



Department for  
Business, Energy  
& Industrial Strategy

## International Climate Finance Technical Assistance *Project concept bid: form completion guidance*

### INTRODUCTION

This guidance is intended for implementing organisations completing the International Climate Finance (ICF) Technical Assistance Programme Mexico project concept bid form. The project proposal form should succinctly set out the details of the project, enabling the Programme Board to assess whether the project should receive funding.

### COMPLETING THE FORM

You should refer to the ICF Technical Assistance Mexico Call for Proposals Strategy and Guidelines for information on eligibility, scope, criteria and requirements for funding through this Call for Proposals. For further assistance, contact the ICF TA programme team at the British Embassy in Mexico.

Project concept bids are designed to allow the potential implementer to provide top level information about a project idea, so that the programme team can determine whether the concept merits being developed into a full proposal. If project ideas are successful at the concept stage, implementers will be invited to submit a full proposal and an activity-based budget, and will be provided with templates with which to do so. **The final decision on whether or not to fund a project will only be made on the fully developed proposal.**

### INSTRUCTIONS

#### Project details

##### ***Project title***

Use a short and succinct project title that is only one sentence long, and clearly describes the project.

##### ***Implementing organisation(s)***

Give the name and registered address of the lead organisation implementing the project. Note if any partner organisation(s) are involved. Implementing organisations should attach the CVs of key delivery staff as part of their submission.

##### ***Project purpose and impact statement***

This should be **one** clear and succinct sentence describing the purpose of the project, and the anticipated change as a result of the project's activity. What is the immediate outcome or direct benefit the project will achieve? This is the fundamental reason that you are doing the project. The

purpose should be achieved at the end of the project or within the first few months after the project is completed. This section should **not** contain details of the project outputs or activities, which should be described in the subsequent section.

### **Project eligibility**

#### ***Strategic fit***

State if it contributes to at least one of TAP objectives and if links to one or more themes set out in the Mexico Strategy and Guidelines. Please ensure that your project is additional and complementary to other programmes sponsored by HMG and amongst other cooperation agencies.

#### ***Range of funding***

Based on the selected delivery model, projects fall in indicative ranges of funding. Concept bids for all models should clearly state and justify the budget required; the budget ultimately awarded will be at the discretion of the TAP team, dependent upon the scale and likely outcomes of the project.

#### ***ODA eligibility***

Consult the Official Development Assistance rules:

<http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>.

State how this project meets the requirements for ODA spend, and contributes to economic and welfare development.

### **Project plan**

#### ***Context***

In this section we want to get an understanding of the reason for doing this project, and why the BEIS ICF TA fund should fund it. You will need to provide details on:

- Why is it important?
- What is the background context and if there are other relevant work in this area?
- What are the ongoing benefits and wider impact the project will deliver?
- What will happen if we do not fund the project?
- Why UK is in the best position to fund this project (instead of other international donors)?

Make sure to indicate in this section whether you have got support from the local/ national government and how they will be involved/engaged. Note that project design must include strong engagement with key beneficiaries and stakeholders. Proposals should demonstrate that host governments have been consulted and are supportive of the project. If they have not, you should explain how the project will have sufficient buy-in from local stakeholders to deliver the expected outcomes.

#### ***Outputs***

List all of the outputs that you expect the project activities to deliver. List these by number. What are the **specific, deliverable results expected** from the project activities which should be sufficient to **achieve** the project purpose? Outputs are what we deliver directly from the activities (below) and should be within (or just about within) our control. **The outputs are what you as the project implementer are contracted to deliver in the lifetime of the project, and which the TA Programme**

**Team will monitor project delivery against.** Examples may be (but are not limited to) tangible outputs (such as reports, policy recommendations, training materials) or non-tangible outputs (such as increased capacity and awareness-raising).

***Main Activities***

List the tasks which are planned to deliver the outputs. Activities should be ***listed in a logical order and numerically linked*** to the ***relevant output*** so that the Programme Team can assess whether the activities can realistically produce the outputs.

***Risks***

Describe **the specific major risks** which would affect the achievement of the project purpose and **briefly explain how you will mitigate the risks.** You should consider risks at all levels of your project; i.e. political, stakeholders, administrative, internal project risks. What might stop you doing the activities and so prevent you delivering the outputs? What might cause delays? What would you do to address the risks?

**Budget and funding details**

***Total cost to BEIS***

This is the total cost that your activities **request from the BEIS for the duration of the project**, and is the amount that will be included in the contract to the implementer. All costs must be given in GBP.

***Budget rationale***

State and justify the budget required, giving details of what the funds will be spent on. This should be supported by the detail given in the simple budget breakdown.

***Co-funding (if any)***

Has funding or co-funding for this project been sought from other donors, private institutions or with the host government? If yes, provide details – what financial/in-kind contribution has been secured or awaiting further confirmation from which organisation(s)?

***Contributions from other donors/co-funder/implementer, if any***

Give the total cost provided by other co-funders, separate from the funds requested from BEIS. If provided in local currency, give dated conversion in GBP.

**SIMPLE BUDGET BREAKDOWN**

Good value for money is one of the key criteria for selection of successful bids. To ensure a project is good value for money, it is essential that project implementers give a cost breakdown of the project. If the project is successful at the concept stage, implementers will be invited to complete a full activity-based budget, which will be provided as a template. At this stage, please indicate the expected costs at a high-level breakdown, e.g. overall staff costs, administrative costs, and activity costs per activity. The activity number should be the same as ones you listed in the 'Project summary - Activities' section.

**CONTACT DETAILS**

***Lead implementing organisation***

List the contact details of the lead implementing organisations responsible for the project. Attach separately the CVs of key individuals leading the delivery of the project in the implementing organisation.

***Partner implementing organisation(s)***

If the project is being delivered as a partnership, give the contact details of any other implementing organisation involved in the delivery of the project. List more than one if needed. Attach separately the CVs of key individuals involved in the delivery of the project.

***Key beneficiary organisation(s)***

List the name of the key project beneficiaries. These are the organisations that will benefit from the outcomes of your project. List more than one if needed.