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**ATTACHMENT A: PROPOSAL APPLICATION FORM**

**Background:**

Reach Out Mbuya Community Health Initiative (ROM) is implementing the **SHESOARS program**, aimed at empowering Adolescent Girls and Boys through practical skilling and mentorship in selected trades. The program seeks to enhance employability and self-reliance of the beneficiaries in Kampala.

The desired service provider should be a registered technical institution with capacity to deliver all the four courses ie Bakery, liquid soap making, Reusable pad production, Book making etc

**Part A: General Information**

**A: Name and Address of the Organization**

|  |  |
| --- | --- |
| Name of Organization / Firm |  |
| Postal Address |  |
| Phone contact |  |
| Physical Location |  |
| Email |  |

**B: Contact Information**

|  |  |
| --- | --- |
| Name of Contact Person |  |
| Title of Contact Person |  |
| Email |  |
| Phone contact |  |

**C: Registered / Legal Information:**

Attach copy of the company registration details

**D: Background & Key Information.**

Provide a brief description of your organization’s mission, vision, history, and recent performance in vocational or skilling programs **(Max 300 words)**

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**E: Capacity Statement:**

Describe courses/services offered, key milestones, unique strategies, and how they relate to SHESOARS programming under Reach out Mbuya **(Max 400 words)**

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**F: Similar Contracts:**

Describe previous vocational or skills training projects, MOUs, contracts that are similar to this assignment. Include details such as project title, duration, type of trades offered, number of beneficiaries, and funding or partnering entity (Max 250 words).

*(Note: Focus on actual contracts or formal engagements successfully implemented.)*

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**G: Partnerships and Collaboration:**

Describe any existing or previous partnerships or collaborations relevant to this application. These may include linkages with vocational institutions, artisan networks, NGOs, government departments, or other entities that enhance your implementation capacity (Max 100 words).

*(Note: Focus on relationships or linkages that support your proposed skilling activities, not project history already listed above.)*

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**H: Partnerships and Collaboration:**

Describe the previous or current partnership with other entities relevant to this application (**100 words)**

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**I: Trade Break Down**:

Mention all the courses trained within your school estimated duration

We are looking at providing very basic package NOT advanced not to stretch the duration

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| --- | --- | --- | --- |
| **S/N** | **Trade** | **Working days** | **Cost (UGX) per Trainee** |
| 1 | Bakery | 5-10 |  |
| 2 | Liquid Soap Making | 5-10 |  |
| 3 | Reusable Pad Production | 5-10 |  |
| 4 | Book Making | 5-10 |  |

**J: Resources**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Details** | **Response** |
| 1 | Mention the number of staff currently employed (Core & Volunteers) |  |

**K:** Describe how you will ensure that implementation of your activities are tracked and progress measured? **(Max 200 words)**

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**L**. How often will you analyze data? How do you intend to use the data? **(Max 200 Words)**

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**M**. What is your comparative advantage and why do you think you are the best for this Job **(250 words)**

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**N**: **Trainer Profiles**

**Instructions:**  
For each trade applied for, list the trainer(s) who will deliver the training. Include:

* Name of Trainer
* Trade supported
* Key Responsibilities
* Mobile contact
* Qualifications & Experience

*Bidders must attach a CV for each trainer listed, clearly indicating the trade they will lead*

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| --- | --- | --- | --- | --- | --- |
| **S/N** | **Name of Trainer** | **Trade Supported** | **Key responsibilities** | **Mobile Contact** | **Qualifications and Experience** |
| **1** |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Add additional rows as needed to list trainers for all trades applied for.*

**O**: **Sign off and Stamp**

**Name Date Signature**

***Submission Checklist***

*Before submission, ensure the following documents are attached:*

* *Completed Application Form (all sections filled)*
* *CVs of all trainers listed under each trade applied for*
* *Proof of institutional registration or operational permit*
* *At least one reference or recommendation letter from a previous client or partner*
* *Detailed cost breakdown per trade (included in Part J)*