**Cover Letter**

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

The Programme Manager

The British Council

Pakistan

Subject**: EOI for Pakistan Youth Leadership Initiative 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 aspects.

Signed:

Name:

Designation:

Date:

**The British Council**

**Pakistan Youth Leadership Initiative (PYLI) 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 |  |
| Key contact person(s) details: *(Name, Designation, CNIC Number, Contact Number office and cell, Email ID)* |  |
| Website Address: |  |
| Mission/Purpose: |  |
| NTN and STRN Number |  |
| Current sector of work: |  |
| Key Management Details: | *(kindly add the list of all key staff members including BOD i.e. Name, Designation, Contact Number, Email ID)* |
| Key Donors Details: |  |
| Previous Experience of working with youth (age 18-24)  *Please provide project name , age group and Number of years of experience* |  |
| Does your organization engage with and involve local community influential and decision makers in projects & initiatives? *(e.g. Head teachers, Teacher trainers, journalists, community and faith leaders, local government representatives)* |  |
| Demonstrated capacity in grant implementation, trainings / capacity building, community mobilization, awareness raising and advocacy (if yes, please share details) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous Funding from national / International Donors: (Y/N) *-* (*If Yes provide details of current funding from 3 Donors* ) | | | | |
| **Project Title** | **Project Implemented District** | **Total Project Cost [PKR]** | **Name of the Donor** | **Dates [From-To]** |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Section 2: Summary of Proposed Project** | |
| Proposed Project Title: | Pakistan Youth Leadership Initiative (PYLI) |
| Proposed Project Province(s): |  |
| Proposed Project District(s)  *Min of 3 and max of 5 (propose those districts where applicant has strong presence and track)* |  |

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| **Section 3: Description of the Project** *(Maximum 3 Pages)* |
| Title of Proposed Project: |
| Pakistan Youth Leadership Initiative (PYLI) |
| Objective of Proposed partnership with British Council: |
|  |
| Has your organization implemented projects on climate change / environmental protection and related themes: |
|  |
| Please share details of your organization’s experience of working on one or more of the following thematic areas:  • Tree plantation  • Water conservation  • Renewable energy  • Climate education in Schools and colleges  • Solid waste management |
|  |
| Please share your experience of community mobilization/awareness raising and campaigning |
|  |
| Please share a brief account of Organization’s work with young leaders, youth networks and highlighting the key achievements: |
|  |
| Please share a brief account of organization’s work with British Council and highlight key achievements: |
|  |
| Please share your Experience of working with educational institutions |
|  |
| Describe your criteria for selecting youth and what engagement approaches will you take to sustain the young leaders over the project timelines. |
|  |
| Anticipated duration of proposed project: |
| |  |  | | --- | --- | | Overall length (total number of months) | 24 Months | | Start and end date (month and year) | 2025-2026 | |
| Proposed Location(s) of the Project District for which you interested: |
| |  |  |  | | --- | --- | --- | | # | **District** | **Province** | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | |
| Organization’s values and principles are clearly established through policies on gender equality, equal opportunity and inclusion, child and adult safeguarding, HR (List all your organizational values and principles) |
|  |
| Are Organizational systems clearly established (financial management, compliance, control checks, human resource management, monitoring and evaluation, procurement)- List all relevant policies/ units/ teams in place within your organization. |
|  |
| Please explain your current Monitoring and Evaluation Systems? |
|  |
| Explain your current Finance, HR System and policies briefly and how they will be applied to this project? |
|  |
| Attach an organization chart, audited financial statements with management letter for two years. |
|  |
| Mention and provide complete details of similar projects: (*Project Location, Objective, Value and Present Status*) please share any of the following available as annex:  Project Completion Report  Internal Evaluation Report  External Evaluation Report |
|  |
| Three references including complete contact information: (*Existing or previous donors*) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Contact Person** | **Designation** | **Name of Donor** | **Email** | **Contact Number** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

**Section 3: Bank Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account Title: |  | | | IBAN Number: |  |
| Bank Name: |  | | | Branch Address: |  |
| Branch Code: |  | Phone # |  | Fax # |  |
| Name(s) of Authorized Signatories: | | | | | |

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| **Section 4: Any Other Information** |
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| **Section 5: 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.**

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| **Section 6: Checklist of Documents Required** | | |
| **Particulars** | **Attached**  (Y/N) | **Note**  (Reason for non-submission) |
| Registration.  *(Documents defining the legal status of the NGO, Extensions, renewals etc.)* |  |  |
| 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)* |  |  |
| Governing Document.  *(Charter/Bylaws/Memorandum & Articles of Association etc.)* |  |  |
| List of Governing Body Members Names. |  |  |
| List of Top Management along with CNICs Copies. |  |  |
| Organization all Standard Operating Policies or Manuals |  |  |
| Donor References.  *(Minimum 2 Recent Donors)* |  |  |
| Latest Audit Reports with Management Letter.  *(Minimum Three Years) where applicable* |  |  |
| NTN and STRN Certificate. |  |  |
| Certified Bank Statement.  *(Last six months)* |  |  |