

## **FACT Management Assistance Program**

### **Application Process**

To apply for support for consultant services, FACT grantees must submit a one to two page written request that should indicate the following:

- The specific type of technical assistance needed
- Why this is the right organizational moment to engage in this endeavor
- Which organizational stakeholders the group will involve in the process
- The organization's commitment to this process
- The organization's readiness for and ability to implement change
- Any other capacity building or infrastructure development currently underway
- Any other consultants currently engaged by the organization and their roles

Do not specify a dollar amount for the assistance requested. FACT staff will review the request, and if approved in concept will turn it over to a lead consultant. After a brief conversation with the grantee, the lead consultant will make a brief needs assessment and recommend two potential consultants from the MAP pool with the right mix of skills and experience to work with the grantee.

The grantee will have the opportunity to interview with the recommended consultants by phone and make a final selection. The chosen consultant then develops a detailed workplan and estimated budget and submits it for approval to the lead consultant, who oversees the overall budget and the implementation and ongoing project evaluation. The lead consultant submits general reports to FACT staff in keeping with the confidentiality policy.

Send the application by email to [fact@factservices.org](mailto:fact@factservices.org) and cc: [llivoti@factservices.org](mailto:llivoti@factservices.org)