**DIGITAL JOB MATCHING PLATFORM APPLICATION OUTLINE (MAX 20 PAGES)**

**SECTION I: PROJECT INFORMATION & EXECUTIVE SUMMARY**

Please input complete responses for each section of the table below

|  |  |
| --- | --- |
| 1. Call for Application Ref # |  |
| 1. **Project title(Call for Application Title):** |  |
| 1. **Name of applicant organization:** |  |
| 1. **Signatory/organization representative position:** |  |
| 1. **Contact information for the applicant organization and the signatory** | Address: Phone: Email: Fax: |
| 1. **Project duration:** |  |
| 1. **Address:** |  |
| 1. **Please provide a brief summary of your project in 300 words or less in this box:** | |

**SECTION II: PROJECT DESCRIPTION**

**1. Situational Assessment**

Clearly state the problem(s) you are seeking to address. Describe the population with which you propose to work and the local issues and conditions in your project area. Background information must focus only on the specific environment relevant to your project area and the identified problem(s). This information may include cultural, demographic, gender and socio-economic factors related to the development, delivery and sustainability of your project. Your situational assessment should be supported by recent data, literature and other verifiable information.

**2. Solution and Technical Approach**

Based on the information you provided in the situational assessment and your description of the problem you are seeking to address, clearly state your proposed solution(s). Please provide a clear rationale for the solution(s) based on your situational assessment. Provide a clear and detailed narrative of your project objective(s) and the activities you are proposing to undertake to accomplish your objective(s). This information should be directly related to your Work Plan**.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key partners  - | Key Activities | Value Propositions | | Customer Relationships | | Customer Segments |
|  | | | Channel | |  |
| Key Resources |
| Cost Structure: | | | Financial sustainability (Revenue Streams) | | | |
| Impact | | | | | | |

**SECTION III: PROJECT CONFORMITY TO THE AWARD**

**1. Sustainability**

Please describe how you plan to ensure that your activities continue at a high-quality level beyond the period of funding.

**2. Capacity Building**

Please describe how your proposed activities will improve the overall ability of your organization to implement the proposed project.

**SECTION IV. INSTITUTIONAL CAPABILITIES AND PAST PERFORMANCE**

**1. Organizational Capacity**

Please describe the resources (human, technical, financial) available to your organization to be able to successfully implement the project within the proposed timeframe and cost.

**2. Previous Experience in the Proposed Area**

Please provide a detailed but concise description of your previous or ongoing experience implementing similar activities. If you have been a prior awardee, provide a description of the project, major accomplishments and project implementation dates.

**SECTION V. MANAGEMENT AND STAFFING**

Please describe how the proposed project will be effectively managed. Specifically, identify the key personnel and provide the following information for each key personnel position:

* Key qualifications of the proposed individual
* Roles and responsibilities for each position
* Reporting and lines of authority for each position. An organizational chart may be included to illustrate this information. If relevant to your project, describe the relationship between Headquarters offices and country or field offices.
* Amount of time that the personnel will be dedicating to this project

**SECTION VI. WORK PLAN**

Provide an outline of your project objectives, activities and an estimated timeline for implementation. Each activity should relate directly to your program objective(s). All objectives and activities in the Work Plan must match the objectives and activities you have described in Section II of this application. The Work Plan must also include your proposed project results.

**SECTION VII. EXPECTED RESULT**

General description of who will benefit from the proposed program and the proposed impact on them. Describe how the activities will change the environment or people. Please describe how the Innovation Fund will benefit people. Estimate the number of beneficiaries and gender.

* Total number of beneficiaries in the target group and describe if they are youths (15-29), and women, etc in.
* Composition of men and women as percentage.
* When will benefits be realized for the target group?
* Degree to which the proposal leverages significant private sector financial/in-kind resources

**SECTION VIII.** PROJECT MONITORING AND EVALUATION

**1. Narrative**

Provide a brief narrative describing the method (s) of data collection and storage that will be utilized for the project. Describe how you will review data and monitor results to determine whether desired results are being achieved and whether implementation is on track.

**2. Monitoring and Evaluation Table**

Please note that your project should contribute to and track a wide range of standard for LIWAY indicators. If additional indicators merit inclusion, please provide a compelling rationale.

**Attachments (maximum 10 pages),** to include:

(If they are not available, please provide the equivalent information)

* Company profile (if available)
* Copy of valid country-specific registration documents.
* Copy of tax registeration.
* Copy of financial repots for the last two years, including any audit report(if available)
* Detailed budget, as shown in Annex-1
* Any other supporting document(s) as requested in the request for application.

**I HEREBY CERTIFY THAT THE INFORMATION PRESENTED IN THE PROPOSAL IS ACCURATE AND COMPLETE.**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX 1- BUDGET

Please use the Full Application Budget Template provided in in this document to submit your budget. Please provide all cost information in ETB and It must include any and all expenses related to the proposed program activity.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Investment type** | **Unit** | **No** | **Unit Cost** | **Total Cost** | **LIWAY** | **Partner** | | **Total Cost/ETB** |
| **In Cash** | **In kind** |  |
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