Sample KENYA RFA (623-11-000006)
Proposal Outline – Technical Narrative

1. **Cover Page**

   Applicant Name
   Sub-grantees
   Individual Contact/Prime Applicant (typed and signed)
   Title
   Address
   Telephone and Fax
   Authority Statement
   Disclaimer

2. **Table of Contents**

3. **Executive Summary – highlights key elements of the proposal, emphasize win themes**
   3.1. Vision
   3.2. Strategy
   3.3. Approaches for Achieving Results

No more than 1 page or less (remember you have 12 pages only)

1. Technical Approach (60 points)
(sub factors are of descending order of importance)

- Has the applicant presented cogent and feasible strategies and specific approaches that address the identified impediments and lead to the achievement of the outcomes/objectives? Do the approaches address the differing skill sets required in primary schools, secondary schools, with parents and community members, and with Ministry of Education?
- Does the application demonstrate technical leadership; creativity; innovation and soundness in its approach, while also building upon best practices within the field of HIV/AIDS prevention education for youth?
- Does the application include synergies with other programs, partners and the private sector, including a viable plan for leveraging funds and actively engaging a number of relevant partners in the planning and implementation of activities?
- Has the applicant ensured that stakeholders, especially young people, are empowered through their active participation in project planning, implementation, management and assessment?
- Does the application demonstrate an understanding of constraints/challenges to be addressed that impede the achievement of the outcomes/objectives?
- Has the applicant presented a clear exit strategy and sustainability plan?
- Does the application integrate gender in all aspects of activity development, planning implementation, monitoring and evaluation, and ensure opportunity for equitable participation in planning of and access to program benefits by both women and men?
- Has the applicant proposed an illustrative plan for the distribution of the targeted schools between primary and secondary schools, as well as the proposed informal urban settlements in which to concentrate project efforts?

4. Program Description/Technical Approach

4.1. Vision

4.2. Challenges

4.3. Approaches addressing these challenges

4.3.1. Approach

4.3.1.1. OGAC guidelines on abstinence and be faithful
4.3.1.2. Partnerships with NGOs
4.3.1.3. Gender concerns
4.3.1.4. Involving and empowering beneficiaries
4.3.1.5. Host Country Ownership and Leadership
4.3.1.6. Ensure Flexibility, creativity and innovation for rapid response
4.3.1.7. Cost effectiveness and leveraging
4.3.1.8. Institutionalizing processes and best practices
4.3.1.9. Learn from past experiences
4.3.1.10. Evidence-based programming
4.3.1.11. Stay results-focused
4.3.1.12. Coordinate closely with USAID
4.3.1.13. Adhere to programmatic priorities of USIAD HIV Prevention Education in schools
4.3.1.14. Coordination with other international development partners

4.4. Overview of Key Activities

4.4.1. Rationale for prioritizing, sequencing, and scaling up activities
4.4.2. Relationship b/t accomplishments and building capacity of local partners
4.4.3. Geographic Focus and Population Targeting
4.4.4. Selection Criteria – start with communities and schools, focus 30% of effort on urban areas

4.5. Detailed Implementation Plan

4.5.1 Students' HIV/AIDs knowledge, attitudes and practices improve through peer to peer support and mentoring

4.5.1.1 Train and utilize students to provide peer led mentoring

4.5.2 Schools equipped with the capacity to provide HIV/AIDs related knowledge, information and support through classroom instruction and extra-curricular activities

4.5.2.1 Teacher prepared to teach Life Skills and HIV/AIDs education

4.5.2.2. Extracurricular activities established to promote healthy behaviors among students and teachers

4.5.2.3 HIV/AIDS prevention, information education and communication IEC materials developed for use by both teachers and students

4.5.3 Parents and community members promote healthy living through increased school involvement

4.5.3.1 Training programs conducted and community groups established that increase the information and support provided to students

4.5.4 The Ministry of Education and new Country Education Offices equipped to implement the Ministry of Education's revised sector policy on HIV/AIDS.

4.5.4.1 Revised MOE Sector Policy on HIV/AIDS developed and disseminated with MOE and Country officials equipped to implement it

4.6. Proposed Work plan
4.6.1 Start-up activities, detail about sequencing and geographic location of activities

Key Personnel and staffing pattern (20 points)

- Chief of Party must have significant experience specific to HIV/AIDS prevention education in a developing country context, preferably sub-Saharan Africa
- Chief of Party must have prior experience as a Chief of Party, Deputy Chief of Party, or position with significant responsibility for oversight of human and financial resources, preferably for a similarly sized donor-funded project
- Does the staffing pattern reflect the minimum number of highly experienced technical staff sufficient to conduct the range of activities while ensuring that diversity has been considered?
- Has the applicant presented a plan to quickly mobilize key staff and resources on the ground

5. Overview of Project Management

5.1. Management and Administrative Arrangements (Partners – roles and responsibilities, proposed staff, lines of reporting, timing, location of engagement)
5.1.1. Efficiency of approach to ensure that project funding flows primarily to support service delivery activities
5.1.2. Office locations
5.1.3. Home office support

5.2. Staff and Staffing
5.2.1. Key Staff
5.2.1.1. Chief of Party
5.2.1.2. M & E Specialist
5.2.1.3. Finance and Administration Manager

5.3. Delegation of authority

6.0 Performance Monitoring Plan – integrate indicators

Monitoring & Evaluation (15 points)

- Does the applicant provide a clear plan for carrying out an impact evaluation to assess what works, what doesn't work, and why?[1]
- Does the applicant provide a PMP that demonstrates realism of proposed milestones, including interim targets that are linked to performance outcomes?

7.0 Organizational Capability and Past Performance

7.1. Prime Applicant Capabilities
7.2 Partners

4. Previous Experience (5 points)

- Does the applicant have demonstrated experience in implementing activities focused on HIV/AIDS prevention education for children and youth, especially in Africa?

Annexes

1. Proposed First Year Workplan
2. Organigram with relationships among the individual positions described
3. CV and Letters of Commitment – proposed key staff
4. Proposed Performance Monitoring Plan
5. Past Performance Reference