Completing the Full Project Proposal form

PMO provides a Project Proposal template that Posts/Directorates can ask bidders to use when preparing and submitting their project proposals. The following guidance explains how the template should be completed.

Notes: PART A – to be completed by project implementer
PART B (including proposal cover sheet) – to be completed by Post/Directorate and attached to PART A once received from project implementers

Use the template appropriate for the value of the project, i.e. under £10k, £10k-£80k, or £80k+ (note: points marked * below are only required for projects £80k+; those marked with ** only required for sub-£10k bids)

PART A

Project Title: This should be short and easily understood. Don't be overly creative or write a title that may be confusing, unclear or misunderstood. It should be a simple, succinct, straightforward statement that captures the main aim of the project.

Purpose: This should be no more than one sentence, clearly stating the change that the project will deliver. It should not be a list of activities or outputs, or be more than a single sentence (advisory limit 15-20 words). This is what will be different as a result of the project and therefore the reason why it should go ahead.

*Context and need for the project: This should be no more than 200 words. You should provide background to the issue this project will change; state what the expected final Outcome will be; and (where applicable) state why the UK should fund this project.

**Background: In no more than 200 words, explain what the project will achieve and how.

Short Project Summary: In no more than 200 words, explain what the project plans to achieve and how: it will achieve it. How will the Outputs deliver the Purpose; how activities will deliver each Output; what difference will be made on the ground over the next few years; and why the UK is the most appropriate donor.

Cost: Provide the total cost of the project, how much you are bidding for from the FCO and how much from other donors (if applicable)

Timing: Please provide the planned start and end dates for the project.

Activity Based Budget: This must be completed – the project proposal cannot be considered without a detailed ABB (see separate guidance and template). Break down all activity costs into components so it is clear how they are made up and which month particular payments are due. Provide as much detail as possible, (i.e. do not state just the figure for a workshop, but break that down into venue, catering, travel costs etc.).

Administration costs must be clearly itemised in the ABB, be justifiable and kept to a minimum. They should not, in most cases, exceed 10% of the total project costs. Any value attached to admin costs may be challenged.

FCO programmes are not routinely used to buy equipment. Equipment purchases as part of a project must be essential to the policy-based outcome of the project, and should only be approved exceptionally if there is a genuine project-specific need and that a project implementer could not be expected to hold such equipment as part of its core business operations.

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

Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities: If yes, please provide full details

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

*Have you bid for funding from the FCO in the past three years: Please provide details of any previous bids you have made and/or projects implemented.

Project Plan: This is the section under which you need to detail how the project purpose will be achieved. Describe each Output with a list of related Activities below along with how the successful delivery of the Purpose will be measured (i.e. what are the Indicators that will demonstrate the Purpose has been achieved)

- **Purpose/Objective:** State the project purpose/objective – this must be identical to the purpose set out on page 1 of the form. Explain how you will measure whether the Purpose has been achieved, which should include the following information:
  - *Indicator: what will be measured*
  - *Baseline: the current status. What you know now*
  - *Sources: where will information to support baseline data and targets come from*
  - *Milestones: the key points at which progress will be tracked*
  - *Target: what the project will deliver*
  - *Date: the date by which the Purpose will be delivered*

- **Outputs:** Please list all the outputs you expect the project to deliver. These are the specific results that will be delivered as a result of carrying out particular activities. Do not write Outputs in the form of activities. Outputs are the things that remain after activities are completed. They must be relevant to the aims of the project and be sufficient to achieve the project purpose. Outputs are delivered as a direct result of the activities, and should be within the control of the project. Add more lines for additional outputs as needed.

- **Activities:** List all the things (Activities) you will do in order to deliver each Output. List each Activity under the relevant Output, in date/delivery order. Each activity should be numbered (i.e., the first activity necessary to deliver Output 1, would be activity 1.1; the second would be 1.2 etc). Activities must be sufficient to deliver the outputs, and there should be a clear linkage between Activities and Outputs. You must then complete an Activity Based Budget listing all component costs of each activity in the month they will occur with associated cost.

Sustainability: Provide details here of how the benefits of the project will continue to be felt after the UK's project funding comes to an end.

*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 (both within the implementing organisation and the relevant British Mission). Add more lines as needed. You should consider risks at all levels of the project, for example: political; administrative; internal; and so on. 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 is 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?

Now sign and date the form and submit to the relevant British Embassy /High Commission/Consulate General or FCO Directorate.