**Part A: To be completed by the Project Implementer**

|  |  |
| --- | --- |
| Implementing Agency: |  |
| Postal address: |  |
| Telephone number: (fixed and mobile) Country code + city code + number |  |
| Contact person for this action: |  |
| Contact person’s email: |  |
| Authorized person to sign contracts |  |
| Official Address of registration: |  |
| Legal status: |  |
| Website of the applicant: |  |
| Bank account details  *Please provide the existing GBP bank account information (if available) or confirm the readiness to open a GBP account for this project (in case of selection).* |  |
|  | |
| **Have you bid for funding from the FCDO in the past three years?**  *Please provide details of any bids made and/or projects implemented* |  |
|  | |

|  |  |
| --- | --- |
| **Project Title** | |
|  | |
| **Total budget (£)** |  |
| **Project duration (months):** |  |
| **Regions to be covered by the project** |  |
| **Project Proposal Short Summary**  *Will be used as the short description of the proposal in the evaluation process and in communications with the programme management board and other interested parties (max 2 pages).* | |
|  | |
| **Purpose (Results Offer)**  *This should be no more than one sentence, clearly stating the change that the project will deliver. This is the reason the project should go ahead.* | |
|  | |
| **Context and Need for the Project**  *Provide (max. 1 page) the background to the issue this project will change, what the expected final Outcome will be, and (where applicable) why the UK should fund this project. Include a detailed analysis of the problem to be addressed by the project and how it is interrelated at all levels. Refer to any significant plans/strategies undertaken at national, regional and/or local level relevant to the project and describe how the project will relate to such plans.* | |
|  | |
| **Project outcome**  *Please state the challenge that the project intends to address and anticipated change that will result from the project.* | |
|  | |
| **Theory of change (max. 200 words)**  *Please explain the logic of the project, explaining how the project’s activities will lead to outputs and how the outputs will achieve the outcome (use the suggested logical chain).* | |
| IF....  AND....  THEN....  WHICH WILL THEN.... | |
| **Implementing organisation and partner(s)**  *Organisational Background and Capacity to implement the project* | |
|  | |
| **Beneficiary Groups**  *Describe the level of participation of beneficiary group(s) in planning the project*  *Does the plan reflect the wishes/needs of the beneficiaries*  *Beneficiaries are those organisations, groups or individuals who are benefitting from the change that the project will deliver* | |
|  | |
| **Cross-cutting themes (conflict sensitivity, gender and human rights)**  *Please explain how conflict sensitivity and gender issues will be fostered by the project* | |
|  | |
| **Added Value**  *Please explain any additional benefits resulting from the project that have not already been identified* | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 (please add the line for the next financial years) Although, please note, FCDO cannot guarantee funding for future years.*  *Project funds are paid quarterly in arrears.* | **FY 23/24** | **£** | | |
| Cost to FCDO | £ | Cost to Co-funders | *£* |
| **Projected expenditures** | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Expenditure Category** | **Year 1 (£)** | **Total (£)** | **% Total** | | **1.** | Project management costs |  |  |  | | **2.** | Other project administration costs (including programme support costs) |  |  |  | | **3.** | Training/Seminars/Workshops/Conferences/Study visits |  |  |  | | **4** | Consultancy |  |  |  | | **5.** | Equipment/Materials (please see a clarification on capital costs below) |  |  |  | | **6.** | Other support requested (*please specify).* |  |  |  | | **7.** | Overheads (if applicable) |  |  |  | | | | | |
| **Capital costs clarification** | No capital costs, including the purchase of equipment, furniture and vehicles, are normally allowed with CSSF funds. If such costs are essential to project delivery, please provide justification and list all anticipated capital costs in “Equipment Purchase Supporting Letter”. If a project is approved by CSSF, all capital costs should be cleared with CSSF team in advance and full tendering and procurement documentation should be provided. For details please consult CSSF team. | | | |
| **Financial audit clarification** | Where a project has an annual budget of over £200,000, the implementing organisation should carry out external financial audit of the project and provide audit reports within the timeline agreed with the CSSF team. The costs of this should be included as an activity of the project. On a case by case basis, CSSF Team might recommend external financial audit for projects with annual budget below £200,000.  Kindly add the expense for the external financial audit into the project budget. For UN Agencies exemptions apply – please, consult CSSF team. | | | |
| **Co-Funding**  *Has funding for this project been sought from other donors (EU, other countries), Private institutions or the host government?*  If Yes, please provide details including source and amount. If No, why not, and were options for doing so explored? | Yes / No | | | |
| **Project duration** | 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 | | | | |
| **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 FCDO Grant Contract* | Yes/No | | | |
|  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Plan**  Based on the information provided in the Summary, use the table below to set out the Outcome, Outputs and Activities to be delivered. Give the Indicator(s) for the Outcome and each Output, 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  *Indicator = what will be measured (eg the number of people who will be trained; the increase in positive perceptions of an issue). Data should be disaggregated for projects with defined beneficiaries by sex, age, disability status and geography at a minimum. (Detailed Guidance on* [*Gender*](https://www.oecd.org/dac/gender-development/Minimum-recommended-criteria-for-DAC-gender-marker.pdf) *and* [*Disability*](https://drive.google.com/file/d/1bSgTRvw1f8yEsgPUKQmACgzV-cxTpSe6/view?usp=drivesdk) *is available)*  *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 Outcome:** (as stated above) *eg: Strengthened capacity of Country X’s Ministry of ...... to reduce instances of fraud in processing of applications* | | | | | |
| Indicator(s) *(add if needed more)* | Baseline | Sources | Milestones | Target & Date | |
| 1. *Changes in fraud detection rates* | 1. *Xx no. per year* | *Ministry of Home Affairs Human Resources Department* | 1. *xx% increase from baseline by ....* | 1. *xx% increase from baseline by xx date (eg end of project)* | |
|  |  |  |  |  | |
| **Output 1:** *eg: Training programme delivered* | | | | | |
| 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 ...* | |
| **Activities linked to Output 1** | **Activity** | | | | **Completion date** |
| 1 | | | |  |
| 2 | | | |  |
| 3 | | | |  |
| 4 | | | |  |
| 5 | | | |  |
| Add more activity lines as needed | | | |  |
| **Output 2:** | | | | | |
| Indicator(s) | Baseline | Sources | Milestones | Target & Date | |
|  |  |  |  |  | |
| **Activities linked to Output 2** | **Activity** | | | | **Completion date** |
|  | 1 | | | |  |
|  | 2 | | | |  |
|  | 3 | | | |  |
|  | 4 | | | |  |
|  | 5 | | | |  |
|  | Add more activity lines as needed | | | |  |
| **Output 3:** | | | | | |
| Indicator(s) | Baseline | Sources | Milestones | Target & Date | |
|  |  |  |  |  | |
| **Activities linked to Output 3** | **Activity** | | | | **Completion date** |
| 1 | | | |  |
| 2 | | | |  |
| 3 | | | |  |
| 4 | | | |  |
| 5 | | | |  |
| Add more activity lines as needed | | | |  |
| *ADD MORE LINES AS NEEDED* | | | | | |
| **Sustainability**  *How will the project ensure benefits are sustained once the project funding ends? (max. 200 words)* | | | | | |
|  | | | | | |
| **Monitoring**  *Please note that the Grant Contract specifies the need for (at least) quarterly reporting on progress and finances* | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | *Method* | *Intervals* | *Carried out by* | *Follow up activity* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | |
| **Evaluation plan**  *Explain how you will evaluate the project; who will carry it out; how much will it cost (any cost should be included in the budget)* | | | | | |
|  | | | | | |
| **Value for Money (VfM)**  *Please clarify how you will ensure good VfM across 4Es (Economy, Efficiency, Effectiveness, Equity) at all stages of the project.*  *What VfM policies and procedures are in place in your organization? (Max 0,5 page)*  *To refresh on CSSF VfM approach and 4Es please see* [*VfM Note for Partners.*](https://drive.google.com/file/d/1fl06RtRc6xnL0kIyTPCdORRaJsrVIopb/view) | | | | | |
|  | | | | | |
| **Climate and Environment**  *In 2021 and beyond, Her Majesty’s Government (HMG) will make tackling climate change its number one international priority. All HMG programmes, projects, interventions or events within them must align to the Paris Agreement –*  *a global framework to avoid dangerous climate change by limiting global warming to well below 2°C and pursuing efforts to limit it to 1.5°C – and assess climate and environmental impact and risks, taking steps to ensure that* ***no environmental harm is done*** *by our interventions. Our goal is to ensure that our projects are ‘nature positive’ overall – that we increasingly invest in delivering positive outcomes for nature, people and the climate.*  *In this section please demonstrate how the project activities will protect, aid or do no harm the local environment in the community you operate in. These may be demonstrated by (but not limited to):*   * *Ensuring environmental sustainability in projects/programmes activities (e.g., using sustainable resources);* * *Establishing the organisation’s formal environmental safeguarding policies and following them throughout the project/programme implementation;* * *Ensuring the project is accountable to local and international environmental laws, ensuring it does not undermine, and where possible elevates, Nationally Determined Contributions and National Adaptation Programmes* * *Identifying and tracking environmental risks, their impact and significance throughout the project/programme implementation. This includes undertaking a climate risk assurance process to access the risks of future climate change on physical infrastructure.* * *Ensuring any investment support for fossil fuels affecting emissions is in line with the Paris Agreement temperature goals and transition plans;*   *(Max 300 words)* | | | | | |
|  | | | | | |
| **Communication and Visibility**  *Please describe how you would communicate the goals, activities and results of the project with government* | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risks**  *What are the key risks in 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.*  *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*  *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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | | |
| **Additional documents** | ***1. PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (Excel format, CSSF ABB template) – Annex A. Activity Based Budget (to be signed by Authorized person). Proposals without an activity based budget will not be considered***  ***2. The Implementing agency will be required to provide additional information and documentation for the Due Diligence Assessment (to be filled in by the applicant organisation) at a later stage of the evaluation process.*** | | | | |
| **Signature of Implementing Agency Lead Contact** |  | | | | |
| **Date** |  | | | | |