

## Guidance for Bidding Organisations

**Implementing Agency:** The bidding organisation's name; address; telephone numbers; contact name(s); website; other contact details or information

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

**Purpose:** Write one sentence that clearly sets out the aim of the project, reflecting the "change" it will help bring about. It should not be a list of activities or outputs, or be more than a single sentence (advisory limit 15-20 words). This should express 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:** 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?

**Cost:** Detail the cost to the FCO and, if relevant, the cost to co-funders. If relevant, provide costs for future financial years.

**Co-Funding:** If relevant, provide the name and contact details of any co-funders, including funding source and amount. If there are no co-funding arrangements, explain why the UK should fund this project in full.

**Timing:** Provide the planned start and end dates for the project.

**Activity Based Budget (ABB):** This must be attached to the proposal. A project proposal cannot be considered without a detailed ABB (see Activity Based Budgets guidance and template in this guidance). 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. (See Administration Costs in this guidance).

Note on equipment purchases: 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 (See Equipment Costs guidance in the FCO Policy Portfolio Framework).

**Will the Implementing Partner be sub-contracting any other agencies to carry out elements of the project activities?:** If Yes, provide details, explaining the scope and cost of work you intend to sub-contract .

**Which country or countries will this project be delivered in?:** State the countries.

**Have you bid for funding from the FCO in the past three years?** If yes, provide details of bids made (successful and unsuccessful) and projects implemented.

**Project Plan:** This section details how the project purpose will be achieved. It must describe the Purpose, Outputs and Activities the project is designed to deliver, and provide a description of each Indicator for the Purpose and each Output. Indicators 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.

- **Project Purpose:** State the project purpose/objective. This must be identical to the purpose set out on page 1 of the form. The Indicators supporting it must provide 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:** List all the outputs the project is expected to deliver - 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 activities, and should be within the control of the project. Add more lines for additional outputs as needed.
  
- **Activities:** List all the things (Activities) that must happen 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. The Project Plan is the main reference point for creating an Activity Based Budget - the ABB must list the component parts of each activity and the month in which the cost will be incurred.

**Sustainability:** How will the project ensure benefits are sustained once the project ends? 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.

**Gender Equality:** Explain how gender equality issues have been considered and incorporated into this project proposal. (Note: The bidding organisation 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? 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. Larger/higher value projects will require a full Risk Management Strategy. You should

consider whether one is needed for this project. Note when the risk would need to be escalated to the next level in the management chain (both within the implementing organisation and within the FCO Post or Directorate. 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:** 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. Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. 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 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? Are they sufficiently engaged, and does the project proposal reflect their needs? (Note: Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver).

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