the sector area* |

|  |  |  |
| --- | --- | --- |
| Section 4. Management Ability | | |
| 4.1 Annual budget | Size of annual budget (previous year, USD) |  |
| Source of core funds or income |  |
| Main funding partners/ donors |  |
| 4.2 Core staff | *Outline of number and key functions of core organisation staff* | |
| 4.3 Any other information  demonstrating financial capacity | *E.g. results of previous capacity assessments if available (such as the micro assessment)* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 5. Experience of working with UN/ UNICEF | | | | |
| Programme/project title | Total budget (USD) | Funding UN agency | Year end | Key results achieved |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

## Attachment III – Programme Proposal (to be completed by CSO Applicant)

|  |
| --- |
| The purpose of this proposal is to provide an outline of the proposed intervention for which the CSO is proposing to partner with UNICEF. A separate form should be filled for each programme proposal submitted.  Information provided in this form will be used to inform the review and evaluation of CSO submissions as outlined in the Call for Expression of Interest under section 3. |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 1. Proposal overview | | | |
| 1.1 Programme title |  | | |
| 1.2 Results to which the programme contributes | *Refer to Section 1.3 of the Call for Expression of Interest* | | |
| 1.3 Programme duration | *Number of months, From MM/YYYY to MM/YYYY* | | |
| 1.4 Geographical coverage | *State/ province, etc*. | | |
| 1.5 Population focus | *Number of beneficiaries / groups* | | |
| 1.6 Programme Budget | From CSO |  | % |
| From UNICEF |  | % |
| Total |  |  |

|  |  |
| --- | --- |
| Section 2. Programme description | |
| 2.1 Rationale/ justification  *(3 to 5 paragraphs; max 400 words)* | *“Why” this programme*  *This section outlines the problem statement, the context and the rationale for the Programme,:*   * *Overview of the existing problem, using data (disaggregated) from existing reports; who is affected and what are the barriers/bottlenecks to outcomes for children?* * *How the problem is linked to national priorities and policies;* * *The relevance of the Programme in addressing problem identified.* |
| 2.2 Expected results  *(No narrative required)* | *“What” this programme will achieve*  *The table below defines the programme results framework (results and their link to results defined in the country programme and/or humanitarian response plan; specific indicators, baselines, targets and MOV for each programme output).* |

| Result statement | Performance indicator/s | Baseline | Target | Means of Verification[[2]](#footnote-2) |
| --- | --- | --- | --- | --- |
| Corresponding result from Country programme/ Humanitarian Response Plan[[3]](#footnote-3) | - Xxx  - Xxx |  |  |  |
| Programme Output 1  *Service or product resulting from the programme* | *List each indicator in a separate line* |  |  |  |
|  |  |  |  |
| Programme Output 2 |  |  |  |  |
|  |  |  |  |
| Programme Output 3 |  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 2.3 Gender, Equity and Sustainability  *(3 paragraphs; max 250 words)* | *“How” this programme takes into account gender, equity and sustainability*  *This section briefly mentions the practical measures taken in the programme to address gender, equity and sustainability considerations.* |
| 2.4 Partner’s contribution  *(1 paragraph; max 100 words)* | *This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)* |
| 2.5 Other partners involved  *(1 paragraph; max 100 words)* | *“With whom” will this programme works in partnership*  *This section outlines other partners who have a role in programme implementation, including other organisation providing technical and financial support for the programme.* |
| 2.6 Additional documentation  *(1 paragraph; max 100 words)* | *Additional documentation can be mentioned here for reference.* |

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| Section 3. Programme work plan and budget |
| *The table below defines the programme implementation work plan (the specific activities to be undertaken towards achievement of each of the programme outputs; the schedule of implementation; and the planned budget, including the CSO and UNICEF’s contributions to the programme)*  *Note: Text and costs in blue provided as an example.* |

| Result Level | Result/activity | Timeframe (quarters/year(s) | | | | | Total (CSO+UNICEF) | CSO contribution | UNICEF contribution | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1 | Q2 | Q3 | Q4 | Year2 | Cash[[4]](#footnote-4) | Supply |
| Progr. Output 1: | *E.g. Community-based management of SAM introduced in 200 villages In 10 districts*  Performance indicator(s),  *- # children receiving RUFT/in patient*  *- # children receiving RUFT/ community*  *- recovery rate* | | | | | | *400,000* | *10,000* | *190,000* | *200,000* |
| Act.1.1 | *Organise training of 500 health workers in community nutrition in 10 districts* | *x* | *x* |  |  |  | *100,000* |  | *100,000* |  |
| Act. 1.2 | *Undertake community outreach activities & referral in 200 villages in 10 districts* | *x* | *x* | *x* | *x* |  | *50,000* |  | *50,000* |  |
| Act. 1.3 | *Provide nutrition equipment & supplies in 50 health centres* | *x* |  |  | *x* |  | *200,000* |  |  | *200,000* |
| Act. 1.4 | *Programme management and technical supervision* | *x* | *x* | *x* | *x* |  | *50,000* | *10,000* | *40,000* |  |
| Progr. Output 2: | Output statement  Performance indicator(s): | | | | | | Sub-total output 2 | Sub-total output 2 | Sub-total output 2 | Sub-total output 2 |
| Act 2.1 | Activity statement[[5]](#footnote-5) |  |  |  |  |  |  |  |  |  |
| Act. 2.2 |  |  |  |  |  |  |  |  |  |  |
| Progr. Output 3: | Output statement  Performance indicator(s): | | | | | | Sub-total output 3 | Sub-total output 3 | Sub-total output 3 | Sub-total output 3 |
| Act 3.1 | Activity statement |  |  |  |  |  |  |  |  |  |
| Act 3.1 |  |  |  |  |  |  |  |  |  |  |
| Sub-total for the outputs | | | | | | |  |  |  |  |
| Progr. Output 4 | Effective and efficient programme management | | | | | | Sub-total output 4 | Sub-total output 4 | Sub-total output 4 | Sub-total output 4 |
| Act 4.1 | *Standard activity:* In-country management & support staff[[6]](#footnote-6) pro-rated to their contribution to the programme (representation, planning, coordination, logistics, admin, finance) |  |  |  |  |  |  |  |  |  |
| Act 4.2 | *Standard activity:* Operational costs pro-rated to their contribution to the programme (office space, equipment, office supplies, maintenance) |  |  |  |  |  |  |  |  |  |
| Act 4.3 | *Standard activity:* Planning, monitoring, evaluation and communication[[7]](#footnote-7), pro-rated to their contribution to the programme (venue, travels, etc.) |  |  |  |  |  |  |  |  |  |
| **Sub-total for programme costs** | | | | | | |  |  |  |  |
| HQcosts[[8]](#footnote-8) | HQ technical support[[9]](#footnote-9) (7% of the cash component) | | | | | |  |  |  |  |
| **Total programme document budget** | | | | | | |  |  |  |  |

## 

1. Choose between: National NGO (NGO); International NGO (INGO); Academic Institution; Community Based Organisation (CBO); Foundation; Other (please specify). [↑](#footnote-ref-1)
2. The specific sources from which the status of each of the performance indicators can be ascertained. If any data source is a survey or a study which the implementing partner is planning to conduct for this programme, this should be planned and budgeted for in section 3 below (programme workplan and budget). [↑](#footnote-ref-2)
3. Refer to Section 1.3 of the Call for Expression of Interest. If the programme contributes to more than one result, each should be identified in a separate line, with programme outputs listed below each corresponding result.. [↑](#footnote-ref-3)
4. The budget is prepared in the currency of implementation. Most generally, this correspond to the local currency in the country. [↑](#footnote-ref-4)
5. Costs budgeted as part of the programme output budgeting include the following:

   Cash for activities, such as workshop or trainings;

   Cost of supplies that directly assist beneficiaries or beneficiaries institutions, including warehousing, transport and assembling;

   Technical assistance and costs of technical staff to directly support beneficiaries / beneficiary institutions (experts in health, education, protection, etc.);

   Cost of surveys and other data collection activities in relation to beneficiaries or measurement or programme expected results;

   Communication activities to directly support programme planned results. [↑](#footnote-ref-5)
6. Costs of technical assistance/staff directly related to the achievement of planned results are budgeted as part of programme output budgeting, see above footnote 4. [↑](#footnote-ref-6)
7. Costs of M&E and communication activities directly related to the achievement of the planned results re budgeted as part of the programme output budgeting, see above footnote 4. [↑](#footnote-ref-7)
8. Only payable to organizations with headquarters outside of the country of implementation. [↑](#footnote-ref-8)
9. Amount is an estimate. Amount paidis a standard 7% on actual expenditures subject to calculation exclusions as per Annex I of the CSO Procedure. [↑](#footnote-ref-9)