**Project Proposal Form**

(Projects worth over £10,000)

**Guidance for completion**

**Introduction**

This guidance is to be followed when completing the Foreign & Commonwealth Office’s “Strategic & Bilateral Programme Fund – Project Proposal Form” for projects worth over £10,000.

Project Implementers, who intend to make a bid for funding, should contact the relevant British Embassy or High Commission and refer to the Programme Strategy for the fund to which they are bidding. When completed, the form will be used by the relevant Programme Board to assess whether the project should be approved for funding.

Implementers must complete all relevant sections of the form.

**Part A (to be completed by the Implementer)**

**Project Title**: This should be short and succinct

**Purpose**: This should be no more than two sentences, clearly stating the change that the project will deliver. This is the reason the project should go ahead

**Cost:** Please provide the total cost of the project and, if there are other donors involved, state how much you are bidding to the FCO for

**Timing:** Please provide the estimated start and end dates for the project

**Implementing Agency:** Please provide full contact details and the name of the lead officer for this project

**Country/Countries covered**: Please state which countries the project will run in

**Previous Funding**: Please provide details of any previous bids you have made to the FCO

**What change will this project deliver in the short term:** Use this box to describe the short term benefits of running this project

**What is the expected longer term impact:** State what the longer term benefits of running this project will be. What will success look like in the years after the project is completed? For example, the project’s purpose may be for the government of a host country to sign up to new legislation. Whilst this may be achieved, the impact will require implementation of the legislation and subsequent enforcement by the courts. In addition, when considering the project purpose and outputs, you may wish to comment here on additional changes or benefits the project may trigger. We will use the information provided here in any evaluation or impact assessment of the project, and will judge the success of the project accordingly

**Is the change sustainable:** Provide details of the organisation or individual who will ensure the benefits of the project continue to be delivered after the project is completed. State whether there is sufficient buy in from the host government and/or beneficiary groups to ensure that benefits will continue to be realised after completion.

**Background:** In no more than 200 words, provide background to the issue this project will change and why the UK is the most appropriate donor.

**Outputs:** Please list all the outputs you expect the project to deliver. These are the specific results that will be delivered. The outputs must be sufficient to achieve the project purpose. *Outputs are what are delivered as a direct result of the related activities and should be within the control of the project.*

**Activities:** List all the tasks which will need to be carried out to deliver each of the outputs. The schedule of activities should set out in date/delivery order, and linked to the relevant output (ie Output 1 should have its activities listed as 1.1, 1.2, 1.3 etc). The activities must be sufficient to deliver the outputs. You must then complete an Activity Based Budget (see below) listing all these activities in the month they will occur and showing the associated cost.

**Milestones:** List here the milestones which will demonstrate success at each stage of the project. These are your indicators of success – what success looks like. You must have milestones/indicators to demonstrate success against the Project Purpose, and can also have milestones/indicators against the outputs and/or activities, depending on the scope and duration of the project. Please set out baseline information, stating clearly what the situation is before the project starts - this will allow you to show how and when the milestone has been reached.

**Activity Based Budget:** This must be completed – the project proposal will not be considered without a detailed ABB. Consider all of the Activities listed to deliver the outputs and estimate their individual costs. Enter the costs in the month you expect the activities to be completed. Provide as much detail as possible, (ie do not state just the figure for a workshop, but break that down into venue, catering, travel costs etc.). Administration costs should not exceed 10% of the total project costs.

**Co-funding:** State whether co-funding has been sought and provide details

**Monitoring**: Implementers will be expected to provide monitoring reports on (at least) a quarterly basis. State here how the project’s progress will be monitored, how often and by whom.

**Risks**: List the key risks involved in running the project and how those risks will be managed. Please note when the risk would need to be escalated to the next level in the management chain. Add more lines as needed. You should consider risks at all levels of the project ie political, administrative, internal etc. Note how likely the risk is, and what impact it will have on the successful delivery of the project (Low/Medium/High)

**Stakeholders**: List the key stakeholders involved in the project (those who have an interest in the project and who will be affected by it and/or can influence its success either positively or negatively). State how engagement and communication will be managed and who will be the key contact within the project; plus the stakeholder’s level of influence over and impact on the project (Low/Medium/ High)

**Beneficiary Groups**: State who the beneficiaries of the project are, and what level of involvement they will have in planning and delivering the project. Are they sufficiently engaged, does the plan reflect their needs?

**Part B (to be completed by the Post)**

**(From Part A)**

**Which Programme is the funding being sought from:** State the name of the relevant Strategic Programme (eg Human Rights, Prosperity etc) or state whether it is to be funded from the Post’s Bilateral Programme Budget

**Which Programme or Country Business Plan Objective does this project help meet:**  State which objective within the Programme Strategy or CBP this project will help deliver

**How will the project deliver that objective:** Provide some background as to why the project is needed to deliver the objective

**Is the project ODA eligible:** Please refer to the ODA guidance on FCONet and state whether the project is eligible

**Contact name and details:** Provide information for the lead project officer

**How have lessons learned been taken into consideration:** Please state how learning from previous projects has/will be used in the planning and delivery of this project. Has sufficient consideration been given to what has worked well or not worked in previous similar projects.

**What consideration has been given to an exit strategy:** Provide information on how the project’s benefits will be taken forward by others when the project is completed.

**Evaluation:** Consider, with the Programme Manager, whether the project will need to be evaluated (projects over £100,000 should be evaluated – but it is not mandatory - and this can be done by staff from within the Programme. Projects over £500,000 must be evaluated, and this must be done by staff outside the Programme). If the project is to be evaluated, the Programme Manager will need to assign funding.

**The implementer:** Please provide background information on the implementing organisation

**Sub-contracting/Procurement:** If the implementing partner will be taking on other organisations/individuals to run certain activities, please read the Corporate Procurement Group guidance on FCONet. The UK is committed to ensuring that we procure goods and services using an open, competitive process that ensures value for money. As part of this, implementing organisations should ensure that any procurement of goods and services is fair and transparent. Implementing organisations can consult UKTI staff at Posts for suggestions of suppliers. Procurement should be in line with EU procurement guidelines [link to FCONet].

**Human Rights Assessment:** Please complete this section after reading the Overseas Security & Justice Assessment guidance on FCONet.

**Cross Cutting Issues:** Please state any impact (positive or negative) that this project will have on issues such as the environment, diversity, gender and human rights.

**Can this project be referred to publicly:** Please consider whether there are any constraints to this project being referred to publicly. If the project can be publicised, please provide a form of words for briefing purposes.

**Post Programme Board:** Provide the details of the Board at which the project is discussed and note any comments/feedback on the project.

**Comments from policy desk:** Please ensure that the relevant policy desk has been consulted and has the opportunity to comment.

**Strategic Programme Board:** The Chair of the Programme Board in London should note comments here.

FCO Strategic Programme Fund and Bilateral Programme Fund

**PROJECT PROPOSAL FORM**

(For projects worth **over** £10,000)

**Part A: To be completed by the Project Implementer**

\* To be completed by the Post

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| **Project Title** |  |
| **Purpose***This must be NO MORE than one sentence*  |  |
| **Which Programme is the funding being sought from \****(Policy Programme title or Bilateral Programme Budget)* |  |
| **What Programme or CBP Objective** does this project help meet **\*** | Programme |  |
| CBP |  |
| **How will this project help to deliver** that Objective **\*** |  |
| **Is the Project ODA eligible \*** | Yes/No |
| **Cost***What is the* ***TOTAL*** *cost of the Project**Please note, project funds are paid quarterly in arrears.* | FY13/14 | £ |
| FY 14/15 | £ |
| If co-funding has or is being sought, please also show the cost to the **FCO** | FY 13/14 | £ |
| FY 14/15 | £ |

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| **Timing** | Planned start date: |  | Planned completion date: |  |
| **Implementing Agency** *Name; Address; Telephone Numbers; Email; Website* |  |
| **Country or countries covered** |  |
| **Have you bid for funding from the FCO in the past three years?***Please provide details of any bids made and/or projects implemented* |  |
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| **What change will this project deliver in the short term?** *Why do we need to run this project?*Keep this short, you should be able to articulate why the project is needed in a couple of sentences |  |
| **What is the expected longer term impact?** *What difference will it make on the ground over the next few years?*This question will be looked at again during an Evaluation of this project, and when an Impact Assessment is done a year after the project is completed. The success of the project will largely be judged on what is said here |  |
| **Is the change sustainable?** *Who will take ownership of delivering the benefits and outputs once the project funding ends?* |  |
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| **Background***In no more than 200 words, provide the background to the issue this project will change and why the UK is the best donor* |  |
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| **Outputs** *What will the project actually project produce? eg new legislation in place; trained people etc* *The outputs must together deliver the Project Purpose. List as many outputs as needed to deliver the Purpose.* | 1.2.3. |
| **Activities** *What will you need to do in order to deliver each outputs?**The activities must link to a specific output.*  | 1.11.2 |
| **Milestones***What are your milestones for measuring success during the Project? What will success look like?* | a.b.c.  |

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| **PLEASE COMPLETE THE ACTIVITY BASED BUDGET** *– your bid will not be considered without this. You should provide as much detail as possible.**Double click on the chart to use Excel* |



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| **Co-Funding***Has funding for this project been sought from other donors (EU, DfID, other countries), Private institutions or the host government?* If Yes, please provide details. If No, why not, and were options for doing so explored? | Yes/No |
| **Monitoring** *Please note that our funding Agreement specifies the need for (at least) quarterly reporting on progress and finances* | How will the monitoring be carried out | When/how often | By whom | What involvement will the project’s Beneficiaries have |

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| **Risks***What are the key risks in implementing this project and how are you going to manage them**Add more lines as required**Larger/higher value projects will require a full Risk Management Strategy. You should consider whether one is needed for this project.**You should also think here about when risks should be flagged up to Programme Managers in London* | **Risk** | **Impact** Low/Medium/ High | **Likelihood**Low/Medium/ High | **Management** | **Owner** | **Escalation Point** |
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| **Stakeholders***Who are the people or groups with an interest in this project and who will be affected by it and/or can influence its success either positively or negatively?* *How will you manage your engagement with them**Add more lines as required**Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. You should consider whether one is needed for this project.* | **Stakeholders** | **Influence**Low/Medium/High | **Impact** (positive or negative)Low/Medium/High | **Engagement / Communications plan**(How to engage, how often and who by/who to) | **Owner** |
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| **Beneficiary Groups***Describe the level of participation of beneficiary group(s) in planning the project* *Does the plan reflect the wishes/needs of the beneficiaries* |  |
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| **Signature of Implementing Agency Lead Contact** |  |
| **Date** |  |

**Part B: To be completed by Post**

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| **Contact name** and details at Post |  |
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| **How have lessons learned from previous similar projects** been taken into consideration in the development of this idea |  |
| **What consideration has been given to an exit strategy** to ensure that the project does not create dependence? Please provide details |  |
| **Evaluation** *Will this project be evaluated? If so...* | When |
| By Whom |
|  |  |
| **The Implementer***Provide details of any previous work with the Implementing Agency, and relevant background information on financial, reputational, organisational etc issues* |  |
| **Will the Implementing partner** be sub-contracting any other agencies to carry out elements of the project activities? *If so, Post should ensure correct procurement procedures are followed – see CPG Guidance* | Yes/No |
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| **Human rights (HR) assessment***(For projects in the security and justice sectors, you should refer to the FCO Overseas Security and Justice (OSJA) Human Rights Assessment Guidance including Checklist A)* |
| Do you consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL?  | If YES what is the risk: |
| Specify what those HR/IHL violations are |  |
| Describe the evidence base that has been used to identify and assess the above risks? |  |
| How would the risk of those HR/IHL violations be mitigated |  |
| Once all appropriate mitigating steps have been taken, do you still consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL? | If YES, what are your next steps? |
| Who will need to approve the HR risk assessment? (refer to the OSJA Guidance) *Programme Manger; Head of Department; DHM; HOM; Ministers?* |   |
| **Cross Cutting Issues** *What impact will the project have on issues such as the environment, diversity, gender, and human rights?**Please note both positive and negative possible impacts* |  |
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| **Can this project be referred to publicly**, or are there sensitivities that would preclude publicity.If public, please provide an unclassified form of words describing the project, which can be used in briefing materials. |  |
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| **Date of Post Programme Board** at which the bid was discussed |  |
| **Comments from Post Programme Board***[Note:* ***All*** *bids must be appraised by the Post Programme Board]**Include here, information on why the Project was approved, what additional work was needed prior to approval, further information for the Strategic Programme Board in London* |  |
| **Signature of Board Chair**  |  |
| **Date** |  |
| Once approved by the Post Programme Board, non-Bilateral and non-devolved Programme Budget projects should be forwarded to the Programme Team in London for discussion at the main Programme Board |
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| **Comments from Policy Desk** either geographical or thematic*Does the project have the support of the relevant desk?* |  |
| **Comments from Strategic Programme Board** |  |
| **Date** |  |
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