

RFA Appendix 2 PROGRAM DESCRIPTION TEMPLATE

Program Description (max 10 pages): The Applicant's Program Description should include the following:

1. **Executive Summary (1 page or less):** The executive summary should provide an overview of key features of the proposed activities, including the Applicant's approach to and prior relevant experience implementing similar scopes of work. The Applicant should also describe how the organization is capable of delivering the proposed activities.
2. **Technical Description (2 pages or less):** Incorporating the Program Objectives and Activities (Section I), please respond to the following items:
 1. Description of program objective(s):
 2. Strategy and approach including: target beneficiaries, stakeholder involvement, dissemination of results, etc.
 3. Overview of specific activities and how they contribute to the program objectives.
 4. Description of verifiable results.
3. **Implementation Plan (2 pages or less):** This section will identify the tasks over the implementation duration. The Applicant should provide details on the various tasks, from the time the award is issued to the point of reporting results to M-RITE. The Applicant will detail key assumptions and/or constraints in meeting the objective of the project, as well as any strategies to address or mitigate them. Details should include in table form the due date and project lead responsible for each task.
4. **Monitoring & Evaluation (2 pages or less):** Describe plan to monitor and evaluate activities.
5. **Staffing (1 page or less):** Describe overall staffing and management, including staffing plan and organizational chart for the organization to complete the scope of work. Please also include CVs of key personnel.
6. **Organizational Experience and Capability (1 page or less):** In this section, applicants should describe their existing organizational structure, identify their strengths, and articulate their commitment to working with M-RITE: Applicant should provide information speaking to the following:
 1. General organizational background information:

2. Institutional strengths of the applicant and experience to receive and utilize funds from international organizations:
3. Previous or ongoing experience implementing similar activities.