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| --- | --- |
| **Applicant’s Name:** |  |
| **Applicant’s Contact:**  |  |
| **Applicant’s Address:** |  |
| **Status of the Applicant:***(International NGO, Local NGO, Individual trainer, Private company, Technical institute, etc….)* |  |
| **Title of the training course:** |  |
| **Total budget to be allocated:** |  |
| **Area of the training course:***(Village or City, Caza, Governate)* |  |
| **Number of trainees targeted:** |  |
| **Date of the submission of the Application:**  |  |
| **Representative’s Name:** |  |
| **Representative’s Title:** |  |

1. **Profile of the Applicant**

*(Let us know about you, your organization (mission, values), scope or work, etc.)*

*………………………..*

*……………………….*

*……………………….*

1. **Outline of the training course to be delivered**

*(Detailed theoretical and practical content, schedule, agenda, topics and subtopics and number of hours per days/week, total number of days/weeks, etc.)*

*………………………*

*……………………….*

*……………………….*

1. **Methodology of delivering the training course**

*(Exercises, practical training, power point, materials…)*

1. **Past relevant experience of the applicant**

*(Tell us about relevant your past experience,* *Sample of past training courses and experience including the list of all trainers’ names and titles, attach their CV(s) and provide three references)*

*For example:*

*Service provider projects past experience*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Type** | **Company** | **Date** | **Project Details**  | **Company’s Details** |
|  |  |  |  | Details about the organization that contracted the service provider |
|  |  |  |  |  |
|  |  |  |  |  |
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*Service provider staff and Consultants past experience*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service provider Staff Name and position** | **Past Organization and position** | **Reference Name and Details** | **Position, roles and responsibilities in past experience** | **Notes** |
|  |  |  |  | for more details, please refer to the CVs attached |
|  |  |  |  |
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1. **Human resources needed for the implementation**

*(Admin personnel, audit, trainers, role of each person, and time they will dedicate for the implementation of the activities)*

*For example:*

* **Project Manager**

Is responsible for…………………..

* **Lead Trainer**

Is responsible for ……………….

1. **Location(s) of the training course**

*(Venues available, places for the practical training and/or classroom training)*

1. **Risk assumptions and actions**
2. **Budget allocation per training;** *(including: personnel salaries, incentives, transportation, course material, venue rental, certificate, tools kits if any, etc.)*

***For example:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item**  | **Number of Units**  | **Cost per Unit** | **Total**  | **Notes**  |
| I | **Delivering of Training**  |
|  | Project Manager  | 1 | $100 | $1500 | For 15 days |
|  | Lead Trainer | 1 | $50 | $750 | For 15 days |
|  | Co-trainer | 1 | $50 | $750 | For 15 days |
|  | Stationary + hand outs | 12 | $15 | $180 | For 12 participants |
|  | Venue  | 15 days | $50 | $750 |  |
|  | Refreshments  | 12\*15 | $5 | $900 |  |
|  | Face Masks | ……. | …… | …….. |  |
|  | Hand Sanitizers  |  |  |  |  |
|  | Internet Bundle |  |  |  |  |
|   | Venue Cleaning |  |  |  |  |
|  | ***Company Profit*** |  |  |  |  |
| II | Transportation  |
|  | 15 training sessions  | 12 participants | $10  | $1800 | For 15 days |
| III | **Total Cost** | **$6630** |  |
|  | **Cost per participant** | **$552.5** |  |
|  | **Cost per day** | **$222** |  |

1. List of toolkits and graduation kits to be provided if any, with capability of procuring and distributing tool kits for the participants