# Feed the Future Tanzania KILIMO TIJA ACTIVITY

# subcontracting Application Form

Deadline: July 1, 2024

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| **Application Summary** |
| **Section** | **Description of Required Information** |
| Organization/Firm Name: | [name of the organization] |
| Organization/Firm Registration Number | [registration number] |
| Organization/Firm Background  | [no more than 150-200 words] |
| Clients / Beneficiaries | [identification and numbers of clients/beneficiaries] |
| Dates/Duration of Project | [enter projected start and end dates] \*Cannot extend beyond March 31st, 2027 |
| Estimated Cost: | [ ] |
| Applicant Contact Information / Office Address |
| Company/Organization President/CEO/Executive Director | Name: | Position: |
| Phone: |  |
| Email: |  |
| Address: |
| Individual Responsible for Application | Name: | Position: |
| Phone: |  |
| Email: |  |
| Address: |

**Executive Summary**

The executive summary should be a half-page(½) overview highlighting the key features of the proposed services. Briefly describe the service(s) you intend to provide (an applicant may propose to supply one or more services listed in Appendix 1, Scope of Work, in response to this opportunity).

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| [Insert text here,] |

**Technical Approach**

Description and justification of activities under each selected service(s) category

* 1. **Background**

The technical approach must provide a clear description of the proposed methodology and techniques, detailing the general strategy and explaining how this approach will achieve the outlined objectives.

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| [Insert text here, in one (1) page] |

* 1. **Activities under each service category**

Provide an overview of your plan to achieve the project’s objectives. Outline the strategies and interventions that will address the background issues and opportunities. Include details on the anticipated regions, horticultural crops, target groups or customers, and the expected timeline. Specify the interventions designed to tackle identified problems and achieve the proposed results. Additionally, explain the roles and responsibilities of your organization/company and the FTFT-Kilimo Tija Project.

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| [Insert text here, in 2 Pages or less] |

* 1. **Organizational Capacity, Management and Staffing**

Demonstrate the capabilities and technical experience of the staff and management involved in providing the described service(s) under the category you are applying for. Elaborate on the qualifications and technical expertise of the staff responsible for implementing the service(s), as well as the management structure of the implementation team. Additionally, provide evidence that your organization is capable of managing the selected service(s).

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| [Insert text here, in ½ a Page or less] |

* 1. **Cost Proposal**

Please use the accompanying Microsoft Excel budget template for your cost application. Consider resources required and costs, all of your cost must be presented in Tanzania Shillings as indicated in each of the service category (Consider the budget range for each service).

You may edit categories or add lines as necessary in the Excel file. Submissions must clearly present sufficient detail to show estimated costs for the proposed activities.

Budget Narrative

Use the text box below to add a budget narrative that describes the types of items or services that will be included in each budget item category and justifies the costs as appropriate and necessary for the successful completion of proposed activities must be included in the Application package. The budget narrative should also clearly state any cost assumptions. All proposed costs must be directly applicable to performing the work and the budgeted amounts should not exceed the market cost/value of an item or service.

Though the budget is an estimate or target, and the assumptions contained in the budget may change over the lifetime of the project, the budget must contain fairly detailed assumptions regarding rates and expected quantities/levels of effort.

The budget narrative should be of sufficient detail so that someone unfamiliar with your organization or the activity could review and adequately understand/grasp the assumptions/reasonableness and calculation method used. Additionally, the level of detail should be at a level whereby specific rates and quantities are disclosed. For example, the cost of a consultant would be the consultant’s rate multiplied by an estimated number of days, or for telephone costs, the cost may be calculated by an average cost per month multiplied by the number of months.

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| [Insert text here] |

1. **CERTIFICATION**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (authorized signatory), hereby certify that the information presented in this application and accompanying budget proposal is true and accurate as of the time of its submission. I furthermore understand that submission of incomplete or erroneous information may result in rejection of this application.**

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**Signature Date**