



## **TECHNICAL PROPOSAL FORMAT.**

The entire Technical proposal should be no more than 12 pages, font 12 Times Roman single space and justified. The main components of the Technical Proposal are:

### **COVER PAGE**

1. Title of the Proposal.
2. Proposed Location of the Project (Ward, Constituency, Sub County and County).
3. Level of Support (County, Constituency)
4. Priority intervention area to be covered

### **EXECUTIVE SUMMARY PAGE** (Should not exceed one page)

This should provide a brief summary of the proposal.

### **INTRODUCTION AND BACKGROUND** (Maximum 1 page)

This section should give detailed information on the proposing organization and its activities, relevant previous and current activities. It should also cover the management capacity, human resource capacity, organizational structure as well as the collaborators and networks indicating the activities they supported.

### **OVERVIEW OF THE PROGRAMME** (Maximum 1 page)

Provide a brief overview of the proposed programme summarizing the programmatic focus of the request, describing how it aims to impact on HIV incidence as per prioritized counties provided in the call for proposal.

### **APPROACH AND METHODOLOGY** (maximum 4 pages):

This section should describe methodology and approach to be applied in the geographical area, target population and /or project beneficiaries, procedures and

strategies of implementation. Clearly describe the process of entry, target setting, key interventions, target tracking and targeted beneficiaries per intervention.

## **BUDGET**

This section should include a summary and detailed budget for one-year implementation of the interventions described in the Approach and Methodology section above. The budget ceiling is KSH.10 million.

## **SUMMARY OF EXPECTED RESULTS** (maximum 4 pages)

Summarize the most significant outputs and/or outcomes from the proposed programme in the Log framework. The section should also briefly discuss the plans for monitoring and evaluation explaining the elements being monitored as well as follow up of activities, outputs and indicators. It should show the allocation of responsibilities and time frame.

## **COST EFFECTIVENESS** (maximum 1 page)

Describe the cost effectiveness and value for money of the proposed interventions. The section should describe the organization financial system and internal controls.

## **ANNEXES.**

1. Detailed log frame and implementation plan for one-year
2. Detailed programme management (HR and Operational cost) budget for one-year

## **MANDATORY ATTACHMENTS**

1. Registration Certificate
2. KRA and PIN certificates for the organization
3. Audited accounts for the last 3 financial years – in the Financial proposal
4. Minutes of three (3) most recent Board meetings.
5. Three (3) Recent leadership/committees' meeting minutes.
6. Certified latest Bank Statement.
7. Recommendation letters from County Director of Health and a funding agency.
8. CVs and profiles of key staff working in the organization
9. CVs and profiles of key board executives for the organization

**NB all copies of the documents provided will be confirmed during physical onsite capacity assessment for the successful applicants**