

## Application for Technical Assistance for Afghan NGOs and CSOs

### Section 1: Proposal

Afghanistan is facing an unprecedented humanitarian crisis, with conflict, economic decline, poverty, unemployment, and natural disasters affecting its people. NGOs and CSOs are the only sectors that provide essential services and support the employment of thousands of Afghans.

The Afghanistan Support Project (ASP) is designed to support civil society organizations and social organizations and provide capacity-building and support programs in various sectors. Under this project, the Afghan Women's Educational Center (AWEC) will provide overall technical support and networking for the implementation of women's activities.

### Section 2: Short Description of the Program

The ASP program is intended to support Afghan NGOs and CSOs through capacity-building activities for two years to be implemented by AWEC in Afghanistan.

#### The program will support the following:

- Building the capacity of grassroots-level organizations (NGOs/CSOs) to meet donor funding qualifications and requirements.
- Selected qualified organizations (NGOs/CSOs) received microgrants to sustain their operation
- The program will support several organizations and CSOs in three provinces (**Kabul, Balkh, and Herat**) The organizations will be selected based on the following eligibility criteria.

### Section 3: Eligibility Criteria

To be eligible for the ASP- project, applicants must meet the following criteria:

- Women-led or women-focused organizations officially registered with the Government of Afghanistan (Ministry of Economy or Justice).
- Adhering to the laws and regulations of Afghanistan and having no legal issues or disputes.
- Organizations are not debarred or backlisted by the donor or Afghan Government.
- Having a physical office and functioning.
- The organizations must be operating for more than two years.

### Section 4: Application and Submission Instruction

Applicants should submit the following documents:

- **Annex 1.** Application form as Annexure A

- **Annex 2.** Commitment Letter (on the organization letterhead, signed and stamped)
- **Copy of registration**
- Copy of Tazkira related to authorized signatories.
- **Organization profile**
- **Staffing detail**
- **Last 6-month report to DoEc.**
- **tax Exemptions**
- two endorsement letters from reputed national or international organizations.
- A Commitment letter (signed and stamped by the organization director showing their real interest and commitment till the end of the program).

**Application deadline:**

- For any questions or inquiries related to this RFA, please send an email to [Hashmat.awec@gmail.com](mailto:Hashmat.awec@gmail.com) later than 5<sup>th</sup> September 2024
- The deadline for submitting applications is 10<sup>th</sup> September 2024 Applications must be submitted by email to [asp.awec@gmail.com](mailto:asp.awec@gmail.com).
- Late applications: Late applications are marked as “late” and are ineligible for review or award. However, AWEC reserves the right to accept and include late applications in the review and award process when considered within the program’s best interest.
- Additional information:
  - Applicants are encouraged to submit their applications as early as possible, women-led organizations are highly encouraged to apply for this opportunity.
  - Applicants are responsible for ensuring that their applications are complete and accurate.
  - Applicants are responsible for ensuring that their applications are submitted on time.
  - Applicants are responsible for ensuring their applications are in the required format.
  - Applicants are responsible for ensuring that the required attachments accompany their applications.
  - Applicants must ensure their applications comply with all applicable laws and regulations.

**Annexure 1: Application Formation**

<b>Organization Name</b>	
<b>Acronym</b>	
<b>Registration License No.</b>	
<b>Registration Date</b>	

<b>Registrant Entity</b>	
<b>Address:</b>	

1. Cover Letter
2. Organization Background
3. Capability Statement
4. Methodology

Describe your organization's plan for one year of capacity building and implementation activities.

- i. Detail your organization on the commitment during the 1<sup>st</sup> phase of the capacity program and how your organization will ensure appropriate personnel having prior experience and education will be introduced for the capacity building program.
  - ii. Ensuring your organization's personnel capacity has been built and improved overall efficiency.
  - iii. Demonstrate your capacity in designing, planning, and implementing activities and budgets.
  - iv. Demonstrate your capacity in reporting.
5. Conclusion

### **Annexure 2: Commitment Letter**

**Date:**

**Subject:** Commitment Letter

[Your Name], as the Organization Director of [Your Organization Name], hereby commits to the following:

- My organization will fully participate in the program from start to finish.
- My organization will comply with all program requirements and deadlines.
- My organization will be liable for any costs incurred if we leave the program early or do not complete our commitments.
- My organization will use the microgrants received from the program to sustain our operations and build our capacity to meet donor funding qualifications and requirements.

I understand that the program will provide training and technical assistance to the selected organizations to help them build their capacity programs.

I also understand that the program will require the selected organizations to submit regular reports on their progress and activities.

I hereby commit to complying with all the conditions and requirements mentioned above.

Sincerely,

[Your Name]

[Authorized Person Title]

[Authorized Person Phone]

[Authorized Person Official Email]

[Your Signature]

[Stamped]