

**Call for Proposals**  
**Guideline for Applicants for**  
**Partnership for Resilient Livelihoods in CHT Region [PRLC Project]**



European Union

**Manusher Jonno Foundation**

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## Acronym

AFSP	Agriculture and Food Security Project
ANC	Antenatal Care
BARI	Bangladesh Agricultural Research Institute
CCMC	Community Clinic Management Committee
CHT	Chittagong Hill Tracts
CHTRC	Chittagong Hill Tracts Regional Council
COP	Community of Practice
CS-IFMFFS	Climate Smart Integrated Farm Management- Farmer Field School
CSO	Civil Society Organisation
CCRP	CHT Climate Resilience Project
CLW	Community Livestock Worker
CNHP	Community Nutrition Health Promoter
DAE	Department of Agricultural Extension
DDA	Due Diligence Assessment
DC	Deputy Commissioner
DLS	Department of Livestock
DoF	Department of Forest
DNI	Direct Nutrition Initiatives
DPHE	Department of Public Health Engineering
EBA	Ecosystem Based Adaptation
EPR	Employment-to-Population Ratio
EPR	Excluded People's Rights
EU	European Union
FF	Farmers Facilitator
FCDO	Foreign Commonwealth and Development Office
FGD	Focus Group Discussion
FFD	Farmers Field Days
GDP	Gross Domestic Product
GoB	Government of Bangladesh's
GBV	Gender Based Violence
HCR	Head Counting Ratio
HDC	Hill District Council
HH	Household
HKI	Helen Keller International
IARC	Internal Audit Review Committee
IYCF	Infant and Young Child Feeding
IFM-FFS	Integrated Farm Management- Farmer Field School
IGA	Income Generating Activity
ILO	International Labour Organisation
INGO	International Non-Government Organisation
KII	Key Informant Interview
LNOB	Leave No One Behind
LLA	locally led adaptation
LGI	Local Government Institute
MBBS	Bachelor of Medicine and Bachelor of Surgery
MoCHTA	Ministry of Chittagong Hill Tracts Affairs
M&E	Monitoring & Evaluation
MEL	Monitoring Evaluation and Learning
MEAL	Monitoring, Evaluation, Accountability and Learning
MJF	Manusher Jonno Foundation
MAM	Moderate Acute Malnutrition (MAM)
NGO	Non-Government Organisation
NBS	Nature Based Solutions
PHC	Public Health Service
PNGO	Partner Non-Government Organisation
PWD	Persons with Disabilities
PKSF	Palli Karma-Sahayak Foundation

PPEPP	Pathways to Prosperity for Extremely Poor People
PSC	Project Steering Committee
PNC	Postnatal Care
PRLC	Partnership for Resilient Livelihoods in CHT Region
SAM	Severe Acute Malnutrition
SAT	Social Accountability Tool
SBCC	Social and Behaviour Change Communication
SDGs	Sustainable Development Goals
SAPLING	Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience, and Gender Equity
SID-CHT	Strengthening Inclusive Development in Chittagong Hill Tracts
SIDA	Swedish International Development Agency
SMT	Senior Management Team
SSNP	Social Safety Net Program
TOC	Theory of Change
TOR	Terms of Reference
TOT	Training of Trainers
UDMC	Union Disaster Management Committee
UNDP	United Nations Development Programme
UP	Upazilla
VAW	Violence against Women
WASH	Water Sanitation and Hygiene

## Chapter 1: Introduction

### 1.1 Overview

This Guideline for Applicants of Manusher Jonno Foundation (MJF) has been prepared to provide relevant and specific instructions to the Non-government organisations (NGO) who are planning to apply for grants under the European Union funded project titled 'Partnership For Resilient Livelihoods for CHT Region (PRLC)'. The guideline comprised four chapters: introduction, eligibility criteria, application for funding and approval procedures, financial management and budgeting.

- The **first chapter** on 'Introduction' provides a rationale for undertaking the project, its goal and management, along with an overview of the Manusher Jonno Foundation (MJF), its background, expertise, and the PRL Project's approaches.
- The **second chapter** focuses on 'Eligibility Criteria, Grant Sizes, Location and Duration', outlines the eligibility criteria for receiving funds, application requirements for different grant sizes, geographic locations, duration, major programmatic issues to be considered during application process.
- The **third chapter**, 'Application and Approval Procedures', provides details on the requirements for project proposal submission, application deadline, approval and grant disbursement and the issues to be considered during assessment.
- The **fourth chapter** includes the salient features of financial management and Budgeting.

### 1.2 Background

Manusher Jonno Foundation (MJF) is a non-governmental organisation that promotes human rights and good governance in Bangladesh. Over the past 20 years, MJF has collaborated with more than 400 civil society organisations and non-governmental organisations, reaching out to three million marginalised individuals in the country. Recently, MJF celebrated its 20-year journey and remains dedicated to supporting the most marginalised and vulnerable communities in Bangladesh.

In 2002, MJF began its operations with UK Aid (FCDO) funding and subsequently registered as an independent organisation in 2006. The organisation's primary objective is to provide funding and capacity-building support to community-based and non-governmental organisations that work on human rights and good governance. MJF focuses on grassroots-level organisations and provides oversight and strategic guidance to enhance their capacity.

MJF empowers people by supporting their entitlements, building their capacity to demand basic services and voicing their concerns against rights violations. The organisation also works with NGOs to promote their responsiveness to the demands of the poor and marginalised. MJF engages in policy advocacy that has facilitated enacting some of the most progressive and pro-poor laws and policies over the past 20 years.

### 1.3 Vision, Mission and Principles

#### **MJF Vision:**

A world free from poverty, exploitation and discrimination where people live in dignity and human security.

#### **MJF Mission:**

Promotion of human rights and governance through partnership with different stakeholders including duty bearers<sup>1</sup> to ensure dignity and well-being of all people, especially the marginalised.

#### **MJF Core Principles:**

Committed to principles of Diversity, Inclusion, Participation, Transparency, Accountability, Responsive Governance and Gender Quality.

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<sup>1</sup>Here duty bearers include local and national authorities and basic service providers.

## 1.4 MJF's Expertise:

The expertise of MJF has been acquired over 20 years and can be expressed along the following broad dimensions:

- MJF manages grants supporting human rights and governance work of NGOs and other stakeholders, institutions including coalitions, movements and networks.
- MJF and its partners have the expertise to change social attitudes towards extremely marginalised and excluded communities through campaigns and social mobilisation.
- MJF provides capacity-building support to NGOs and other actors to improve project implementation efficiency, organisational development and sustainability. Networks and coalitions are supported in their activism to play a strong role in raising voices against human rights violations and demanding good governance. MJF also facilitates work to strengthen public service delivery institutions and improve their responsiveness to public demands.
- MJF, along with its partner organisations, work on policy advocacy to bring about legislative and policy changes, scrutinise and do advocacy for implementation in favour of the marginalised and discriminated population, such as marginalised women, ethnic minorities, people with disabilities, extremely poor, vulnerable workers, working children and other socially excluded communities (e.g. Dalits). MJF brings together government officials, lawmakers, national advocacy and lobbying groups, private sector leaders and representatives of the concerned communities to identify challenges and develop local and national solutions.
- Over the years, MJF has brought together hundreds of organisations to share strategies and has developed work jointly, which is more than the sum of its parts.
- MJF has gathered evidence and learned from good practices, which will be replicated in future programming to add value to the work of partners.

So far, MJF has supported, either directly or indirectly, over 400 organisations, such as CSOs, NGOs, self-help groups, research groups, and government entities. Since the inception of MJF, UK Aid through DFID has continued as MJF's principal donor, other donors include Global Community Engagement and Resilience Fund (GCERF), the World Bank, Comic Relief, Norwegian Embassy, Department of Foreign Affairs and Trade (DFAT), Australian High Commission, European Union (EU), Swedish International Development Cooperation Agency (SIDA) and Global Affairs Canada, Embassy of Switzerland.

### **MJF experience in CHT:**

Since 2004, MJF has partnered with local NGOs to implement various development projects in CHT focused on human rights and governance. The projects have included initiatives to promote climate-resilient livelihoods, such as environment-friendly agriculture and preparedness for natural disasters and food crises. Additionally, the program has included the following:

- Capacity-building efforts for partner organisations and beneficiaries
- Improving economic livelihoods through small entrepreneurship
- Increased income.
- Better market access.

Other areas of emphasis have included access to services such as safety net programs, agriculture, poultry, and fisheries; quality education and multi-lingual education; social protection; women's economic empowerment; representation in local government forums and bodies; gender equality and prevention of violence against women and girls; food and nutrition; and preservation of culture and tradition as a crosscutting issue. MJF has developed a strategy paper based on its experience, stakeholder consultation, and contextual development challenges, which has been reviewed periodically to ensure its continued relevance and effectiveness.

## 1.5 Partnership for Resilient Livelihoods in CHT Region (PRLC) Project

The "Partnership for Resilient Livelihoods in CHT Region"- is a four-year project led by MJF to

contribute to poverty reduction and improve the livelihoods of the extremely poor households in the Chittagong Hill Tracts (CHT) of Bangladesh. The PRLC initiative will be carried out in 26 unions across three hill districts and eight Upazilas, where extreme poverty, discrimination, remoteness, gender-based violence, and climate vulnerability are prevalent.

The project aims to enhance the technical knowledge of climate-resilient agriculture, offer skill development training in various livelihoods options, assist with financial and agricultural input, and connect individuals with financial services. It will also facilitate linkage to income-generating activities and provide capacity building of line departments. The project's objectives include improving the nutritional status of mothers and children, promoting youth employment through skill development training, community mobilisation, and sustained market development. Additionally, the initiative intends to provide marginalised communities access to GoB's social protection services in the Chittagong Hill Tracts region.

**Project Title:** Partnership for Resilient Livelihoods in CHT Region (PRLC)

**Overall project objective:**

To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT) districts of Bangladesh

**Expected outcomes:**

- **Outcome 1:** Sustained livelihoods and income generation amongst the target households in the CHT districts
- **Outcome 2:** Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region
- **Outcome 3:** Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in the CHT districts

**Target groups:** The project will reach 20,000 households, approximately 98,000 beneficiaries.

The target groups for this project are individuals who are living in extreme poverty, including farmers, day labourers, gardeners, bamboo artisans, weavers, small businessmen, and wood collectors are common low-income occupations for landless and landholders with females 67% males 30% including female-headed households, vulnerable women, pregnant and nursing mothers, children and youth, and transgender based on availability (0.5%) and persons with disabilities (2%).

MJF encourages **innovative ideas and approaches**, and the PRLC project have option to provide **direct service delivery provisions as input support for the targeted households for improving their livelihoods**.

## Chapter 2: Eligibility Criteria, Grant Sizes, Location and Duration

### 2.1 Criteria of Applicants

MJF funding is exclusively available to local NGOs based in CHT, which are dedicated to collaborating with marginalised and excluded groups, including both ethnic and Bangali populations, as well as extremely poor women, men, adolescents, and youth in the region. Applicants should have relevant work experience in areas such as livelihood promotion, nutrition, disaster management, and social protection. Priority will be given to organisations with direct experience working with smallholder farmers.

The eligible organisations must be registered with the NGO Affairs Bureau, must comply by the most recent NGO Affairs Bureau circular for applying, and based in one of the three hill districts of CHT. Only local NGOs meeting these criteria will be considered for funding.

### Features not eligible for Funding

Proposals that exhibit any of the following characteristics will not be accepted:

#### Programmatic aspects:

- Focusing exclusively service delivery initiatives deal only with immediate needs without addressing the underlying causes of the problem and demonstrating potential social transformation, such as micro-credit programmes.
- Standalone awareness-raising interventions.
- The project has not incorporated demand and supply-side mechanisms to address problems and challenges.
- Targeting any extremist or radicalised individual and groups.
- Involving project beneficiaries in partisan politics through the project.
- Project strategy or design which could create hostility between communities and institutions.
- Projects designed to address macroeconomic, sectorial, or administration policy reform.
- Intended to address election monitoring and reform of political parties.
- Scholarship and stipend for study.
- Undertaken by an individual rather than an organisation.

### 2.2 Organisational Aspects:

- Organisations are inclined towards any political party and/or programmes promoting partisan politics and /or the head of the organisations holding an official position of a political party.
- Organisations are known to be involved in terrorism, radicalisation and militancy.

### 2.3 Grant Sizes (excluding organisation contribution)

Grant Category	Grant Amount in BDT
1	BDT 30,000,000-40,000,000
2	BDT 40,000,001-60,000,000

### 2.4 Organisation's specific Criteria according to Grant Category

#### Grant category-1: BDT 30,000,000-40,000,000

- Minimum 7 years of working experience on development issues in CHT.
- Minimum 3 years of working experience on livelihoods targeting extreme poor including Ethnic people, Health & Nutrition and Disaster preparedness & management, Climate Change, Gender, Gender Based Violence and social protection/Governance issues applicant is applying for.
- Provide evidence for demonstrating the innovative approaches that have worked well to attain



outcomes and outputs.

- The last three years' average turnover (excluding micro-credit) is a minimum of 5% of the total proposed amount requested to MJF.
- Strong and effective linkage with different networks and alliances at local and national levels including the private sector, research organisations etc. A skilled and experienced finance and programme team.
- Transparent, effective/functional and representative governing board/ Executive Committee.
- Maintain fraud and risk mitigation process.
- Has approved financial manual with visible compliance, operational guidelines and salary matrix.

#### **Grant category- 2: BDT 40,000,001-60,000,000**

- Minimum 10 years of working experience on development issues in CHT.
- Minimum 5 years of working experience on livelihood targeting extreme poor (including Ethnic people Health & Nutrition and Disaster preparedness & management, Climate Change, Gender, Gender Based Violence and social protection/Governance issues applicant is applying for
- Provide evidence for demonstrating the innovative approaches that have worked well to attain outcomes and outputs.
- The last three years average turnover (excluding micro-credit) is a minimum of 10% of total proposed amount requested to MJF.
- Strong and effective linkage with different networks and alliances at local and national levels including the private sector, research organisations etc.
- A skilled and experienced professional finance and programme team.
- Transparent, effective/functional and representative governing board/ Executive Committee.
- The capacity to monitor finance systems within organisation like an internal audit team.
- Maintain fraud and risk mitigation process.
- The recognised software-based accounting system approved financial manual with visible compliance, operational guidelines and salary matrix.

### **2.5 Geographic Locations**

The project has been proposed in specific geographical locations determined by poverty rankings. Each organisation is suggested to select suitable working areas from the list provided below. Each organisation is expected to propose working in two to four unions under an upazila and a district in any given geographical location.

<b>Geographical location</b>	<b>District</b>	<b>Upazila</b>	<b>Proposed Union</b>
Chittagong Hill Tracts	Rangamati	Rangamati Sadar	<ul style="list-style-type: none"> <li>▪ Banduk Bhanga</li> <li>▪ Balukhali</li> <li>▪ Magban</li> </ul>
		Belaichhari	<ul style="list-style-type: none"> <li>▪ Belai Chhari</li> <li>▪ Farua,</li> <li>▪ Kangra Chhari</li> </ul>
		Juraichhari	<ul style="list-style-type: none"> <li>▪ Banjugi Chhara</li> <li>▪ Dumdumya</li> <li>▪ Jurai Chhari Sadar</li> <li>▪ Maidang</li> </ul>
	Bandarban	Bandarban Sadar	<ul style="list-style-type: none"> <li>▪ Rajvila</li> <li>▪ Tankabati</li> </ul>
		Lama	<ul style="list-style-type: none"> <li>▪ Gajalia</li> <li>▪ Lama</li> <li>▪ Sarai</li> <li>▪ Faitong</li> </ul>
		Thanchi	<ul style="list-style-type: none"> <li>▪ Bali Para</li> <li>▪ Remakri</li> <li>▪ Thanchi</li> </ul>

			▪ Tindu
	Khagrachari	Lakshmichhari	▪ Barmachhari ▪ Dulyatali ▪ Laxmichhari
		Guimara	▪ Sindukchhari ▪ Hafchari ▪ Guimara Sadar

## 2.6 Duration of the Project

The project is expected to start from **July 01 2023** (subject to the approval), and plan to achieve the targeted outcomes by **September 30, 2026**.

## 2.7 Major Programmatic Issues to be considered

Applicants are encouraged to integrate diverse marginalized populations, e.g., extremely poor people (extremely poor people - farmers, day labourers, gardeners, bamboo artisans, weavers, small businessmen, and wood collectors are common low-income occupations for landless and landholders, persons with disabilities, female-headed households, vulnerable women, pregnant and nursing mothers, youth populations, etc.

The project will reduce the risk of life and improve the livelihoods of vulnerable community people, including women and girls, in the targeted working areas of CHT three districts. Primary groups, especially women and girls' participation and gender dimension in the entire process of project development and implementation, such as problem identification, project designing, implementation, monitoring and evaluation, should be considered.

## 2.8 Cross Cutting Issues

MJF's programmes integrate gender and disability themes across all initiatives, with a particular focus on promoting economic empowerment for women. At the grassroots level, beneficiary groups strive to include vulnerable women, girls, and persons with disabilities in their projects, provided they are within proximity.

## Chapter 3: Application and Approval Procedures

### 3.1 Requirements for Submitting Application

- The Project Proposal (PP) must address the program areas specified in the call and focus on one Upazila within a single district. However, applicants are welcome to mention any additional Upazilas within the same district where they intend to implement the project, subject to MJF's consent. Please refer to the geographical location table for further details.
- Applicants interested in applying for MJF's grant must meet all requirements of the eligibility criteria stated above.
- The organisation's profile should include details and documents related to governance, institutional capacity, and experience in managing donor funds, as per the given format.
- Applicants must submit their PP and organisation profile and soft copies of their last two years' audit reports.

### 3.2 Project Proposal Submission

**The Potential applicant must submit the PP and organisation's profile online only.** The online submission link is available in the website of Manusher Jonno Foundation: [www.manusherjonno.org](http://www.manusherjonno.org)

- All PPs will be assessed by a qualified team of MJF staff members. This is a competitive process and strict confidentiality and neutrality will be maintained.
- Any attempt to persuasion regarding proposal development and approval will be treated as disqualification.

**Submission of a full proposal does not assure awarding of a grant; applicants are requested not to commit to their community during the application and approval process. It is anticipated that MJF will receive a large number of proposals. Only the best proposals will be successful for funding through a competitive programmatic and financial assessment.**

#### **Issues to be considered during proposal development:**

- The project goal, outcomes (exit from extreme poverty) and outputs should be specific, measurable, attainable, realistic and time-bound (SMART). Maximum cost-effectiveness and logical sequence of value for money are essential factors for proposal. Exit/sustainability strategy should be included in the proposal.
- All the related documents are prerequisites for online submission. **Submission within the deadline will only be accepted.**

### 3.3 Process for Approving Proposals

- MJF Appraisal team (both programme and finance) review proposals by using standard assessment tools. Appraisal team will visit short-listed organisations to validate the PP and organisation profile information. They will also assess organization's credibility and capability, governance, programme and financial management system and recommend to Project Steering Committee.
- Successful or unsuccessful applicants will be notified within two month of final selection.
- Successful applicants will engage in detailed budget negotiations with the MJF team, which includes both program and finance personnel.

**\* Please see Annex-3 (the flow chart of approval procedure)**

## Chapter 4: Financial Management and Budget

### 4.1 Financial Management and Control Effectiveness:

Applicants are required to have a transparent and effective financial management system. The applicant organisation is requested to describe the following in the project proposal:

- Responsibility of the Executive Committee or Governing Board members to ensure transparent financial policy decision.
- Role of senior management to ensure effective and transparent financial management.
- Educational background, experience and expertise of relevant staff members.
- Systems (including procurement) and practices are in place to ensure appropriate grants management.
- Financial reporting system of the organisation. Please mention if your organisation uses any accounting software.
- Provide a list of approved policies and guidelines of the organisation and describe its compliance level.
- External and internal audit system of the applicant.
- Asset and inventory management system describing organisational policy, procedure and practices:
  - To maintain an inventory of all assets.
  - To ensure that a physical check of all assets takes place and mention the intervals of physical checking of assets.
  - To hold accountability for the appropriate use and control of the project inventory items.
  - To manage the risk of project assets being lost, stolen, damaged or destroyed.
  - Disposal of assets.
- Mention what policy the organisation maintains to address financial irregularities.
- Please mention the financial risk mitigation process.
- Organisational mechanisms ensure that neither the organisation nor any individual employee shall engage in any personal or professional activity that conflict with any of their obligations in relation to the proposed project.

### 4.2 Budget

The budget should be realistic and reasonable in providing the best possible estimates of costs and expenses for implementing the project and achieving expected results.

The applicant is requested to submit the proposed project budget in the given format following the budget guideline (available in attachment section).

All direct cost segregating into the 'Administrative budget' and 'Programmatic budget' should be clearly specified. When completing the budget, incorporate each eligible cost to be funded by MJF.

Successful applicant's budget will be negotiated and fixed before signing the grant agreement.

The following costs are not eligible to incorporate in the project budget:

- Costs associated with physical infrastructure.
- Commercial insurance premium to cover loss, steal, damage or destruction of assets.
- Insurance premium intended to cover medical expenses, injury or disablement and death.
- International travel.
- Interest payments or service charge payments for finance leases.
- Payment for any compensation.
- To replace or refund any fund lost to theft or other misuse.

## Annex-1: Logical Framework Matrix (Example)

The applicant organisation will include a logical framework following below table

<b>Narrative summary</b>	<b>Objectively verifiable indicators</b>	<b>Means of verification</b>	<b>Assumption</b>
Goal: (The long term impact of the project )	<b>Not applicable</b>	<b>Not applicable</b>	<b>Not applicable</b>
Outcome: (Direct result of project outputs)	Variables for measuring changes over time	The means of measuring achievement.	Key conditions and assumptions that need to be met if the project is to contribute to the goal; and risk that could hinder or prevent the purpose from being achieved
Output: (Results that the project will deliver)	The specific end results the project will deliver (Indicator of quality, quantity and time)	The means of measuring the output indicators	Key conditions and assumptions that need to be met for the purpose to be achieved; and the risks that could hinder or prevent the outputs from being achieved.
Activities: (Tasks of the project will carry out to produce outputs)		Sources of information/data will be used to assess the indicators	Key conditions and assumptions that need to be met for the activities to produce the outputs; and the risks that could hinder or prevent the activities being carried out.

## Annex-2: Project Proposal Template

### Section-I

#### Project Summary:

<b>Project Title:</b> Partnership for Resilient Livelihoods in CHT Region (PRLC)	
<b>Total budget of the project (BDT):</b>	
<b>Major Activities of Project: (1-5 Max)</b>	

### Section-II

#### Executive Summary:

Executive summary will provide a brief overall picture of the proposed project and may include the following:

- Context and Rationale [200 words maximum]
- Goal
- Outcomes [300 words maximum]
- Output and Major Activities [300 words maximum]
- Direct and Indirect Beneficiaries
- Major Stakeholders
- Total Budget

### Section-III

#### Project Description:

1. Background, rationale, and problem analysis include key issues and challenges faced by CHT people in securing and sustaining livelihoods, taking into account regional and national statistics, and also mention how poverty issues are associated with this region. In this context, it is essential to provide a gender analysis that examines the various situations, roles, and needs of individuals in different categories, such as the extremely poor, women, men, persons with disabilities, girls, boys, and transgender individuals. Additionally, strategies and approaches to exiting extreme poverty must take into account the unique challenges faced by each group.
2. Relevant experience (maximum five): Relevant experience in implementing projects that focus on livelihoods, nutrition, and social security with the goal of reducing poverty. Please follow the sequence title of project, duration, budget, donor/funding authority, working area, number of staff involved directly, number of direct and indirect beneficiaries covered, major activities and achievements.
3. **Project Brief:**  
Please mention output and activities considering given outcomes.

Outcome	Output	Activities (Please add rows as needed)
Outcome 1: Sustained livelihoods and income generation amongst the target households in the CHT districts		

<b>Outcome 2: Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region.</b>		
<b>Outcome 3: Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in the CHT districts</b>		

**4. Description of each major activities under each output:**

Explain the rationale behind each activities

**5. Project Strategies:**

Detail the project strategies to address the identified challenges and achieve the outcomes.

**6. Gender Equality and Social Inclusion**

- Project approach should specify how it will address the gender equalities based on needs and strategic interests
- Identification of gender dimension in proposed project, type of benefits women receives from this project

**7. Linkages with relevant national and international instruments including specific goals and targets of SDGs and 8<sup>th</sup> Five Year Plan**

**8. Stakeholders involvement with the project (Please write relevant your proposed project)**

SL	Targeted Stakeholders	Female	Male

**9. Affiliation with other networks/alliances/platforms**

SL	Name of the networks/alliances/platforms	Types of representation	Duration





10. **Geographic locations with direct beneficiaries:**

[illegible]

**Note:**

The proposed project aims to provide coverage to beneficiaries while maintaining a gender ratio of 67% females and 30% males. The beneficiaries include female-headed households, vulnerable women, pregnant and nursing mothers, adolescent boys and girls for the health and nutrition component, as well as youth. Additionally, the project will consider transgender based on availability (0.5%) and persons with disabilities (2%).

## Section-IV

### Project Management:

### 1. Staff Management:

- a. Organogram of the project staff and describe management and implementation arrangements [pdf format]
- b. Project office location [regional/district/field]
- c. Brief description of the project key staff

**At Least 30-50% OF THE STAFF MUST BE WOMEN, THIS IS MANDATORY FOR MJF FUNDING**

## 2. Monitoring, evaluation, accountability, and learning (MEAL):

- Monitoring system of the project (Describe the monitoring process including frequency and responsibility)
- Data validation process of the project (describe the process including frequency, responsibility and stakeholders' responsibilities)
- Follow-up mechanism of supervision/monitoring
- Reporting system of project (programmatic and financial reporting including interval, type and responsible person for reporting)

### 3. Exit Strategy and Sustainability plan:

Describe result sustainability how sustainably the project will gradually phase out. (Maximum 500 words; Key Issues: understanding, methodology, approaches, criteria, strategy from program and finance, activities, timeframe, challenges and way forwards.)

#### 4. Analysis of Risks and Mitigation plan:

(Possible risks that can hinder expected results of the project. Mention the mitigation plan to overcome these risks)

[illegible]

## 5. Project Work plan

(Describe what activities will be carried out in what time frame)

### Gantt chart (sample)

SI	Name of Activity	Total unit	Q*1	Q2	Q3	...	...	Q13

## Section-V

### Financial Management

**Financial Management and Control Effectiveness** including the followings:

- Role of Executive Committee and senior staff member in financial management.
- Approved list of policies and guidelines.
- Procurement procedure followed by organisations.
- Asset and inventory management system.
- Internal audit and review system of financial data
- Financial risk mitigation process.
- Policy to address financial irregularities.
- Financial reporting system and accounting software if any.
- Educational background and experience of finance team members.

The following documents need to be uploaded along with application:

- Board approved audited financial statements (scan copy) for the last 2 years (Only PDF file is accepted)
- Most recent annual report
- Organisation budget for the current year (forecast)
- Financial and Operational Policies of your organisation
- Organisational development plan (if you have one)
- Scanned copy of anti-corruption declaration

### Declaration:

We solemnly declare that the information and documents provided in the project proposal are completely true and authentic to the best of our knowledge. If needed, we can place the original documents and papers for further verification.

## Section-VI

**Please attach/ensure below annexures with the application:**

### Annex

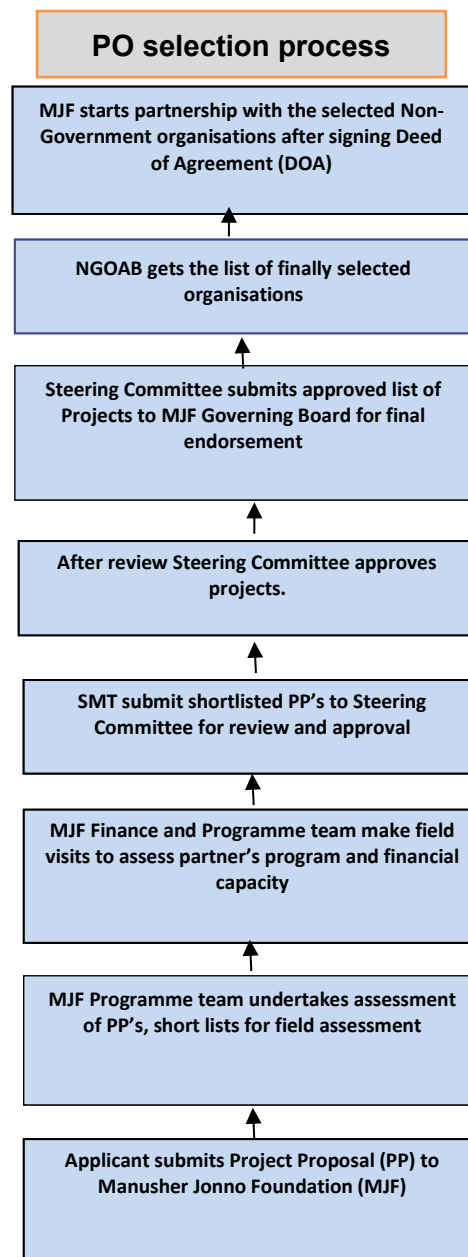
Please provide these as annex with project proposal:

Annex-1: Logical Framework Matrix

Annex-2: Job specification of the project personnel who are involved in management of the project

Annex-3: Project Budget

### Annex-3: MJF Proposal Assessment Process





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