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**GOOD GOVERNANCE FUND**

**PROJECT PROPOSAL FORM/ TERMS OF REFERENCE**

**SUMMARY SHEET**

**(Pages 1 and 2 to be completed by the British Embassy)**

**Project title (ODA compatible)**

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**Delivery Mechanism**

☐ SSF

|  |  |
| --- | --- |
|  | Managed Fund project reference |

☐ Managed Fund

**NSC Results** *Please indicate to which of the Country NSC priorities the project will contribute.*

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**Theory of Change Outcome**

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**GGF Lead at Post** *Confirm: the name of the GGF lead at Post, that they have read the guidance and support the project.*

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**Delivery Lead at Post** *Confirm: the name of the person responsible for day to day delivery of the project/ liaison with the lead implementing partner.*

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**Project Duration (months)**

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| --- |
| Start Date:  End Date: |

**Regions to be covered by the project**

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**Total Budget (£)**

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**Due Diligence (SSF Projects only)**

The lead implementing partner should provide sufficient assurance to the relevant UK Embassy that it has sufficient capacity and capability to manage the grant and deliver the project to a good standard. Comment on the lead organisation’s ability to deliver, its financial stability, governance and controls and (if relevant) managing downstream partners (sub-contractors).

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|  |  |  | Comments |
| Does this project involve advanced payment (i.e. not in arrears) to a partner? | Yes | No |  |
| Are any of the agreements in this project ‘non-standard’ (i.e. not based on existing templates)? | Yes | No |  |
| Does this project involve support to security and justice institutions? | Yes | No |  |
| Does this project involve providing resources or working closely with a government agency? | Yes | No |  |
| Does this project create any commitment in a currency other than British Pound Sterling? | Yes | No |  |
| Does this project create a new financial asset? | Yes | No |  |
| Does this project create a new organisation or invest in a new entity for the first time? | Yes | No |  |

**FOR COMPLETION BY IMPLEMENTING PARTNER (page 3 onwards)**

**Administrative data of Implementing Organisation (SSF Only):**

*Please provide name of organisation, registration number (or equivalent), date of registration, place of registration, category (PUBLIC/PRIVATE)*

|  |  |
| --- | --- |
| Applicant’s contact details for the purpose of this project[[1]](#footnote-1) | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Authorised person to sign contracts** |  |
| **Official Address of registration:** |  |
| **Legal status:** |  |
| **Website of the applicant:** |  |
| **Bank account details**  *Please provide the bank account information where project funds are proposed to be received.* | |  |  | | --- | --- | | Bank Name: |  | | Bank Postal Address: |  | | Name of Account: |  | | Bank Account Number: |  | | Sort Code: |  | | Currency of Bank Account: |  | | IBAN number: [required for bank accounts within Europe] |  | | SWIFT number: |  | |

**PROJECT TITLE**

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**PROJECT PROPOSAL SHORT SUMMARY**

*Will be used as the short description of the proposal in the evaluation process and in communications with the programme management board and other interested parties (max 2 pages).*

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**Part One: Strategic Case**

*Note: This section explains the rationale for the project*

* 1. **Results Offer / Overall Outcome**

*This should be no more than one sentence, clearly stating the change that the project will deliver. This is the reason the project should go ahead.*

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* 1. **Context and need for the project**

*Provide a detailed analysis of the problem to be addressed by the project and how it is interrelated at all levels. Refer to any significant plans/strategies undertaken at national, regional and/or local level relevant to the project and describe how the project will relate to such plans.*

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**1.3 Project outcome**

*Please state the challenge that the project intends to address and anticipated change that will result from the project.*

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**1.4 Theory of change and Project Outputs** *(maximum 200 words)***:**

*Please explain the logic of the project, explaining how the project’s activities will lead to outputs and how the outputs will achieve the outcome*

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**1.5 Implementing organisation and partner(s)**

*Organisational Background and Capacity to implement the project*

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**1.6 Stakeholders**

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**1.7 Beneficiary Groups**

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**1.8 Added Value**

*Please explain any additional benefits resulting from the project that have not already been identified.*

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**1.9 Cross-cutting themes (Conflict Sensitivity, Gender Equality and Social Inclusion)**

*Please explain how GESI will be fostered by the project*

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**Part Two: Appraisal Case**

***Note: This section explains the methodology of how the project will work***

**2.1 Project schedule**

Target Start Date:

Dates of Key Milestones:

Expected Completion Date:

**2.2 Outcome**

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|  |

**2.3 Outcome Indicators (Short/Medium/Long Term)**

|  |  |  |  |
| --- | --- | --- | --- |
| *Indicator* | *Baseline* | *Target*  *(including date)* | *Source of information & who will collect* |
|  |  |  |  |
|  |  |  |  |
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**2.4 Outputs: (List Outputs)**

**Output 1.1**

**Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| *Indicator* | *Baseline* | *Target*  *(including date)* | *Source of information & who will collect* |
|  |  |  |  |
|  |  |  |  |

**Activities:**

|  |  |
| --- | --- |
| *Activity* | *Expected date* |
|  |  |
|  |  |

**Output 1.2**

**Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| *Indicator* | *Baseline* | *Target*  *(including date)* | *Source of information & who will collect* |
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**Activities**

|  |  |
| --- | --- |
| *Activity* | *Expected date* |
|  |  |
|  |  |
|  |  |

**Process Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| *Indicator* | *Baseline* | *Target*  *(including date)* | *Source of information & who will collect* |
| Gender Equality and Social Inclusion |  |  |  |
| Value for Money |  |  |  |

**2.5 Planned Resources**

*Please detail planned resources, outlining specific experts at the defined grades (see below) and required number of days.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Project Role | Area of responsibility | Fee band | Number of Days |
|  | e.g. Team Leader |  | National/international - Director/Partner |  |
|  |  |  | National/international - Principal Consultant |  |
|  |  |  | National/international - Senior Consultant (Senior Manager) |  |
|  |  |  | National/international - Consultant (Manager) |  |
|  |  |  | National/international - Junior Consultant (Assistant Manager) |  |
|  |  |  | National/international - Technician/Research Assistant |  |

**2.6 Risks**

*Please identify and list the* ***major risk factors (internal and external)*** *that could result in the project not producing the expected results.*

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| **Risk** | **Likelihood** | **Impact** | **How we will mitigate risks** | **Risk owner** |
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**Project Assumptions**

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**2.7 Donor Co-ordination**

This section should capture whether there are any other related donor initiatives and if so how the project will build on these efforts**.**

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| **Donor and contact point** | **What is the initiative and how will the project be co-ordinated?** |
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**2.8 Sustainability**

*Please explain how the project’s benefits will be sustained once the project is completed.*

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**2.9 Communication and Visibility**

*Please describe how you would communicate the goals, activities and results of the project with government counterparts, civil society actors and other key stakeholders at national and sub-national level.*

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**Part Three: Financial Case**

*Notes: (1) This section explains how the project will be funded*

*(2) An activity-based budget must be submitted with the project form*

**3.1 Funding period**

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| --- |
| Project start date:  Project end date: |

**3.2 Total budget**

|  |  |  |
| --- | --- | --- |
| Output schedule | Cost | **Output completion date** |
| Total project budget | £ |  |
| Output 1 budget | £ |  |
| Output 2 budget | £ |  |

**3.3 Other sources of funding (where applicable)**

|  |  |
| --- | --- |
| Organisation | Amount |
|  | £ |
|  | £ |
| Total external funding: £ | |

**3.4 Total amount requested from the GGF**

|  |  |
| --- | --- |
| Total project budget | £ |
| (minus) External funding | £ |
| **(equals) Amount requested from GGF** | **£** |

**3.5 Value for Money**

*State how this project will represent good value for money.*

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**Part Four: Management Case**

*Note: This section explains how monitoring and evaluation will be conducted*

**4.1 Monitoring:**

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| --- | --- | --- | --- |
| *Method* | *Intervals* | *Carried out by* | *Follow up activity* |
|  |  |  |  |
|  |  |  |  |
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**4.2 Evaluation plan:**

*Explain how you will evaluate the project; who will carry it out; how much will it cost (any cost should be included in the budget).*

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Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

***Annex***

1. ***Activity Based Budget (to be signed by Authorised person) (SSF only)***
2. ***Output Based Budget (Managed Fund)***

1. Any change of authorised person, in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. [↑](#footnote-ref-1)