# Annex 3: The TAF Application form

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**Technical Assistance Facility**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Member State** |  |
| **Coordination body or Ministry in charge** |  |
| **Responsible Officer and Title** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of application** | Day | Month | Year |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | For official use only: | |
|  | **Application No.** |  |

**Section A: Details of the Applicant/s**

|  |  |
| --- | --- |
| **COMESA Coordinating Ministry** | Name of contact person: |
| Position: |
| Postal Address: |
| E-mail: |
| Telephone: |
| Fax: |

If the applicant is not the COMESA Coordinating Ministry (or equivalent coordination body), please explain why and provide below the contact details of the Applicant:

|  |  |
| --- | --- |
| **Name of organization** |  |
| **Type of organization** |  |
| **Address** |  |
| **Country** |  |
| **Website** |  |

**Section B: Summary of the application**

1. Request Title

|  |  |
| --- | --- |
| Country |  |
| Title of the request for which support is requested |  |
| Expected duration – deadline for action |  |
| Budget estimate |  |
| Thematic Area (please tick)  Result Area 1: **The competitiveness and market access of SMEs and other firms in the targeted value chains/sectors are sustainably enhanced**  2 Sub-result 1.1: Market access and business linkages in the targeted sectors are enhanced ☐  2 Sub-result 1.2: Capacities of beneficiary firms related to SPS and regional standards and quality management are improved, including social and environment standards required under the WTO and/or EU market | |

3. Describe briefly the specific activity for which support is being requested

(please tick as many as apply)

|  |  |
| --- | --- |
| * Technical assistance/advisory services | ☐ |
| * Study/analytical work | ☐ |
| * Communication/Awareness campaign | ☐ |
| * Trainings * Surveys | ☐ |
| * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |

4. Please provide a brief description of the request, its background and rationale, why it was perceived as a priority need/action and who are the stakeholders that would benefit from it

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5. In addition, please provide details of the current situation of the above request, including the current baseline data if available.

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6. What are the overall and specific objectives and the results of the project?

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7. Provide a summary of the anticipated key indicators for achieving the overall and specific objectives/results.

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| --- | --- | --- | --- | --- |
| **Objectives and Results** | **Baselines** | **Target** | **[[1]](#footnote-1)Indicators of progress** | **[[2]](#footnote-2)Sources of Verification** |
| Overall objective: |  |  |  |  |
| Specific objective: |  |  |  |  |
| Result 1: |  |  |  |  |
| Sub Result 1.1: |  |  |  |  |
| Sub Result 1.2: |  |  |  |  |

8. Briefly describe the project methodology for implementation (sufficient details should be provided in this section to illustrate how the project will be successfully implemented – Where applicable, it should include how Non-State Actors have been/will be involved in the project, how the project is gender sensitive as well as how it will be sustainable over time)

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9. Describe the flow of the project activities, indicating the beginning and end date, as well as major activity outputs. (Detailed work plan also attached)

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| --- | --- | --- | --- | --- |
| **Brief description of the activity** | **Period (from – to)** | **Key outputs anticipated** | **Risk and assumptions** | **Mitigation** |
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10. Give a breakdown of the expected project costs (specifying resources used) in COM$

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| --- | --- |
| **Items/Activities** | **Expected costs (com $)** |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |
| **Total Costs** |  |

11. Provide information on other donor support requested or received in the last 12 months for similar activities in the same thematic areas.

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12. Provide any further information/documents relevant to this application.

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Please note that knowingly giving false information on the application form might lead to a legal case being brought by the COMESA Secretariat against the applicant in order to recover the expenses disbursed for the project’s implementation.

1. Quantitative or qualitative factor or variable that provides a simple and reliable basis of assessing achievement, change or performance. A Unit of information measured over time that can help to show changes. [↑](#footnote-ref-1)
2. The expected source(s) of verification that can help answer the performance question or indicator [↑](#footnote-ref-2)