**Annex 3: Project Synopsis**

**Project Title:**

**Lead Applicant:**

**Country(ies):**

**Time frame:**

**Budget:**

**1. SUMMARY:**

Summary:Brief information (max 1 page) on the proposed project activities and expected results

**2. Project Context**

Provide background information on your proposed project. What are the key issues your proposal is going to address, link with the work completed in the previous phase of the EMBLAS project, as well as with other ongoing intitiatives in the region.

**3. Objectives, planned activities, results**

Provide overview of objectives of your project and describe the activities / steps to be implemented in order to achive the objectives. Describe obtained results/deliverables their further use/sustainability and well as indicate the target values linked with the EMBLAS-Plus[[1]](#footnote-1). Indicate cooperation with other partners and institutions, as well as other project. Indicate necessary subcontracting if any. Indicate involvement of women and young generation in the implementation of the proposed activities.

**4. Project management and team of key experts**

Describe the overall management approach toward planning and implementing the proposed project. Include an organization chart for the management of the project describing the relationship of key positions and designations / responsibilities.

Provide the CVs of the key personnel which will be involved in the project implementation. The CVs should demonstrate qualifications in areas relevant to the activities to be implemented. The CV should include the following information: Name of Personnel / Position within the project assignment / Language proficiency / Education and Qualifications / Employment Record – Experience

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** |  |
| **Position for this assignment** |  |
| **Nationality** |  |
| **Language proficiency**  |  |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| Name of institution:Date of certification:  |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
|  |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: Reference 2: |

**5. Time plan of activities (gant chart)**

Provide time plan of activities and indicated the timing of provision of the deliverables.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Implementation month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Key deliverable |
| Activity/subactivity |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**6. Budget**

Provide budget in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Description of activity\* | Cost category\*\* | Estimated amount |
| 1 | Activity 1: Collection of historical data on the biological and chemical parameters in the Black Sea region | Personel |  |
| Travels |  |
| Meetings |  |
| .. etc. |  |
|  |  |
|  |  |
| 2 | Activity 2: Further development of the BS WQD, extension for new data types/modules. | Personel |  |
| Travels |  |
| Meetings |  |
| … etc. |  |
|  |  |
|  |  |
|  |  |  |  |
|  | Total |  |  |
|  | overheads |  |  |
|  | Cofinancing |  |  |
|  | TOTAL REQUESTED FUNDING |  |  |

\* Include only activities that will be implemented

\*\* Indicative costs categories, not all have to be used.

**Annex 4: Proposer Information Form**

|  |  |
| --- | --- |
| **Legal name of Applicant** | [Complete] |
| **Legal address** | [Complete] |
| **Year and place of registration / establishment** | [Complete] |
| **Applicant’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Proposal evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |

|  |  |
| --- | --- |
| **Please attach the following documents:** | * Founding documentation - A copy of a document confirming establishment of the applicant (a resolution, law, decree, decision or any other official document attesting to the establishment of the entity);
* Applicant’s profile, which should not exceed fifteen (15) pages – describe the following:
	+ main area of expertise, activities that are carried out, in-house expertise,
	+ organizational structure, presence in the countries and resources (location, field offices, available equipment)
	+ administrative and financial system - annual budget for the last 2 years;
* Overview of relevant projects (at least 2) in the last 5 years, including the following formation: Project title, countries of implementation, overall value, client, brief project description, services/activities implemented by applicant
 |

1. With reference to the LogFrame of the EMBLAS-Plus project – Chapter 9 of the “Description of the Action”. [↑](#footnote-ref-1)