

Expression of Interest

The United States Agency for International Development (USAID) in Bangladesh intends to conduct a day-long workshop, focusing on proposal writing skills. The workshop will be held in March, 2016 in Dhaka. The exact date, time and location will only be communicated to selected applicants.

Intended participants

Small and medium size Bangladeshi NGOs specializing in the Democracy and Governance field. Nominated staff should be knowledgeable about developing project proposals.

Objective

The workshop's goal is to develop small and medium range Bangladeshi NGOs' capacity to deliver better proposals that meet USAID's standards. Participants will be given an overview of core proposal writing concepts including problem analysis tools, basic guidelines on developing monitoring and evaluation plans, and preliminary budget development.

Eligibility

- Legally registered organizations with the NGO Affairs Bureau (NGOAB)
- Democracy and Governance programming focused
- Three or fewer project management experiences with USAID and/or other donor agencies, either as a sub-grantee or direct beneficiary.

Requirements for application

Interested applicants/NGOs are requested to send a formal application in an MSWord document in Times New Roman 12 font, which includes all the information listed below to dgworkshop@usaid.gov on or before February 16, 2016 at 5:00pm Dhaka time. The subject line on the email should read as: "USAID Workshop". The Expressions of Interest must contain the following information about your organization:

- What is the name of your organization and contact information?
- Where is your organization's home/head office located?
- Provide the NGOAB registration number of your organization.
- In 250 words or less, please describe your organization's mission statement and work experience, demonstrating a focus on democracy and governance related programming.
- How many full-time and part-time staff does your organization employ?
- How many USAID or other donor funded sub-grants or awards has your organization managed? Please provide the name of project and the dollar amount. If the organization has acted in a sub-grantee capacity, please mention the name of the prime implementing organization.
- What is the 2016 operating budget of your organization?

Additional information provided beyond what is asked for above will not be reviewed or used to determine eligibility. E-mail submissions to (dgworkshop@usaid.gov) must be received on or before February 16, 2016 at 5:00pm Dhaka time. Selected participants will be notified via email/phone calls.

The workshop is limited to a maximum of 25 participant NGOs (two participants from each NGO). All workshop and materials will be delivered in English. Only lunch and refreshments will be provided to the participants. USAID will not sponsor transportation or any other costs incurred by the participants for attending to this workshop. Participants will be provided a certificate of attendance.

THIS ADVERTISEMENT DOES NOT CONSTITUTE A SOLICITATION FOR APPLICATIONS AND/OR PROPOSALS NOR DOES IT CONSTITUTE A FUTURE OPPORTUNITY FOR FUNDING OR A COMMITMENT THERETO.

SPACE IS LIMITED. QUALIFIED PARTICIPANTS WILL BE SELECTED ON A FIRST-COME, FIRST-SERVE BASIS. ONCE ALL SPACES ARE FILLED, ATTENDANCE AT THE WORKSHOP WILL BE CLOSED.