**Local Capacity Strengthening for Response (LCS4R) Program**

**Letter of Commitment**

The Local Capacity Strengthening for Response (LCS4R) project aims to address gaps in emergency preparedness and response by providing capacity development support to strengthen the institutional capacity of CBOs, LNGOs, and NNGOs. Capacity strengthening is an ongoing process that requires clarity, patience, commitment and time from all parties. To be successful, it will require that your organization is able to commit staff time, effort, and knowledge.

This letter serves as confirmation that, if you are selected, you are committed to full participation and completing all program activities.

In the LCS4R project, your organization will:

* Select five staff members to attend the in-person workshop and complete all prerequisite assignments, such as readings, exercises, and webinars
* Work collaboratively and provide support to the Subject Matter Experts (SME), both in-person and remotely, during the project duration
* Assign focal points to work with the SME in the specific area/s of capacity strengthening
* Complete tasks as agreed upon with SME and in line with the Capacity Strengthening plan that has been prepared with the SME
* Allocate the required human and other resources necessary to implement the capacity strengthening plan
* With the support of the SMEs, endeavor to operationalize the new/modified systems coming from the capacity strengthening plan
* Report on progress per program guidelines.

Please note that the activities are subject to change as the project starts up. LCS4R team and selected organizations will discuss any changes in the program activities and seek agreements that accommodate the needs of both parties.

I affirm that I understand the required level of commitment and responsibilities and that I will ensure that all designated staff members will be fully engaged in the capacity development activities provided by the LCS4R project to the organization I represent.

Name of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the CEO/Head of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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