**OGP Trust Fund Application Form**

**Support to Participation and Co-creation of**

**National/Local OGP Action Plans**

This Application Form serves as the main document to request funding to support participation and co-creation of national/local action plans from the Open Government Partnership (OGP) Trust Fund. There are two main parts to this application form: 1) Technical Proposal and 2) Financial Proposal. To be considered for funding from the OGP Trust Fund, proposals must provide clear and concise answers that directly address the questions. Applicants must use this format and complete all sections with relevant information requested. Rows may be added to provide additional information on components, activities, deliverables, key personnel, or budget items. Please use the “word count” to comply with the word limit set for each question.

Only Application Forms that are submitted along with a completed Firm Qualification Questionnaire, Endorsement Letter by the national/local OGP multi-stakeholder forum and a copy of the legal status of civil society applicants. Please refer to the OGP Trust Fund Application Guidelines before completing your application.

For more information and to submit your applications, please contact your Support Unit representative and Aichida Ul-Aflaha at [aulaflaha@worldbank.org](mailto:aulaflaha@worldbank.org).

1. **TECHNICAL PROPOSAL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Objectives** | | | | | | | |
|  | Briefly describe the objective of the proposed activities. | | | | | | | |
|  | *(Maximum 150 words)* | | | | | | | |
|  | | | | | | | | |
| **2** | **Description** | | | | | | | |
|  | Describe:   1. A concrete and well-defined challenge/issue relevant to increasing participation on open government dialogue and co-creation of the new action plan in your country/local. 2. The co-creation process that you aim to undertake to address the challenge/issue and to help you meet OGP’s advanced standards for Participation and Co-Creation. | | | | | | | |
|  | *(Maximum 350 words)* | | | | | | | |
|  | | | | | | | | |
| **3** | **Relevance to OGP Efforts in the Country** | | | | | | | |
|  | Explain: How will the proposed approach and activities enhance or complement previous or existing initiatives to generate broader participation in open government? | | | | | | | |
|  | *(Maximum 200 words)* | | | | | | | |
|  | | | | | | | | |
| **4** | **Technical Approach and Methodology** | | | | | | | |
|  | Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the technical approach you would adopt to address the challenges to broadening engagement and raising awareness on open government. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach to strengthen the quality of the commitments in the action plan. | | | | | | | |
|  | *(Maximum 400 words)* | | | | | | | |
|  | | | | | | | | |
| **5** | **Work Plan** | | | | | | | |
|  | Using the format below, describe how you intend to organize the project by components or areas. Each component will consist of main activities, outputs/deliverables, and duration that are organized together because of their direct relation to an outcome of the project. By reading the project component one must be able to understand the linkages between the activities included therein, as well as the relationship between the expected outputs and outcomes. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the requirements to implement a broad and inclusive co-creation process.   * What are the thematic areas that are important for open government in the country? * Who are the current and new government and civil society stakeholders (including marginalized groups, women’s organizations and local/grassroots actors as well as stakeholders from new parts of the country or regions) that will be included in the process? * How will you build capacity on open government approaches and ownership of the process? * How will you raise awareness of open government? * How will you work with government to align action plans with national/local priorities?   Indicate all main activities of the assignment, including delivery of reports (i.e.: interim, recommendations to action plan, and final reports), and other benchmarks such as government meetings and approvals, etc. | | | | | | | |
|  | **Component and Intermediate Outcome 1:** | | *(Max. 100 words)* | | | | | |
|  | **Activities** | | **Output/Deliverable** | | | | **Duration** | |
|  | 1. | | 1. | | | |  | |
|  | 2. | | 2. | | | |  | |
|  | 3. | | 3. | | | |  | |
|  | **Component and Intermediate Outcome 2:** | | *(Max. 100 words)* | | | | | |
|  | **Activities** | | **Output/Deliverable** | | | | **Duration** | |
|  | 1. | | 1. | | | |  | |
|  | 2. | | 2. | | | |  | |
|  | 3. | | 3. | | | |  | |
|  | **Component and Intermediate Outcome 3:** | | *(Max. 100 words)* | | | | | |
|  | **Activities** | | **Output/Deliverable** | | | | **Duration** | |
|  | 1. | | 1. | | | |  | |
|  | 2. | | 2. | | | |  | |
|  | 3. | | 3. | | | |  | |
|  | **Component and Intermediate Outcome 4:** | | *(Max. 100 words)* | | | | | |
|  | **Activities** | | **Output/Deliverable** | | | | **Duration** | |
|  | 1. | | 1. | | | |  | |
|  | 2. | | 2. | | | |  | |
|  | 3. | | 3. | | | |  | |
|  | | | | | | | | |
| **6.** | **Organization’s Track Record on Open Government** | | | | | | | |
|  | Briefly describe the background and organization of your organization (and other civil society that your organization proposes to work in a consortium for the co-creation process).  Please specify:   1. When did your organization start working on open government? and 2. What role have you (and the other civil society organizations) played in the OGP multi-stakeholder forum? | | | | | | | |
|  | *(Maximum 300 words)* | | | | | | | |
|  | | | | | | | | |
| **7.** | **Organization’s Experience** | | | | | | | |
|  | Using the format below, provide information on 3 previous projects/assignments related to open government for which your organization and the civil society organization you are working with were engaged either individually as distinct entities or jointly as members of an association or consortium of civil society organizations. | | | | | | | |
| **7.2** | ***Assignment 1*** | | | | | | | |
|  | Assignment name: | | | | Approx. value of the contract (in current US$): | | | |
|  | Country:  Location within country: | | | | Duration of assignment (months): | | | |
|  | Name of Client: | | | | Total No. of staff-months of the assignment: | | | |
|  | Contact Person, Title/Designation, Tel. No./Address: | | | |  | | | |
|  | Start date (month/year):  Completion date (month/year): | | | | No. of professional staff-months provided by your consulting firm/organization or your sub consultants: | | | |
|  | Name of associated Consultants, if any: | | | | Name of senior professional staff of your consulting firm/organization involved and designation and/or functions performed (e.g. Project Director/Coordinator, Team Leader): | | | |
|  | Description of Project: | | | | | | | |
|  | Description of actual services provided by your staff within the assignment: | | | | | | | |
| ***7.2*** | ***Assignment 2*** | | | | | | | |
|  | Assignment name: | | | | Approx. value of the contract (in current US$): | | | |
|  | Country:  Location within country: | | | | Duration of assignment (months): | | | |
|  | Name of Client: | | | | Total No. of staff-months of the assignment: | | | |
|  | Contact Person, Title/Designation, Tel. No./Address: | | | |  | | | |
|  | Start date (month/year):  Completion date (month/year): | | | | No. of professional staff-months provided by your consulting firm/organization or your sub consultants: | | | |
|  | Name of associated Consultants, if any: | | | | Name of senior professional staff of your consulting firm/organization involved and designation and/or functions performed (e.g. Project Director/Coordinator, Team Leader): | | | |
|  | Description of Project: | | | | | | | |
|  | Description of actual services provided by your staff within the assignment: | | | | | | | |
| ***7.3*** | ***Assignment 3*** | | | | | | | |
|  | Assignment name: | | | | Approx. value of the contract (in current US$): | | | |
|  | Country:  Location within country: | | | | Duration of assignment (months): | | | |
|  | Name of Client: | | | | Total No. of staff-months of the assignment: | | | |
|  | Contact Person, Title/Designation, Tel. No./Address: | | | |  | | | |
|  | Start date (month/year):  Completion date (month/year): | | | | No. of professional staff-months provided by your consulting firm/organization or your sub consultants: | | | |
|  | Name of associated Consultants, if any: | | | | Name of senior professional staff of your consulting firm/organization involved and designation and/or functions performed (e.g. Project Director/Coordinator, Team Leader): | | | |
|  | Description of Project: | | | | | | | |
|  | Description of actual services provided by your staff within the assignment: | | | | | | | |
|  | | | | | | | | |
| **8.** | **Organization and Staffing** | | | | | | | |
|  | In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. | | | | | | | |
|  | *(Max. 300 words)* | | | | | | | |
|  | | | | | | | | |
| **9.** | **Team Composition and Task Assignments** | | | | | | | |
|  | Provide details of the key personnel who will carry out the main tasks of the proposed activities. All key personnel must provide a CV as outlined in Annex 1. | | | | | | | |
| Name of Staff & Firm associated with[[1]](#footnote-1) | | Area of Expertise Relevant to the Assignment | | Designation for this Assignment[[2]](#footnote-2) | | Assigned Tasks or Deliverables | | Location[[3]](#footnote-3) |
|  | |  | |  | |  | |  |
|  | |  | |  | |  | |  |
|  | |  | |  | |  | |  |
|  | |  | |  | |  | |  |
|  | |  | |  | |  | |  |
| **10.** | **Rationale for MDTF Support** | | | | | | | |
|  | Describe what resources are available through the state budget, civil society’s budget and support from development partners. Why are additional resources necessary? | | | | | | | |
|  | *(Max 300 words)* | | | | | | | |
| **11.** | **Budget** | | | | | | | |
|  | Provide a detailed budget, based the components, on the deliverable and type of expense (travel, venue, facilitator, expert, etc.). | | | | | | | |
|  | **Component 1:** | | | | | | | |
|  | **Deliverables** | | **Type of Expenses** | | | | **Budget** | |
|  | 1. | |  | | | |  | |
|  | 2. | |  | | | |  | |
|  | 3. | |  | | | |  | |
|  | **Component 2:** | | | | | | | |
|  | **Deliverables** | | **Type of Expenses** | | | | **Budget** | |
|  | 1. | |  | | | |  | |
|  | 2. | |  | | | |  | |
|  | 3. | |  | | | |  | |
|  | **Component 3:** | | | | | | | |
|  | **Deliverables** | | **Type of Expenses** | | | | **Budget** | |
|  | 1. | |  | | | |  | |
|  | 2. | |  | | | |  | |
|  | 3. | |  | | | |  | |
|  | **Component 4:** | | | | | | | |
|  | **Deliverables** | | **Type of Expenses** | | | | **Budget** | |
|  | 1. | |  | | | |  | |
|  | 2. | |  | | | |  | |
|  | 3. | |  | | | |  | |
|  |  | | | | | | | |
| **12.** | **Risks and Mitigation** | | | | | | | |
|  | State the risks related to strategic, stakeholder, operational or financial and their mitigation measures. | | | | | | | |
|  | **Risk** *(Max. 150 words)* | | | | **Mitigation** *(Max. 200 words)* | | | |
|  | 1. | | | |  | | | |
|  | 2. | | | |  | | | |
|  | 3. | | | |  | | | |
|  |  | | | | | | | |

Annex 1: Curriculum Vitae (CV) of Proposed Key Personnel

**1. Name of Staff** [*Insert full name*]:

**2. Proposed Position**

**3. Employer**:

**4. Date of Birth**: **Nationality**:

**5. Education**

|  |  |  |
| --- | --- | --- |
| **School, college and/or University Attended** | **Degree/certificate or other specialized education obtained** | **Date Obtained** |
|  |  |  |
|  |  |  |

**6. Professional Certification or Membership in Professional Associations**:

**7. Other Relevant Training**:

**8. Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned**  [*List all tasks to be performed under this assignment*] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  [*Among the* *assignments in which the staff has been involved, indicate the following information for* *those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**12.** Do you currently or have you ever worked for the World Bank Group including any of the following types of appointments: Regular, term, ETC, ETT, STC, STT, JPA, or JPO? If yes, please provide details, including start/end dates of appointment.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certification**

I certify that (1) to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience; (2) that I am available for the assignment for which I am proposed; and (3) that I am proposed only by one Offeror and under one proposal.

I understand that any wilful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

Date:

*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

# FINANCIAL PROPOSAL

1. **Financial Proposal Submission Form**

[*Location, Date*]

To: The World Bank Group

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Technical Proposal. We are hereby submitting our Financial Proposal, in a separate file.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal of 90 days.

Form 4B includes the substance of our Financial Proposal, and **is** **inclusive of VAT and any other applicable taxes.**

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Authorized signature(s)*]

Name and Title of Signatory

Name of Firm

Address

**B. Summary of Costs**

Provide a **Summary of Costs** per the following format:

|  |  |
| --- | --- |
| **TOTAL PROJECT COST** | |
| **COST COMPONENT** | **COST** |
| Remuneration - |  |
| Reimbursable Expenses |  |
| TOTAL\* |  |

\* THE TOTAL COSTS ARE INCLUSIVE OF TAXES, DUTIES, FEES AND OTHER IMPOSITIONS.

**C. Breakdown of Daily Fees**

Provide a **Breakdown of Daily Fees** per the following format:

**REMUNERATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names** | **Position** | **Number of days** | **Daily Fees** | **Total** |
| * *List of Key Personnel represented in the Technical Proposal* * *Other functional Labor category relevant to the assignment* |  |  |  |  |
| TOTAL |  |  |  |  |

**Daily fees should be inclusive of all FRINGE BENEFITS, APPLICABLE TAXES and other costs)**

**D. Breakdown of Reimbursable Costs**

Provide a **Breakdown of Reimbursable Costs** per the following format:

**Reimbursable expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IItem No. | Description | Quantity | Unit Price | Total Amount |
| 1  2  3  4  5  6 | International travel:   * Airfare * Hotel * Meals and Incidentals   Local Travel:   * Ground transportation * Other local travel cost   Communication Expenses  Other Direct Expenses   * (Provide detail as applicable) |  |  |  |
|  | TOTAL |  |  |  |

REIMBURSABLE EXPENSES SHALL BE LIMITED TO REASONABLE, ALLOWABLE AND NECESSARY COSTS TO UNDERTAKE THE SERVICES DEFINED IN THE TERMS OF REFERENCE AND SHOULD BE COMMENSURATE WITH THE TECHNICAL PROPOSAL.

**E. CONTRACT TYPE AND SCHEDULE OF PAYMENT**

An amount not to exceed the Contract Price proposed in Section B, shall be paid to the organization pursuant to the Contract Type and the Schedule of Payment agreed at negotiation.

**Lump Sum Inclusive of all Expenses** - The Consultant’s total contract amount shall be fixed lump sum including all staff costs provided for in Annex B. As part of this RFP submission, the Consultant may propose a schedule of payment that is commensurate with cost associated with each milestone/deliverables associated with the Terms of Reference. Where mobilization advance is required at contract signing, that amount shall not exceed 10% of the contract amount. The Selected Offerror must justify why an advance payment is payable and/or reasonable.

*Below is an illustrative Schedule of Payment:*

10% - on Consultants’ signing of the Contract and commencement of the Services

x% - on Consultants’ submission and the Client’s acceptance of \*Deliverable 1 provided in the TOR in Appendix “A”

x% - on Consultants’ submission and the Client’s acceptance of \*Deliverable 1 provided in Appendix “A”

*\*Deliverable may be interim or draft report, data collection as applicable to the service described in the TOR.*

1. Indicate if the proposed staff is an employee or agent of your organization or a sub consultant. [↑](#footnote-ref-1)
2. Title or position as named in your organization and Staffing under Section 8. [↑](#footnote-ref-2)
3. Relative to the location of the proposal, indicate if the staff/consultant is local or international. [↑](#footnote-ref-3)