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| Proposal Template |
| Development Cooperation Project  Contents   |  |  | | --- | --- | | 1. Basic Information | 7. Risk Management | | 2. Financial Summary | 8. Implementing Organisation | | 3. Context and Problem Analysis | 9. Learning, Monitoring and Evaluation | | 4. Stakeholder Analysis | 10. Methodology and Work Plan | | 5. Target Group and Project Participants | 11. Sustainability | | 6. Project Goal and Description |  |   Please refer to the *Instruction* before completing this template. |
| 1. **Basic Information** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 Title of the proposed project |  | | |
| 1.2 Area of implementation (country, region, district, town) |  | | |
| 1.3 Summary description of the project, maximum 200 words |  | | |
| 1.4 Project period | Start date | End date | Number of months |
|  |  |  |
| 1.5Applying organization   * Name * Address * Website |  | | |
| 1.6Legal status and registration number of the applying organization |  | | |
| 1.7 Name and title of the legal representative of the applying organization |  | | |
| 1.8 Contact person in the applying organization   * Name and title * Address * Telephone * E-mail * Skype |  | | |
| 1.9 Name and contact information of person in charge of the financial reporting |  | | |
| 1.10 Name and contact information of implementing organization(s) (if other than the applying organization) |  | | |
| 1.11 Date this proposal was written/last revised |  | | |

1. **Financial Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project year | Year 1 | Year 2 | Year 3 | Total |
| 2.1 Financial contribution requested from Läkarmissionen |  |  |  |  |
| 2.2 Other financial contributions to the project (list each donor and their contribution) |  |  |  |  |
| 2.3 Own financial contribution |  |  |  |  |
| 2.4 Total |  |  |  | Total project cost: |
| 2.5 In kind contributions  (list each donor and the type of contribution) |  | | | |
| 2.6 Bank information   * Name of account holder * Bank name * Branch name * Postal or street address * Postal code, city, country * Bank account no * SWIFTCODE or BIC * IBAN * Transfer currency |  | | | |
| 2.7 Name of certified auditor and/or auditing company |  | | | |

1. **Context and Problem Analysis** 
   1. Briefly describe the context in which the project will be implemented. What are the key factors (e.g. political, social, economic, environmental, geographical, cultural, religious, ethnic, etc.) that shape the present situation?
   2. Which rights are not being fulfilled or respected?
   3. Who is affected and who is responsible? For what reasons are duty bearers not fulfilling their obligations?
   4. What specific problem(s) will the project address?
   5. What are the root causes of the problem(s)?
   6. What is the change that you want to achieve with this project?
   7. In what way has the target group of this project been involved in identifying the problem(s) and in suggesting ways to solve it/them?
   8. What are the positive and negative driving forces for change, i.e. what are the factors that enable or hinder the desired change?
2. **Stakeholder Analysis** 
   1. Describe the main project stakeholders and the way in which they relate to the project in the table below:

|  |  |  |
| --- | --- | --- |
| **Who are the project stakeholders?**  *(E.g. target group, project participants, their families, local institutions and authorities, government, networks, associations, NGOs, religious actors, businesses, etc.)* | **How will they affect the project (positively and/or negatively), and what role will they play in bringing about the desired changes?** | **In what way will the project relate to them and strive to engage them in a positive way?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add or remove rows as necessary.*

* 1. Consider power relations between different stakeholders and among the project participants. Who are the ones with power (formal and informal power)? Who are the ones that lack power? How will the project address these power imbalances?
  2. How will the project make sure that women will be encouraged and enabled to participate in the project?
  3. How will the project encourage the participation of marginalized groups in the community?
  4. What skills and resources will the local community bring to the project? (E.g. knowledge about a certain topic or method, volunteers, spaces for project activities, etc.)
  5. How will the project relate to government activities and link into national or local development plans and other government policies and practices?
  6. How will the project be coordinated with other development projects and development organisations in the area?

1. **Target Group and Project Participants**
   1. Describe the people who will benefit directly from or be actively involved in the project. If the project has multiple components, please describe the target group and participants in each component separately.
   2. Describe the people who will receive some benefit without directly participating in the project.
   3. State the total number of people involved (directly and indirectly) in the table below. A person who will participate in multiple components should only be counted once.

|  |  |  |
| --- | --- | --- |
| **Category** | Number of people | |
| Direct | Indirect |
| Men (from 18 years old) |  |  |
| Women (from 18 years old) |  |  |
| Boys (up to 18 years old) |  |  |
| Girls (up to 18 years old) |  |  |
| **TOTAL** |  |  |

* 1. How will people be selected to participate in the project? What are the criteria for selection and who will make the selection? (E.g. community members, community leaders, project staff, government officials, voluntary registration, etc.)

1. **Project Goal and Description**
   1. What are the changes that you will bring about through this project? (Refer to question 3.6.)
   2. Fill out the Logical Framework matrix below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Logical Framework: *Project Name*** | | | | | |
| **Problem statement:**  Development goal: | | **Project objective** | **Indicator**  *(of Project objective)* | **Baseline value**  *(indicator starting value)* | **Data collection strategy**  *(where, how, when and who?)* |
| **Output 1.1** |  | **Project**  **objective 1:** |  |  |  |
| **Activities**  *related to output 1.1* |  |
| **Output 1.2** |  |
| **Activities**  *related to output 1.2* |  |
| **Output 2.1** |  | **Project**  **objective 2:** |  |  |  |
| **Activities**  *related to output 2.1* |  |
| **Output 2.2** |  |
| **Activities**  *related to output 2.2* |  |

*Add or remove rows as necessary.*

* 1. How will the project strengthen community based organisations/institutions?
  2. How will the project improve people’s access to government, NGO, business and other services (i.e. stimulate a “human rights-based approach”)?
  3. How will the project seek to bring about lasting change by influencing the policies and practices of those in positions of power (i.e. be involved in advocacy)?
  4. How will the target group be involved in the implementation of the work?
  5. Does this project fit within a larger program? If so, what program, and how does this project contribute to the wider program goals?

1. **Risk Management**

Complete the risk management table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  *What could go wrong and affect the project?* | **Probability**  *What is the likelihood of it happening?* | **Consequence**  *What is the impact it would have on the project?* | **Mitigation strategy**  *What will you do to reduce the chance this will happen or reduce the problems it will cause if it does happen?* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add or remove rows as necessary.*

1. **Implementing Organisation**
   1. What is the implementing organisation’s legal status?
   2. Describe its history.
   3. Describe its vision and attach a copy of the organistaion’s statutes.
   4. Describe its organisational and management structure. Attach a copy of the organogram.
   5. List the staff that will be working with the project in the tables below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative staff** | | | | |
| **Title/Position** | **Number of staff** | **Function and tasks** | **Employed or**  **Volunteer** | **Working hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Add or remove rows as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field staff** | | | | |
| **Title/Position** | **Number of staff** | **Function and tasks** | **Employed or**  **Volunteer** | **Working hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Add or remove rows as necessary.*

* 1. Describe the implementing organisation’s previous experience with the project area, target group, and the type of project proposed.
  2. What skills, resources, and capacity does the implementing organisation bring to the project? What additional capacity building and resources are needed for the organisation to implement the project?
  3. If the applying and the implementing organisation are not the same, describe the cooperation between the two.

1. **Learning, Monitoring and Evaluation**
   1. What learning and best practices from past experience have been applied to this project? Has the project been previously evaluated? If so, how has the learning from those evaluations shaped the design of this project?
   2. Describe the monitoring framework of the project, i.e. the way in which the progress of the project will be assessed against the Outputs and Project objectives presented in the Logical Framework (section 6). How will the monitoring be documented?
   3. Have you collected baseline data so that you can measure change? If not, when will this be done?
   4. When and how will the project be evaluated? How will learning and best practices from this project be used?
   5. How will the target group be involved in the monitoring and evaluation of the work?
   6. How will information collected through monitoring be analysed and used to adjust activities and methodologies in the project as it progresses?
2. **Methodology and Work Plan**
   1. Describe the methodologies that will be used in the project. If the project includes trainings or courses, attach a copy of the curriculum and training material.
   2. Why do you consider the project methodology to be the most effective way of addressing the problem(s)? What other approaches were considered and why were these rejected?
   3. Fill out the Annual Work Plan below for each project year. Refer to the Logical Framework in section 6 and to the monitoring activities described in section 9. Include necessary capacity building of staff:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Annual Work Plan, *Project name and year*** | | | | | |
| **Output**  *Copy from Logical Framework* | **Activities for year X**  *- Description: What will be done?*  *- Participants: Who will be involved (target group and staff)?*  *- Location: Where will it be done?* | **Period**  *Mark the quarter when the activity will take place* | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **Output 1.1:** | **Activity 1:** |  |  |  |  |
| **Activity 2:** |  |  |  |  |
| **Output 1.2:** | **Activity 1:** |  |  |  |  |
| **Activity 2:** |  |  |  |  |
| **Output 2.1:** | **Activity 1:** |  |  |  |  |
| **Activity 2:** |  |  |  |  |
| **Output 2.2:** | **Activity 1:** |  |  |  |  |
| **Activity 2:** |  |  |  |  |
| **Monitoring**  *How will the Outputs and Project objectives be monitored and documented?* | Description:  Participants:  Location:  Documentation: |  |  |  |  |
| Description:  Participants:  Location:  Documentation: |  |  |  |  |
| Description:  Participants:  Location:  Documentation: |  |  |  |  |
| **Capacity building of staff** | Description:  Participants:  Location:  Documentation: |  |  |  |  |
| Description:  Participants:  Location:  Documentation: |  |  |  |  |

*Add or remove rows as necessary.*

1. **Sustainability**
   1. What steps will be taken to ensure that project benefits continue after external funding ends?
   2. How will the project build on and strengthen the capacity of the local community to manage its own development beyond the life of the project?

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Feedback**  Kindly provide us with feedback on the proposal template, as it will help us to improve the template and make it more user friendly.   1. Did you find it challenging to complete the new proposal template? In what way? 2. Suggestions for improving the template. 3. Please share any other comments that you may have. |