



Foreign &
Commonwealth
Office

China Prosperity SPF: Project Full Bid Form Completion Guidance

Introduction

This guidance is intended for implementing organisations completing the FCO China Prosperity SPF full bid project proposal form. You should also refer to the China Prosperity SPF Strategy for more guidance. For further assistance, contact the SPF Programme Team at the British Embassy/Consulate General. The full bid project proposal form should set out the details of the project, enabling the Programme Board to assess whether the project should receive funding.

The SPF Prosperity project officer will be able to support you with completing this bid form.

Completing the Form

You should only complete this form if you have submitted a concept bid form and have been invited to submit a full bid form.

COVER PAGE

Project Title: Use a short and succinct project title that is easy to understand

Fund Programme: SPF Prosperity Fund

Project Code: British Embassy/Consulate General project managers to fill in

ODA Details: British Embassy/Consulate General project managers to fill in

Cost: *Further details below*

SECTION A: HEADER

Project Title: Use a short and succinct project title that is easy to understand.

Project Purpose

This should be **one** clear and succinct sentence describing the anticipated change. What is the immediate outcome or direct benefit the project will achieve? It should be a policy level change or step towards a policy change. The implementer will not be in control of this change but it is what you think success should look like. It should **not** contain project details which can be described elsewhere on the form.

Project Budgets: Cost to FCO per Financial Year please state how the costs will be divided across the Financial Year in the designated session. Note that the FCO financial year is from 1 April to 31 March next year. I.e., FY 2015 covers 1 April 2015 to 31 March 2016; FY 2016 covers 1 April 2016 to 31 March 2017, etc...

Co-funding: please state the amount of co-funding. This should NOT be included in the FCO contracted amount above. Implementers will be expected to secure co-funding for all projects.

Timing: planned start and end date. This should be within one year unless there is a real need to have a multi-year project.

Implementer/Organisation: The name of the main organisations implementing the project and contact details. .

Please indicate who will be the leading organisation (the contract holder) if the bid's approved.

Country or countries covered: China in most cases.

RATIONALE FOR PROJECT

Why do we need this project? *Keep SHORT in 2 sentences. Build on purpose to explain why we need to support this project.*

Background and Context *(In no more than 400 words),*

-Provide background to the issue this project addresses

-What is the impact of not doing the project?

-Whether and how this project has local/national government support.

Does the UK have particular commercial or policy expertise in this field? Are there any longer term commercial opportunities for the UK?

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

Sustainability

In this section we want to understand how the project will ensure benefits are sustained after the project has come to a close. This might include training or capacity building; production of regulations, guidelines which can continue to be implemented; evidence that there is demand from the beneficiary for the project deliverables and that these will be used;

evidence that funding has been committed for the implementation of project deliverables; or other evidence of sustainability.

PROJECT DESIGN

The Prosperity SPF project manager will review the project design and budget in detail to ensure that the project demonstrates value for money.

Purpose/Indicators of Success: Indicator of success against the project purpose. List here what you envisage project completion will look like. It can also show steps towards the completion of the purpose. What might we measure to know the purpose has been achieved? What will the new situation look like? This is very important, as the FCO will use these to measure project performance. You should describe, in **specific and measurable** terms what you would measure to demonstrate that the project has achieved the project purpose. Indicators should be SMART: Specific, Measurable, Achievable, Relevant and Time-bound.

Outputs

Please list here all of the outputs you expect the project activities to deliver. What are the **specific, deliverable results expected** from the project activities which should be sufficient to **achieve** the project purpose? Outputs are what the implementer can deliver directly from the activities (below) and should be within (or just about within) their control. Please ensure that the outputs listed are sufficiently detailed to allow FCO to monitor what outputs should be carried out by what timescale. There should be outputs listed throughout the life of the project, rather than all being delivered at the end, and these may include for example production of first draft reports, consultation reports, scoping documents, increasing awareness and capacity etc.

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. Background on the activities should be provided in the next question.

Activity Based Budget

Please refer to the ABB excel sheet and Guidance tab for reference. For any specific questions please discuss with the post project manager.

Project Co-Funding

All projects are expected to demonstrate they have sought co-funding from Chinese stakeholders, other donors or private companies. This will be included in the assessment of the project helping to ensure value for money. Please give details on how you have looked for co-funding. If yes, provide details. If no, please explain why not.

Project Risk Analysis:

Risk Description: Describe the specific risks which would affect the achievement of the project purpose. 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?

Impact: If the risk were to happen, what would be its impact on the project? High, Medium or Low?

Likelihood: How likely is the risk? High, Medium or Low?

Management of the risk: How will you address the risk? You might tolerate it, i.e. accept it's a risk but continue anyway, or do something to reduce the chance of the risk happening or its impact, for instance, by adding some activities into the project plan.

Owner: who will manage the risk?

Project Stakeholders

Please list the key project **stakeholders**, i.e. the most important organisations, groups or individuals with an interest in the outcome of the project, either through being affected by it or being able to influence the activity.

Please state what the nature of their **interest** is (e.g. beneficiary of the project; key partner to support delivery).

Please state the likely **impact** this stakeholder will have on the project's success. For example, if the stakeholder's interests clash with the project, the impact is likely to be negative. If the stakeholder is supportive of the project and a beneficiary, their impact is likely to be positive.

Please state how the project will **manage** and engage with this stakeholder during the course of the project.

Procurement

- (a) 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 in Embassy Commercial sections for suggestions of suppliers of goods and services.
- (b) Please list the third party goods and services you require to deliver this project. For any third party goods and services you are purchasing/sub-contracting to deliver this project, you should follow the following thresholds:

Procurement Cost Level	Competition Process
Below £5,000	No quotes required, although you should be able to demonstrate value for money. However purchases should be from a known supplier.
£5,000 - £80,000	Written quotations should be obtained from at least 3 different suppliers.
£80,000 - €125,000 (equivalent to approximately £100,000 dependent on exchange rate)	Competitive tendering process using sealed bids resulting in a formal procurement contract.
Above £125,000	Following EU procurement guidelines for goods or services valued over Euros €125,000).

(c) How will you ensure that procurement is fair and transparent and seeks value for money?

(d) You are not required to follow this process if a service deliverer is submitted to the Programme Board as a co-implementer for the project.