**USAID Strengthening Civil Society and Media Systems (Sawt) Activity**

**Digital First Cycle 2 Implementer**

**Annex I: Program Description**

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| --- | --- |
| **Organization Information** | |
| Organization Name |  |
| Address |  |
| Phone Number |  |
| Organization Email |  |
| Organization Website |  |
| UEI Number (if already available) |  |
| Contact Person Name and Title |  |
| Contact Person Email |  |
| Contact Person Phone Number |  |
| Authorized Person Name and Title |  |
| Authorized Person Email |  |
| Authorized Person Phone Number |  |
| **Organization Background** | |
| *Briefly describe your organization's mission and objectives (not to exceed 100 words)* | |
| **Requested Subaward Amount (in USD):** | |
| *Proposed total budget requested for the project in USD as listed in Annex II: Detailed Budget template.* | |
| **Proposed Project Summary** | |
| *Provide a brief about the proposed project, focusing on your approach to media capacity building and trainings and your understanding of the local media scene (not to exceed 250 words).* | |
| **Proposed Project Description** | |
| *Provide details of the proposed description (not to exceed 750 word). Make sure to include the following:*   1. *Scope of Work:*    * *Includes well defined objectives, deliverables, and timeline to deliver the capacity building and training program.* 2. *Training Plan:*    * *Outlines the training approach, design, implementation, schedule of training sessions, identifying required resources and approach to operationalize existing Internews and Sawt resources.* 3. *Training Sessions:*    * *Linking proposed trainers with identified training themes and topics, providing trainers resumes and demonstrating experience in delivering effective training.* 4. *Mentorship Support:*    * *Provide a comprehensive description of suggested approach to delivering mentorship support, detailing the structure, method, objectives, identified mentors, anticipated outcomes, and any innovative approaches or strategies to ensure the effectiveness and sustainability of the mentorship support.* 5. *Listening Post (LP) Training:*    * *Provide a detailed description of your organization’s experience in training civic media, conducting community listening to develop media content, and facilitating collaborative content production and dissemination among trainees.* 6. *Collaboration:*    * *Describe proposed approach to encourage and facilitate content production that translates a demonstrable transfer of knowledge based on thematic trainings.* | |
| **Expected Outcomes** | |
| *List the expected outcomes of your proposed project and how they align with the goals of the Sawt’s Digital First Program. Explain how these outcomes will contribute to trainees’ capacity building and enhanced organizational, editorial, and technological capacities and performance of participants.* | |
| **Reporting, Monitoring & Evaluation:** | |
| *Provide details regarding the proposed reporting as well as monitoring and evaluation activities (not to exceed 250 word), ensuring to include the following:*   1. *Describe your organizational capacities in these respective areas.* 2. *Describe your approaches to capturing feedback to continuously improve implementation.* | |
| **Organizational Capacity** | |
| Past Performance and Relevant Experience | *Provide examples of previous projects or activities your organization has successfully implemented, especially those related to media capacity building, trainings and mentorship.* |
| Provide a list of donor funds received in the last 3 years. | *Provide donor name, year of subaward and amount in USD. Attach additional table, if needed.* |
| Key Personnel | *Provide a brief about the key personnel who will be involved in the project.* |
| Digital Platforms | *Provide the organization digital publishing platform (website, app, or active social media accounts), highlighting any online knowledge or training resources your organization runs.* |
| Official Registration | *Provide official registration and compliance with Jordan's registration and operational requirements* |