Foreign & Commonwealth Office

BRITISH EMBASSY MONTEVIDEO
PROJECT PROPOSAL FORM

For projects between £10k and £80k

* To be completed by the Post

Project Title	
Which Programme is the funding being sought from * *Insert fund name*	
Project Code * *To be added once the Project has been approved and the code is provided by the Programme Team*	
Is the Project ODA eligible * Yes/No	No

ODA Codes * *To be added by Post from ODA Input Sector and Delivery Channel codes (links opposite) in the ODA Programme Data Entry SharePoint site*	ODA Input Sector Code	n.a.
	ODA Channel of Delivery Code	n.a

Part A: To be completed by the Project Implementer

Project Title	
Purpose *This must be NO MORE than one sentence, clearly setting out the "change" to be delivered*	
Short Project Summary *In no more than 200 words explain what the project plans to achieve and how (setting out how the Outputs will deliver the Purpose/Objective, and how the activities will deliver each relevant Output), and what difference will it make on the ground over the next few years?* This question will be looked at again during any Evaluation of this project, and when an Impact Report is done. The success of the project will largely be judged on what is said here	

Cost *What is the **TOTAL** cost of the Project*	**FY16/17**	£		
Of this total, please detail the cost to the FCO and, if relevant the cost to co-funders *Please note project funds are paid quarterly in arrears.*	*Cost to FCO*	£	*Cost to Co-funders*	£
Timing	Planned start date:		Planned completion date:	

PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Proposals without an activity based budget will not be considered
The Activity Based Budget must match the activities and timings set out below

Implementing Agency *Name; Address; Telephone Numbers;* *Email; Website*	
Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities? If Yes, please provide details *Good procurement procedures must be followed –* *please refer to Annex C of the FCO Grant Contract*	Yes/No

Project Plan

Based on the information provided in the Summary, use the table below to set out the Purpose, Outputs and Activities to be delivered. Give the Indicator(s) of Success for the Purpose, along with the Baseline information, what the target to be reached is, and when it will be delivered by, along with milestones (checkpoints) at which progress will be measured. This will allow you to monitor and measure progress throughout the Project, and provide clear evidence of the Project's success

Then list the Outputs and the Activities that will be needed to deliver them. You can, if you wish, add Indicators at the Output level.

Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue)
Baseline = the current status (eg no training exists; current perceptions are x% positive)
Sources = where will the information on the baseline data and targets come from (eg data from research carried out by the implementer; open source data)
Milestones = the key points at which progress will be tracked (can be specific dates/events or the regular quarterly reports – but provide indicative dates for the latter)
Target = what the project will deliver (eg 100 people trained; 50% increase in positive perceptions)
Date = the date by which the output will be delivered

Project Purpose/Objective

Indicator(s)	Baseline	Sources	Milestones	Target & Date
e.g. Number of staff trained and certified	*0*	*Ministry of Home Affairs Human Resources Department*	*x.x.2015 When course content agreed* *x.x.2015 When first course delivered* *etc...*	*100 staff trained and certified by ...*

Output 1:

Activities linked to Output 1	1.1 1.2 1.3 etc..

Output 2:

Activities linked to Output 2	2.1 2.2 2.3 etc..

Output 3:	
Activities linked to Output 3	3.1 3.2 3.3 Etc..
ADD MORE LINES AS NEEDED	
Sustainability *How will the project ensure benefits are sustained once the project funding ends?*	

Risks *What are the key risks in implementing this project and how are you going to manage them* *Add more lines as required* *You should also think here about when risks should be escalated*	**Risk**	**Impact** Low/ Medium/ High	**Like-lihood** L/M/H	**Management** *How will the risk be managed and monitored, what are the mitigating actions, and who is the risk owner*	**Escalation Point** *At what stage will the management of this risk need to be escalated*
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*	**Stakeholders**	**Interest** L/M/H	**Influence** L/M/H	**Engagement / Communications plan** (How to engage, how often and who by/who to)	**Owner**
Signature of Implementing Agency Lead Contact					
Date					

Part B: To be completed by Post

What **Programme or CBP Objective** does this project help meet	Programme	
	CBP	
How will this project help to deliver that Objective		

Contact name and details at Post	

In addition to the "need for the Project" set out above, **what benefit will the Project deliver for the UK?** *Please note that if the Project is ODA eligible the primary purpose of the Project <u>must</u> be the development of the host country.*	
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	

The Implementer *Provide details of any previous work with the Implementing Agency, and relevant background information on financial, reputational, organisational etc issues*	

Cross Cutting Issues *What additional impact will the project have on issues such as the environment, diversity and human rights? Please note both positive and negative possible impacts*	
For ODA projects*: Are you satisfied that the proposed activity is likely to contribute to a reduction in poverty?	Yes / No. Please explain briefly how.
For ODA projects*: Are you satisfied that the proposed activity will promote gender equality? If this is not possible, are you satisfied it will not contribute to further gender inequality?	Yes / No. Please include examples where possible.
Human rights (HR) assessment *For projects in the security and justice sectors:* Have you completed an assessment under the Overseas Security & Justice Assistance Guidance?	Yes / No

Please summarise the results including the key risks and mitigation measures and overall rating	
For other projects: 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:

CHECKLIST	
Consultancy Value Programme *Are consultants being used in the delivery of this Project? If yes, please ensure that you check the requirements within the CVP on Corporate Procurement Group's Sharepoint site*	Yes/No
Marketing & Advertising Freeze *Will elements of the Project include Marketing or Advertising products and services that are externally procured i.e. will incur cost to FCO. If yes, refer to the guidance on the Comms & Engagement Sharepoint site and complete the necessary clearance forms*	Yes/No
TV & Film Production *Is the project producing any television programmes or films (including documentaries)? If yes, you must seek approval from the relevant junior minister's private office.*	Yes/No
Advance Payments *Will the implementer require payments in advance? If Yes, please complete the Advance Payment request Form (Programme Office's Sharepoint site) as early as possible. Please note, advance payments will ONLY be made where there is a clear justification*	Yes/No
Open competition *Has the project been part of an open Bidding Round or Tender process? If not you should refer to your programme team in the first instance to make sure you comply with competition requirements.*	Yes/No
Gifting *Will any of the goods procured during the project become the property of the implementer or beneficiary? If Yes, please consult the Gifting & Granting Guidance (Programme Office's Sharepoint site). Please note, goods purchased during a project will usually remain the property of HMG and will need to be disposed of in accordance with guidance*	Yes/No
Contract *There must be a signed contract in place between FCO and the implementer, prior to any activities commencing. Please ensure that the implementer is aware of the content of the Contract well in advance of having to sign. Please refer to guidance on Grant Contracts (Programme Office's Sharepoint site).* *If the project is being implemented by a commercial organisation/ business, please see CPG's Sharepoint site for guidance on Commercial Contracts.*	
Due Diligence *Reasonable checks must be made on the potential implementing organisation prior to initiating the project and your findings recorded (see Programme Office Sharepoint site). Please confirm that checks will be / have been carried out.*	

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.	

Comments from policy lead either geographical or thematic *Does the project have your support?*	
Date of Post Programme Board at which the bid was approved	
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, plus any conditions that were attached.*	
Signature of Board Chair	
Date	
Comments from London Programme Board (if applicable)	
Date	

Useful links:
Programme Office: http://ubs.sharepoint.fco.gov.uk/sites/ops/OU/SPF_Office/default.aspx
Corporate Procurement: http://ubs.sharepoint.fco.gov.uk/sites/finance/procurement/default.aspx
Comms & Engagement: http://restricted.sharepoint.fco.gov.uk/sites/comms/default.aspx