**Annex A – Narrative Proposal**

**Call for Grant Application – National Women’s Consultation on PVE**

**International Organization for Migration**

* **Eligible organizations:** Iraqi Non-Governmental Organizations
* **Locations:** Iraq (whole country)
* **Budget:** Up to a maximum of 145,000 USD
* **Implementation Period:** 15 July 2023 – 15 April 2024 (9 months)
* **Deadline for submission of questions:** 5pm Baghdad time 27 May 2023 (answers to questions will be circulated to all applicants)
* **Deadline for submission of applications:** 5pm Baghdad time 10 June 2023

|  |
| --- |
| Requests for clarification or additional information must be submitted in writing to [pcrosby@iom.int](mailto:pcrosby@iom.int) (copy: [aliahmed@iom.int](mailto:aliahmed@iom.int)) before 5pm 27 May 2023. IOM will compile all questions and respond to all organizations shortly after. To ensure transparency, IOM will not engage in bilateral discussions with organizations during the application period.  Completed applications must be submitted by email to [IRAQTENDERS@iom.int](mailto:IRAQTENDERS@iom.int) under the title “National Women’s Consultation – Proposal - \*Name of Organization\*” (CC: [pcrosby@iom.int](mailto:pcrosby@iom.int) and [aliahmed@iom.int](mailto:aliahmed@iom.int)) before 5pm 10 June 2023. Applications must be completed in English. A completed application must include:   1. One-page cover letter, signed and stamped 2. Annex A – Narrative Proposal 3. Annex B – Financial Proposal 4. Copy of organizational registration   **PLEASE NOTE THAT SUBMITTING AN APPLICATION DOES NOT GUARANTEE FUNDING** |

**Project and Applicant Summary**

|  |  |
| --- | --- |
| Organization Name |  |
| Point of Contact Name |  |
| Point of Contact Email |  |
| Point of Contact Phone Number |  |

**Organizational Profile**

|  |  |
| --- | --- |
| Mission Statement | *150 words maximum* |
| Specialized area of work |  |
| Type of Organization (Legal Status) | *NGO, CBO, Other* |
| When was the Organization Founded? | *YYYY/MM* |
| When was the organization legally registered (if different from above)? | *YYYY/MM* |
| How many employees do you have (disaggregated by gender)? |  |
| Describe the management structure in your organization. What roles do men, women, and youth have within the management structure? How do you provide equal opportunities/responsibilities for all employees? | *200 words maximum* |
| List the number and positions of women in senior management roles. |  |
| Can you pre-finance 30% of the requested amount for the project activities? |  |

**Relevant Experience**

|  |  |
| --- | --- |
| **Past performance example 1** | |
| Name of project: |  |
| Year/s of implementation: |  |
| Donor: |  |
| Geographical coverage: |  |
| Beneficiaries: |  |
| Summary (focusing on impact and results): |  |
| **Past performance example 2** | |
| Name of project: |  |
| Year/s of implementation: |  |
| Donor: |  |
| Geographical coverage: |  |
| Beneficiaries: |  |
| Summary (focusing on impact and results): |  |
| **Past performance example 3** | |
| Name of project: |  |
| Year/s of implementation: |  |
| Donor: |  |
| Geographical coverage: |  |
| Beneficiaries: |  |
| Summary (focusing on impact and results): |  |

**Application Questions**

1. **Executive Summary:** Provide a brief overview of the proposed project, including the context and the need, and the objective of the project. Also, describe how the project’s activities will achieve the key outputs, and how outputs are likely to influence the achievement of the project’s outcomes.

*Maximum 250 words.*

1. **Rationale:** Justify the project being proposed by describing its rationale. What is the problem, for whom is it a problem and why is it significant? Why is the problem the right one to address? How is the project linked to broader national, regional, and/or global initiatives?

*Maximum 350 words.*

1. **Project Description:** Articulate how and why a set of intended results and activities will bring about the changes the project seeks to achieve. What is the intended change brought about by the project? What are the assumptions and hypotheses underlying the casual relationships between activities, outputs and outcomes? Who are the stakeholders?

*Maximum 500 words.*

1. **Monitoring and Evaluation:** Describe how you will measure the outcomes and impact of the project. Describe how data for the project indicators will be collected, what data collection tools will be used, and how often data will be collected and analyzed. Indicate the timing and purpose of the evaluation, its intended use and the evaluation criteria to be used. Briefly describe the expected methodology to be employed in realizing the evaluation purpose.

*Maximum 350 words.*

**Work Plan**

| *Activity* | *Responsible Party* | *Time Frame* | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| *Month 1* | *Month 2* | *Month 3* | *Month 4* | *Month 5* |
|  |  |  |  |  |  |  |

**Risk Assessment Plan**

| *Risk Description* | *Likelihood of the risk occurring* | *Impact if the risk occurs* | *Mitigating Action* |
| --- | --- | --- | --- |
|  | Low, medium, high | Low, medium, high |  |
|  | Low, medium, high | Low, medium, high |  |
|  | Low, medium, high | Low, medium, high |  |

**Results Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Indicators*** | ***Data Source and Collection Method*** | ***Baseline*** | ***Target*** | ***Assumptions*** |
| ***Objective:***  The most significant, realistic goal to which the project can contribute. It seeks to align to a broader, longer-term strategy, whether internal or external. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes. Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result. Disaggregated by key characteristics (age, sex), wherever relevant. |  |
| ***Outcome 1:***  The intended changes in institutional performance, individual or group behaviour or attitudes, or the political, economic, or social position of the beneficiaries. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes. Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result. Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions necessary for the outcomes to contribute to the achievement of the objective. |
| ***Output 1.1:***  The intended changes in the skills or abilities of the beneficiaries, or the availability of new products or services as a result of project activities. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes. Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result. Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions necessary for the outputs to deliver the outcomes. |
| ***Activities that lead to Output 1.1:***  The coordination, technical assistance, training, production, delivery, transportation, and other tasks that are organized and executed under the project. | | | | | Assumptions necessary for the activities to deliver the outputs. |
| ***Output 1.2:***  The intended changes in the skills or abilities of the beneficiaries, or the availability of new products or services as a result of project activities. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes. Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result. Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions necessary for the outputs to deliver the outcomes. |
| ***Activities that lead to Output 1.2:***  The coordination, technical assistance, training, production, delivery, transportation, and other tasks that are organized and executed under the project. | | | | | Assumptions necessary for the activities to deliver the outputs. |