**** **Application Template - GOAL-SD Programme Partnership**

**Cover Letter**

To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Programme Manager

The British Council

Pakistan

Subject**: EOI for GOAL -SD Programme, Region(s), and District(s)**

Dear Sir,

1. The undersigned, being duly authorized to represent and act on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby applies to be considered for the project cited above and encloses one original of EOI application forms along with all the required documents, and declares & agrees the following:

(a) I have examined and have no reservation to the EOI document.

(b) I understand that the British Council may cancel the EOI process at any time and that The British Council is not bound either to accept any application that it may receive or to invite the considered applicants for further in-depth assessment and contacts for this EOI, without incurring any liability to the applicants.

(c) Proposals against this EOI by shortlisted applicants will be subject to verification of all information submitted along with the EOI.

(d) The British Council reserves the right to amend the scope and value of any partnership under this project in consultation with the applicant.

(e) The applicant and any of its senior management including BOD are not blacklisted by government or any donor agency or financial institution.

1. The British Council and its authorized representative(s) may contact the following person(s) for further information, if needed:

Person(s) to be contacted: Email Id: Telephone No:

1. The undersigned declares that the statements and the information provided in the attached EOI document(s) are complete, true and correct in every aspect.

Signed:

Name:

Designation:

Date:

**The British Council**

**GOAL-SD Programme**

**Partnership Application Form**

**EOI # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Only for office use)*

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| **Section 1: Basic Information of Applicant** | |
| Name of Applicant/Organization: |  |
| Registered Office Address: |  |
| Year of Establishment: |  |
| Legal Status: |  |
| Registration Details (Type of registering authority, number, year): |  |
| Registration with EAD (Yes/No) if yes mentions its number and certificate |  |
| Website Address: |  |
| Mission/Purpose: |  |
| NTN and STRN Number |  |
| Key Donors Details: |  |

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| --- | --- |
| **Section 2: Summary of Proposed Project** | |
| Proposed Project Title: | Girls and Out of School Children: Action for Learning (GOAL) Service Delivery/Khilo aur Barho |
| Proposed Project Province(s): |  |
| Proposed Project District(s)  *Max of 2 (propose those districts where applicant has strong presence and track)* |  |

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| **Section 3: Description of the Project** *(Maximum 3 Pages)* |
| **Background:** |
| Overall education landscape of proposed areas in relation to CFEI |
| **Partnership Scope:** |
| Insert a concise summary of the partnership’s main objectives, what it seeks to provide and the problems it aims to address. |
| **Intended activities per sector:** |
| Taking into consideration GOAL -SD expected results as specified in the TORs, provide a brief description of the activities per sector. Outline the methodology and approach to be used to address the need and to achieve the expected results for forcibly displaced and stateless persons. Describe how the methodology and approach links to the project background in the CFEI. |
| **Population coverage for the partnership:** |
| Selection criteria, approach and number of target children and associated individuals in relation to intended activities |
| **Selection criteria** |
| Please refer to the weighted selection criteria as outlined in the call for expression of interest. |
| **Sector expertise and experience (selection criteria)** |
| Provide a brief description of how the organization has the required skills, proven performance, knowledge, material and human resources for the sectors of the partnership.  Outline the organization’s distinctive technical capacity and strengths, including past experiences, to deliver the desired outcomes of this partnership. Include a description of areas of improvement for which the organization may require support. |
| **Project management (selection criteria)** |
| **Project Management**  Provide a brief description of how the organization has the required skills, proven performance, knowledge, material and human resources for the sectors of the partnership to effectively deliver project objectives with robust management systems/processes, and meet the expectations of all stakeholders, as well as provide accountability mechanisms and sound financial management. where applicable. Clear segregation of duties policy, as well as the integration of risk management; adequate control over assets and inventory (if applicable). Outline the organization’s distinctive technical capacity and strengths, including past experiences, implementation approach (intended activities and targets in relation to expected results as well.), values additions to deliver the desired outcomes of this partnership including desired project management structure for this **CFEI**. Strategy to mainstreaming measures to integrate environmental sustainability within proposed activities. Include a description of areas of improvement for which the organization may require support.  What measures are embedded in the program to ensure sustainability and how sustainability impact and success can be measured? What innovative approacheshas been used to enhance sustainability within the program? How cost effectiveness shall be ensured. Evidence of a methodology for allocation of shared costs to project activities. Evidence of procedures/systems that ensure maximum resources are directed to project outcomes while also ensuring that resources are also directed to activities that ensure project risks are being appropriately managed |
| **Local experience and presence (selection criteria)** |
| Provide a brief description of the organization’s local presence (active programs/offices) in KP (especially MD) and Punjab (especially south Punjab), presence and knowledge. Ongoing program in operation; local knowledge; participation in inter-agency coordination fora, engaging beneficiaries in the program cycle; trust from local communities; local presence; policy on community relations; feedback and complaint mechanisms for beneficiaries; self-organized groups; and other factors that would facilitate access to and better understanding of the persons of concern and that would reduce administrative difficulties  Evidence of the organization’s approach to meaningful engagement of beneficiaries in all phases of the programme cycle for the partnership’s activities. Outline the feedback and response systems that would be put in place for the prosed CFEI.  Ability to operate in security conditions of the Project site or country as well as existence and functionality of partner’s organizational policies, procedures and practices related to security risk management. |
| **Access / security considerations (selection criteria)** |
| Provide a brief description of the organization’s policies, procedures and practices related to security risk management and how they will be applied to the security conditions of the partnership location(s). |
| **Expectations** |
| Provide a brief description of the organization’s expectations of British Council for the successful implementation of this partnership |
| **Other** |
| Any other information the organization would like to provide to British Council. |

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| **Section 4: Declaration from Applicant:** | | | | |
| By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct. | | | | |
| Submitted by (*Name and Title*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | **Section 5: Checklist of Documents Required** | | |
| **Sr no** | **Particulars** | **Attached**  (Y/N) | **Note**  (Reason for non-submission) |
| 1 | Registration.  *(Documents defining the legal status of the NGO, Extensions, renewals etc.)* |  |  |
| 2 | Resolution of Governing Body to apply for Partnership.  *(Must include: Contact Person, Person authorized to sign documents on behalf of applicant; and the applicant’s willingness to comply to The British Council requirements related to Partnership management, financial management and audit)* |  |  |
| 3 | Governing Document.  *(Charter/Bylaws/Memorandum & Articles of Association etc.)* |  |  |
| 4 | List of Governing Body Members Names. |  |  |
| 5 | List of Top Management along with CNICs Copies. |  |  |
| 6 | Organization all Standard Operating Policies or Manuals |  |  |
| 7 | Donor References.  *(Minimum 2 Recent Donors)* |  |  |
| 8 | Latest Audit Reports with Management Letter.  *(Minimum Three Years) where applicable* |  |  |
| 9 | NTN and STRN Certificate. |  |  |
| 10 | Certified Bank Statement.  *(Last six months)* |  |  |
| 11 | Three references Letter including complete contact information: (*Existing or previous donors*)  Name:  Contact Number:  Email ID |  |  |
| 12 | Previous Funding from national / International Donors: (Y/N) *-* (*If Yes provide details of current funding from 3 Donors)* on organization letter head reflecting Project Title, Location, Total Cost, Donor, duration and Target Reach |  |  |
| 13 | Bank Details:  Account Title:  IBAN Number:  Bank Name:  Branch Address:  Branch Code:  Phone #  Fax #  Name(s) of Authorized Signatories: |  |  |

**Note:**

* **This funding will be subject to all British Council rules and regulations.**
* **All British Council branding and marketing regulations will apply.**
* **The British Council reserves the right to accept/reject any or none of the applications submitted.**
* **Incomplete / late applications will not be considered.**
* **Only shortlisted applicants will be contacted after the submission deadline.**