**Annex 1. Application Requirements**

A complete application includes responses in English to the following questions about your organization (Section A), technical proposal (Section B), attachments (Section C) and certifications (Section D).

* + 1. **About your organization:**

Please provide the following information about your organization. An asterisk (\*) indicates that a response is mandatory; others are optional.

1. What is your organization’s name? \*
2. Required: is your organization a local or locally established organization in Morocco? \*

 Yes: Please specify type:

 Local: An organization that is legally organized under the laws of a country that is receiving assistance from USAID; has its principal place of business or operations in that country; is majority-owned by individuals who are citizens or lawful permanent residents of that country; and is managed by a governing body, the majority of whom are citizens or lawful permanent residents of that country.

 Locally established: A U.S. or international organization that works through locally led operations and programming models and have maintained continuous operations in-country for at least five years and materially demonstrate a long-term presence in a country.

 No

1. Required: is your organization a MENA-region based organization with a strong presence in Morocco? For the purposes of this opportunity, MENA region eligible countries include Egypt, Iraq, Jordan, Lebanon, The West Bank and Gaza, and Tunisia.\*

 Yes: Please specify:

* Egypt
* Iraq
* Jordan
* Lebanon
* The West Bank and Gaza
* Tunisia

 No:

1. Required: is your organization legally registered in Morocco? \* This will be verified with the registration certificate in Attachment 7.

 Yes

 No

1. Required: is your organization a non-governmental or private organization? \*

 Yes: Please specify.

* Non-governmental
* Private

 No

1. Required: Are you a Youth Led Organization or Youth Serving Organization? \*

* Youth-led organization whose Chief Executive Officer or other leaders are under the age of 35, and whose Board of Directors are predominantly under the age of 35.
* Youth-serving organization that has a mission, mandate, or programs with an expressed priority of serving or supporting youth under age 35
* No

1. Please provide your organization’s UEI (Unique Entity Identification) number if available.
2. Please provide links to your organization’s website and social media pages if available.
3. Please provide a brief description of your organization. \* (500 characters)
4. What is/are the main youth demographic(s) that your organization focuses on? \* Please choose all that apply.
   * Young Women
   * Young Men
   * Adolescent Girls
   * Adolescent Boys
   * Youth with Disabilities
   * Youth from Indigenous Populations
   * Youth from Marginalized Ethnic Group
   * Youth from Marginalized Religious Group
   * Youth Identifying as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+)
   * Youth Affected by Crisis or Conflict
   * Youth Living with HIV/AIDS
   * Other: Please specify.
5. What is the approximate total number of youth participants that your organization has supported in the past year, across all your work? \* (Number)

Please provide breakdown by gender identity if available.

* Female: (number)
* Male: (number)
* Non-binary: (number)
* Choose not to disclose: (number)

1. What are the primary sectors your organization focuses on? \* Please choose all that apply.

* Youth economic opportunity/youth livelihoods/employment
* Gender, inclusion, equity & girls/women's equality
* Youth mental health & psychosocial support
* Youth digital leadership, technology & innovation
* Youth civic or political engagement & advocacy
* Youth peacebuilding
* Education
* Reproductive Health
* Agriculture
* Environment and Climate Change
* Other: Please specify.

1. How do youth, including members of marginalized groups, participate in the leadership of your organization and programming? \* (500 characters)
2. **Past Performance and Reference:** list 3-5 ongoing or complete donor-funded projects of similar size and scope within the past 5 years that demonstrate your organization’s capacity to successfully co-lead the activities listed in the scope of work, completing all requested details as follows:\*

|  |
| --- |
| Project Name\*  Contract Number\*  Funder\*  Prime Recipient\*  *(Please list the prime recipient organization that received funding directly from the donor. The prime recipient could be your organization or another organization if your organization was a sub-recipient.)*  Funding Amount\*  Currency\*  Funding Amount in USD\*  Project Start Date\*  Project End Date\*  Project Country\*  Reference Name\*  *(Please provide the name of a reference from the donor or prime recipient who can speak to your organization's performance on this project.)*  Reference Title\*  Reference Email Address\*  Reference Phone Number\*  Description\*  *Please provide an overview of activity, objectives, and key results and accomplishments, with focus on relevance to the activities described in the scope of work. (1,000 characters)* |

* + 1. **Technical Proposal**

1. **Interest and Capacity:** What particularly draws you to this opportunity? What key strengths does your organization have that will enable you to successfully complete the tasks in this scope of work? Please also describe the capacity of your team and team members as it relates to the scope of work and criteria.(2500 characters)
2. **Collaboration and Co-leading Complex Learning Events:** Please describe your process for collaborating with partners to plan and co-lead a complex learning event. What steps would you take to ensure a collaborative process? Who from your team would be involved? How would they ensure that diverse youth perspectives contribute to planning? What methodologies might they encourage in the workshop sessions? Use examples from past work as necessary to support your responses (2000 characters)
3. **Youth Engagement and Youth Networks:** Please describe your organization’s experience in meaningful youth engagement or Positive Youth Development, working directly with youth and youth-led or youth serving organizations in Morocco. Please also describe any experience your organization has in developing and managing youth networks in Morocco, and key learnings from this experience. Please highlight the size of the networks and the inclusion of diverse, marginalized groups. (2500 characters)
4. **Inclusion and Protection:** Please describe your approach to participant safeguarding and protection. What specific steps will you take when planning and co-leading this regional event to strengthen inclusion and protection? Identify types of risks and possible strategies to mitigate those risks. (2,500 characters)
   * 1. **Attachments**
5. **Budget:** \* Please use the budget template provided (Attachment 1) to come up with an indicative budget for the proposed activities. [*ADS Reference 303mab*](https://www.usaid.gov/ads/policy/300/303mab) *Mandatory Standard Provisions for Non-U.S. Non-Governmental Organizations apply*. Please refer to the detailed guidance in the budget and budget narrative templates provided.
6. **Budget Narrative:** \* Please use the budget narrative provided (Attachment 2) to justify the allowability, allocability, and reasonableness of each line item of the budget.
7. **Letter of Support:** Please upload a signed letter of support (Attachment 3) for your organization from a local partner or stakeholder. \*
8. **Due Diligence Form:** \* Please use the due diligence form provided (Attachment 4) to describe your organization’s structure, systems, and policies demonstrating responsibility to manage funding.
9. **Registration Certificate:** Please upload your organization’s Morocco registration certificate. \*
10. **Sample(s) of similar work** if available, e.g., products demonstrating previous work facilitating youth leadership and engagement; products from past workshops.
11. **CVs of the following team members:** Program Manager (required) and Program Coordinator and other team members (optional).

**Key Personnel Requirements for Program Manager:**

* + 1. Bachelor’s degree is required.
    2. Minimum 7+ years of progressively responsible experience in Subawards and Event Management, and other relevant areas, or a master’s degree and 6 years of experience.
    3. Demonstrate excellent oral and written English.
    4. Ability to perform high-level duties with minimal supervision.
    5. An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
    6. Demonstrate the ability to track and manage budgets and plan both strategically and creatively to meet project and event objectives.
    7. Strong problem-solving skills and demonstrated flexibility to meet event outcomes.
    8. Strong representational and organizational skills.
    9. Knowledge of local laws required; experience with USAID rules and regulations related to Subawards and grants.
    10. Knowledgeable in the Morocco youth development sector and other relevant sectors.

**Essential**

1. Evidence of theoretical knowledge and practical application of cross-cutting issues in youth development such as education, gender, innovation.
2. Demonstrated experience working with youth and youth-serving organizations, and a variety of public/private sector stakeholders.
3. Experience working across Morocco.

**Desirable**

1. Experience in facilitating workshops and other learning activities in-person.
2. Experience in logistical coordination and planning.
3. Experience working with remote colleagues based in other time zones.
   * 1. **Certifications**

Required: As an authorized signatory of the applicant organization, I certify that the information provided is complete and accurate, to the best of my knowledge. By signing this application, I authorize IREX to verify information. Any willful false statements in this application will be grounds for disqualification of application or termination of grant if issued.

Signature:

Your name (person submitting the application):

Your role with the applicant organization:

Your email: