**Attachment A: Technical Narrative Template**

**Technical Narrative**

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| **Applicant’s Contact Details** | |
| **Applicant Organization Name** |  |
| **Postal address:** |  |
| **Physical address:** |  |
| **Telephone number:**  (landline and mobile) |  |
| **Contact person for this application:** (Name and Title) |  |
| **Contact person’s tel. & email:** |  |
| **Website of the Organisation:** |  |
| **Legal registration status** |  |

1. **Technical Approach**

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s) and specific objective(s), outputs and results. Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities. Explain the specific results expected, stating how the activities will improve the situation of the target groups and final beneficiaries.

* Target Audience & Geographic Area
* Goal/Objectives
* Proposed Activities
* Outputs and Results
* Process for follow-up and internal/external evaluation

1. **Duration and Indicative Implementation Timeline**

The duration of the action will be <X> months. Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

The action plan will be drawn up using the following format:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | | | | | | | | | | | | | |
| **Activity** | **Month 1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Implementing Body** |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or affiliated entity |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or affiliated entity |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Sustainability of the Activity**

Provide the information requested below:

* Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Describe the main preconditions and assumptions during and after the implementation phase.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

1. **Staffing**

* Organisational structure
* Team proposed for the implementation of the action (by function: there is no need to include the names of individuals)

1. **Applicant’s Experience**

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Cost of the action (Nigerian Naira)** | **Role in the action: Coordinator, co-applicant, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Objectives and results of the action** | |  | | | |