**PROJECT PROPOSAL FORM**

*For projects above £10,000*

Share Part A ONLY of this template with bidding organisations

Cover page and Part B to be completed by FCO Post / Department

**Cover Page: To be completed by FCO Post / Department**

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| --- | --- | --- |
| **Name of FCO Post / Department** |  | |
| **Name of bidding organisation** |  | |
| **Project Title** |  | |
| **Which Programme is providing the funding?**  *Insert Programme name* |  | |
| **Project Code**  *Add once the Project has been approved by the Post/Department Programme Board and the code provided by the programme’s central administrators (i.e. PMO/JFU/PFDU)* |  | |
| **Is the Project ODA eligible** | Yes / No | |
| **ODA Codes**  *To be added from ODA Input Sector and Delivery Channel codes (links opposite) in the* [*ODA Programme Data Entry SharePoint site*](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/_layouts/viewlsts.aspx?BaseType=0) | [ODA Input Sector Code](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/Lists/Input%20Sectors/Input%20Sector%20Reference.aspx) |  |
| [ODA Channel of Delivery Code](http://ubs.sharepoint.fco.gov.uk/sites/finance/strategicfinance/oda/programme_data/Lists/Channel%20of%20Delivery/AllItems.aspx) |  |

**Part A: To be completed by the project Implementing Agency (expand boxes as required)**

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| **Implementing Agency’s Details**  *Your organisation’s name; address; telephone numbers; contact name(s); website; other* |  |
| **Project Title** |  |
| **Purpose**  *Write one sentence that clearly sets out the aim of the project, reflecting the “change” it will help bring about* |  |
| **Context and Need for the Project**  *In no more than 200 words, provide the background and context to the issues this project will address and why the UK should fund this project* |  |
| **Project Summary**  *In no more than 200 words explain what the project plans to achieve, how proposed Activities will deliver stated Outputs and how Outputs will help bring about the project Purpose. What longer term real world difference will the project contribute to over the next few years?*  *(Note: This question will be looked at again during any Evaluation of this project.. The success of the project will largely be judged on what is said here)* |  |
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| **Cost**  *What is the* ***TOTAL*** *cost of the Project*  *Please detail the cost to the FCO and, if relevant, the cost to co-funders*  *If relevant, please provide costs for future financial years. Add additional years as required.*  *(Note: the FCO cannot guarantee funding for future financial years)* | **FY 20/21** | **£** | | |
| *Cost to FCO* | *£* | *Cost to Co-funders* | *£* |
| **FY 21/22** | **£** | | |
| *Cost to FCO* | *£* | *Cost to Co-funders* | *£* |
| **Co-Funding**  *If relevant, please provide the name and contact details of any co-funders,including funding source and amount.*  *If there are no co-funding arrangements, please explain why the UK should fund this project in full.* |  | | | |
| **Timing** | **Planned start date:** |  | **Planned completion**  **date:** |  |
| **PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (ABB). Proposals without an ABB will not be considered**  *(Note: The Activity Based Budget must match the activities and timings set out in the project plan below. No organisation can financially profit from receiving grant funding - proposals from for-profit organisations for grant funding can only be considered if an officially registered non-profit making arm or division of the for-profit organisation will deliver the project).* | | | | |
| **Will you be sub-contracting work to deliver any project Activities or Outputs to other organisations?**  *If Yes, please provide details, explaining the scope and cost of work you intend to sub-contract .* | Yes/No | | | |

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| **Which country or countries will this project be delivered in?** | |  | | | | | | | |
| **Have you bid for funding from the FCO in the past three years?**  *If yes, please provide details of bids made (successful and unsuccessful bids) and projects implemented.* | |  | | | | | | | |
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| **Project Plan**   * Based on the information provided in the Project Summary, describe below the Purpose, Outputs and Activities the project is designed to deliver. * Provide a description of each Indicator for the Purpose and for each Output, and provide baseline information, the sources of that information, what the target (and target date) is, and the milestones (checkpoints) at which progress will be measured. This information will provide a framework for monitoring and measuring progress of the project, and provide an evidence base for assessing the success of the project.   *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 it will be delivered* | | | | | | | | | |
| **Project Purpose:** | | | | | | | | | |
| *eg: To strengthen the capacity of Country X’s Ministry of ...... to reduce instances of fraud in processing of applications* | | | | | | | | | |
| Indicator(s): | Baseline | | Sources | | | Milestones | | Target & Date | |
| 1. *E.g.Changes in fraud detection rates* 2. *x* 3. *x etc* | 1. *xx no. per year* 2. *x* 3. *x* | | *Ministry of Home Affairs Human Resources Department* | | | 1. *xx% increase from baseline by ....* 2. *x* 3. *x* | | 1. *xx% increase from baseline by xx date (eg end of project)* 2. *x* 3. *X etc* | |
| **Output 1:** | | | | | | | | | |
| *eg: Training programme delivered* | | | | | | | | | |
| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
| *1. e.g. Number of staff trained and certified*  *2. x*  *3. x etc* | *0* | | *Ministry of Home Affairs Human Resources Department* | | | *x.x.2020 When course content agreed*  *x.x.2020 When first course delivered*  *etc...* | | *1.100 staff trained and certified by ...*  *2 x*  *3 x etc* | |
| Activities linked to Output 1 | 1.1  1.2  1.3  etc.. | | | | | | | | |
| **Output 2:** | | | | | | | | | |
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| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 2 | 2.1  2.2  2.3  etc.. | | | | | | | | |
| **Output 3:** | | | | | | | | | |
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| Indicator(s) | Baseline | | Sources | | | Milestones | | Target & Date | |
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| Activities linked to Output 3 | 3.1  3.2  3.3  etc.. | | | | | | | | |
| *ADD MORE LINES AS NEEDED* | | | | | | | | | |
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| **Sustainability**  *How will the project ensure benefits are sustained once the project ends?* |  | | | | | | | | |
| **Gender Equality**  *Explain how gender equality issues have been considered and incorporated into this project proposal.*  *(Note: You may reference the DfID/FCO “How To” guidance on Gender Equality and any specific guidance on Gender provided by the FCO Post/Department).* |  | | | | | | | | |
| **Monitoring**  *How will delivery and financial management of the project be monitored and controlled?*  *Please note that FCO projects require (at least) quarterly reporting on delivery and financial performance.* |  | | | | | | | | |
| **Risks**  *What are the key risks of 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.* | **Risk** | | | **Impact** *(if realised)*Low/  Medium/ High | **Like-lihood** *(of occurance)*  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* |
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| **Stakeholders**  *Who are the people or groups with an interest in this project and/or who will be affected by it? Who 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** | | | **Interest**  L/M/H | **Influence**  L/M/H | | **Engagement / Communications plan**  *(How to engage, how often and who by/who to)* | | **Owner** |
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| **Beneficiary Groups**  *State who the main beneficiary groups are, and describe how they contributed to the design and planning of this project?*  *How does the project proposal reflect the wishes/needs of the beneficiaries?*  *(Note: Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver)* |  | | | | | | | | |
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| **Authorise signatory for the Implementing Organisation** |  | | | | | | | | |
| **Print name** |  | | | | | | | | |
| **Date** |  | | | | | | | | |

**Part B: To be completed by FCO Post or Department (overwrite text in Red)**

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| --- | --- |
| **Name of Post / Department** | Add here |
| **Name of project and project code** | Add here |
| **Name of Programme funding the project** | Add here |
| **What Programme Objectives does this project help meet?** | Add here |
| **Prosperity Fund only:**  *Intermediate outcome from the PF Theory of Change* | Add here |
| **How will this project help to achieve those Objectives?** | Explain here |
|  | |
| **Contact name and details of project lead at Post/Department** | Add here |
| **What benefit(s) will the project deliver for the UK?**  *(Note: if the project is ODA eligible the primary purpose of the Project must be the development of the host country)* | Explain here |
| **How have you taken account of lessons learned from previous projects when considering this proposal for funding?** | Explain here |
| **How will the project exit strategy ensure the project does not create dependence?** | Explain here |
| **What form should a future evaluation of this project take? (i.e. after completion)** | Explain here |
| **Due Diligence:**  *Declare here (if project proposal is approved) that you have carried out a Due Diligence Assessment on the Implementing Organisation before project delivery begins, and that you have identified key risks that will be monitored throughout delivery.* | A Due Diligence Assessment was carried out on [date] and signed off on [date] by [name and position]  A copy was submitted to PMO on [date] |
|  |  |
| **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* | Explain here |
| **For ODA projects***:*  *Are you satisfied that the proposed activity is likely to contribute to a reduction in poverty?* | Yes / No  Explain briefly why / why not |
| **Gender:**  *Are you satisfied that the project will promote gender equality?*  *If No, are you satisfied the project will not contribute to further gender inequality?*  *Declare here that you have you attached a statement that explains how gender equality issues have been considered in the project objectives, and how delivery will address those issues?* ***A statement is mandatory for every approved project (see the FCO Policy Portfolio Framework for further guidance)*** | Yes / No  Yes I am satisfied / No I am not satisfied  If No, explain why, and why you think the project could be approved anyway  A Gender Equality statement was attached on [date] |
| **Human rights (HR) assessment:**  *Will this project be implemented in the security and/or justice sectors?*  *If yes, state here that you have completed an assessment under the Overseas Security & Justice Assistance (OSJA) guidance before the project begins* ***(mandatory for all OSJA projects)***  *For non-OSJA 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?* | Yes / No  A completed OSJA was approved on [date] by [name and position]  (If non-OSJA project), what are the risks of HR violations?  Explain here |
|  | |
| **Consultancy Value Progme**  *Is this a Direct Delivery project (i.e. by Post)?* (*see the FCO Policy Portfolio Framework Annex A for guidance on Delivery Options).*  *If Yes, are consultants being used in the delivery of this Project?*  *If yes, have you followed the CVP guidance on Commercial Directorate’s Sharepoint site.* | Yes / No  (If Yes above) – Yes / No (consultants will/will not be used)  (If Yes above) – Yes / No (I have / have not followed CVP guidance) |
| **Professional Communications Assurance**  *Will the project procure any marketing or advertising products and services?*  *If yes, have you followed the PCA guidance (held by Communications Directorate) and obtained the necessary clearance?* | Yes / No  Yes / No |
| **TV & Film Production**  *Will the project produce any form of video (incl. but not limited to documentaries, feature films, interviews, plays, dramas or short stories) intended for public broadcast (incl. but not limited to TV, cinema, theatre or internet)?*  *If yes, have you sought approval from the relevant junior minister’s private office? (see the FCO Policy Portfolio Framework Annex A)* | Yes / No  Yes / No |
| **Advance Payments**  *Will the implementer require payments in advance?*  *If Yes, have you submitted an Advance Payment Request Form and received approval for making advance payments from the programme’s central administrator (PMO/JFU/PFDU) before any payments are made?*  *If yes, have you adjusted the Grant Agreement / MoU payment clauses to describe the advance payment arrangements? - See the FCO Policy Portfolio Framework for guidance.*  *(Note: advance payments will ONLY be approved where there is clear justification for deviating from payment in arrears)* | Yes / No  Yes / No  Yes / No |
| **Open competition**  *Was the project proposal submitted through an open competitive Bidding Round or Tender process?*  *If not, explain why you consider this project still eligible for consideration.* | Yes / No  If no, explain here: |
| **Purchasing Goods and Gifting**  *Will project funds be used to purchase any items of equipment?*  *If Yes, have appropriate arrangements for the purchase and disposal of equipment been put in place before the project begins? Attach a copy of the equipment purchase record.*  *(Note: see the FCO Policy Portfolio Framework and Clause 9 of the Grant Agreement Template for further guidance on “Equipment and Supplies” and “Gifting”).* | Yes / No  Yes / No  I have attached a copy of of the equipment purchase record |
| **Contract / Grant Agreement / MoU**  ***There must be a signed contract, Grant Agreement or MoU in place between FCO and the implementer, prior to any activities commencing.***  *Confirm that a signed contract, Grant Agreement or MoU is in place before any activities begin.*  *(Note: Share a copy of the Contract / Grant Agreement / MoU template with potential implementers well in advance of signing. See the FCO Policy Portfolio Framework for further guidance).* | Yes / No (if no, project delivery cannot take place)  State whether the project will be under a Commercial Contract, Grant Agreement or MoU |
|  | |
| **Can this project be referred to publicly?**  *If no, what sensitivities would preclude publicity?*  *(Set out here an unclassified form of words describing the project, which can be used in briefing materials).* | Yes / No  If No, explain here |
|  |  |
| **Comments from policy lead**  *Does the project have your support? Explain why.* | Yes / No  Briefly explain why / why not |
| **Date of Post Programme Board**  *at which the bid was approved* | Add here |
| **Comments from Post Programme Board**  *Explain why the Project was approved, plus any conditions that were attached.*  *Note:* ***All*** *decisions on whether to award/refuse funding must be approved by the Post Programme Board* | Comments here |
| **Signature of Board Chair** | Add here |
| **Print name** | Add here |
| **Date** | Add here |
|  | |
| **Additional comments from London Programme Board (if applicable)** | Add here |
| **Date** | Add here |
|  | |

**Useful links**:

* [FCO Policy Portfolio Framework on the Project and Programme Skills page on DiploHub](https://fcogovuk.sharepoint.com/sites/strategy-guidance/SitePages/ProjectProgrammeDelivery.aspx)
* DfID/FCO Gender Equality “How To” guidance [add link]