Note: The applicant(s) are required to fill this form in full. The information shall be stated clearly and briefly.

# **ANNEX 2 METHODOLOGY**

|  |
| --- |
| **DESCRIPTION OF THE IMPLEMENTATION APPROACH AND THE CONTINGENCY PLAN**  *Please describe the implementation approach based on your best knowledge and experience in operating similar programmes and the contingency plan in case of low interest among potential entrepreneurs on the left bank or for the case when few proposals will be submitted by women and representatives of vulnerable groups.* |
|  |
| **ACTIVITY PLAN**  *Based on the proposed mechanism, but not limited to, please submit a plan of activities for 30 months, based on the tasks and milestones described in the Applicant’s Guide, indicating the responsible part (applicant or partner organization) for each activity. For the narrative description use the next cell, for planning use the below table, page 14-15.* |
|  |

**PROGRAMME ACTIVITY PLAN**

**September 2019 – January 2022**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr** | **Activity** | **Description of the Activity** | **Nr. of days\*** | **2019** | | | | **2020** | | | | **2021** | | | | | **2022** | **AP / PO \*\*** |
| *If necessary, you may add rows to cover all planned activities* | | | | **09** | **10** | **11** | **12** | **Q1** | **Q2** | **Q3** | **Q4** | | **Q1** | **Q2** | **Q3** | **Q4** | **01** |  |
| **Stage 1 Inception** | | | **24** | X | X | X |  |  |  |  |  | |  |  |  |  |  |  |
|  | Developed application package | Development of the application and M&E methodology, application guide, templates for the applicants |  | X | X |  |  |  |  |  |  | |  |  |  |  |  |  |
|  | Coaching on application process | Training delivered for at least 80 participants, 4 training days, 2 trainers, individual coaching |  |  | X |  |  |  |  |  |  | |  |  |  |  |  |  |
|  | *Describe other tasks within each activity* |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| **Stage 2 Screening of 20 grant beneficiaries** | | | **20** |  |  | X | X |  |  |  |  | |  |  |  |  |  |  |
|  | Organizing the selection process | Call of proposals, collecting proposals, screening of the applications, |  |  |  | X |  |  |  |  |  | |  |  |  |  |  |  |
|  | Organizing feedback and mentoring sessions | coaching, distribution of grants |  |  |  | X | X |  |  |  |  | |  |  |  |  |  |  |
|  | *Describe all tasks within each activity* |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| **Stage 3 Technical and administrative** | | | **195** |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
|  | Grants management | Contract management, procurement, hand over |  |  |  |  |  | X |  |  |  | |  |  |  |  |  |  |
|  | Capacity development | Needs assessment, trainings, mentoring |  |  |  |  |  |  | X | X | X | |  |  |  |  |  |  |
|  | Monitoring & Evaluation | Organize appx. 40 field visits, 2 per day, according to the plan, develop report, evaluate the progress, capacity assessment |  |  |  |  |  |  | X |  |  | |  |  | X |  |  |  |
|  | *Describe all tasks within each activity* | Assess the results of the Programme, final report. |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| \* Effort estimation / number of days as recommended by AdTrade Project  \*\* AP – stands for applicant or the organization with whom the agreement will be signed, PO – partner organization | | | | | | | | | | | | | | | | | |  |