

**PROJECT PROPOSAL FORM**

*For projects above £10,000*

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

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| **Name of FCDO 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 FCDO and, if relevant, the cost to co-funders**If relevant, please provide costs for future financial years. Add additional years as required.**(Note: the FCDO cannot guarantee funding for future financial years)* | **FY 21/22** | £ |
| ***Cost to FCDO*** | ***£*** | *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 FCDO 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 | 1.11.21.3etc.. |
| **Output 2:**  |
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| Indicator(s) | Baseline | Sources | Milestones | Target & Date |
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| Activities linked to Output 2 | 2.12.22.3etc.. |
| **Output 3:**  |
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| Indicator(s) | Baseline | Sources | Milestones | Target & Date |
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| Activities linked to Output 3 | 3.13.2 3.3etc.. |
| *ADD MORE LINES AS NEEDED* |
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| **Sustainability** *How will the project ensure benefits are sustained once the project ends?* |  |
| **Gender Equality***You must demonstrate* ***Gender Equality Minimum Score 1*** *(according to the* [*OECD DAC Definition and minimum recommended criteria for gender equality policy marker*](https://www.oecd.org/dac/gender-development/dac-gender-equality-marker.htm#:~:text=The%20DAC%20gender%20equality%20policy,flows%20that%20target%20gender%20equality.&text=Principal%20(marked%202)%20means%20that,its%20design%20and%20expected%20results.)*). Please ensure that you have a gender equality objective explicit in the project documentation and an explanation of a positive impact of the project on advancing gender equality. If the project is designed with the principal intention of advancing gender equality, it must have outcomes on gender equality and outputs that contribute to these outcomes.* |  |
| **Climate Change***All projects or activities must align with the* [*Paris Agreement*](https://www.un.org/en/climatechange/paris-agreement) *on Climate Change. Please provide information on your assessment of climate and environmental impact and risks, of steps you plan to take to ensure that no environmental harm is done and, where relevant, support adaptation.*  |  |
| **Monitoring***How will delivery and financial management of the project be monitored and controlled?* *Please note that FCDO 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** |  |