

# Proposal Template

## Development Cooperation Project

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Please read the Instruction before completing this template.

## 1. Basic Information

Title of the proposed project			
Project objective(s) (copy from table in section 9)			
Areas of implementation			
Project period	Start date	End date	Number of months
Applying organisation			
Contact person in the applying organisation <ul style="list-style-type: none"> <li>Name and title</li> <li>Address</li> <li>Telephone</li> <li>E-mail</li> <li>Skype</li> </ul>			
If applying and implementing organisation are not the same please describe the relation between the two and provide contact info to the latter here below. Please enclose contract, memorandums of understanding or similar.			
Contact person in the implementing organisation <ul style="list-style-type: none"> <li>Name and title</li> <li>Address</li> <li>Telephone</li> <li>E-mail</li> <li>Skype</li> </ul>			

Date this proposal was last revised	
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## 2. Summary of Project Description

## 3. Financial Summary

### 3.1 Incomes (local currency)

Project year	Year 1	Year 2	Year 3	Total
Financial contribution requested from Läkarmissionen				
Other financial contributions to the project (list each donor and their contribution)				
Own financial contribution, including fundraising, and any incomes from activities within the project.				
Total project income				
In kind contributions (list each donor and the type of contribution)				

If there is any income from the activities, specify the estimated amount and what it will be used for.

### 3.2 Expenses

Need not be filled in! Once the project and budget are approved a summary of the project expenses will be copied here and the whole document will be part of the agreement.

## 4. Previous Projects and Learnings

- 4.1. List previous learnings and experiences significant for this project. Explain what has been done in order to incorporate the previous learnings when planning the project. Attach evaluations of previous similar interventions, if any.

## 5. Planning Process

- 5.1 Please describe the planning process. Who took the initiative? How has the target group participated in the planning process? What other actors have been engaged in the planning of the intervention? How was the project planned?

## 6. Context and Problem Analysis

- 6.1. Describe the situation (social, economic, political and religious) identifying the root causes that have contributed to the situation the project aims to change. If possible please attach a problem tree.
- 6.2. Describe the right holders' situation and problems you want to address. What rights are not being fulfilled or respected? Who are the duty bearers and how may they have an impact on the project?
- 6.3. How does societal and/or armed conflicts or other tensions in your society affect the project? How do you ensure that the implementation of the project minimises the negative and maximises the positive impact on any conflicts or tensions?

## 7. Actor Analysis

- 7.1. What actors (NGOs, government, networks, organizations, religious actors etc.) may have an impact on/influence the project. How have you identified the actors? Describe how they will affect the project (positively and/or negatively), and what role they will 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?
- 7.2. Consider power relations between the 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?
- 7.3. What work is already being done by other stakeholders, in relation to the issues that the project is addressing?
- 7.4. Describe the target groups of the intervention. The target group of the intervention may be rights holders and/or other actors such as government agencies, religious institutions, village committees etc.
- 7.5. What criteria will be used for selecting participants in the different activities?
- 7.6. Describe the people who will benefit from the project without directly participating in the project (the indirect target group(s)).
- 7.7. State the total number of people involved (directly and indirectly), i.e. target group(s) in the table below.

A person who will participate in multiple components should only be counted once a year. Please note any assumptions made in predicting the number of people.

Category	Number of people					
	Year 1		Year 2		Year 3	
	Direct	Indirect	Direct	Indirect	Direct	Indirect
Men (from 18 years old)						
Women (from 18 years old)						
Boys (up to 18 years old)						

Girls (up to 18 years old)						
<b>TOTAL</b>						

- 7.8. As a conclusion to your analysis, reflect on how this intervention contributes to changing the current situation. In other words, describe the connection between the context and stakeholder analysis and the intervention (*summarised in section 2*).

## 8. Long term goal

- 8.1. What is the long term goal, i.e. the desired situation in the society that should be achieved in the long term and which this project will contribute to?
- 8.2. Is your organisation familiar with the 17 UN Sustainable Development Goals, SDGs? If yes:
- What goals are relevant for this project?
  - In what way will the goals have an influence on the organisation and/or the project?

## 9. Project objective(s)

- 9.1. Formulate one or more project objectives to be achieved when the project is completed. The objective(s) shall state the situation and the changes for the target group/right holders that the project will have contributed to. Indicators shall assess and/or measure to what extent the objectives have been achieved (refer to means of verification). Both quantitative and qualitative indicators should be used.

Project objective(s)	Indicator (expected outcome)	Baseline value	Data collection strategy (where, how, when and who?)

*Add or remove rows as necessary.*

- 9.2. How has the baseline been defined? Is it related to any previous evaluations?

## 10. Activities, Monitoring and Evaluation

List the different activities and how they are linked to the project objectives as well as the, number of participants, the location, when it will take place and how the outcome of the activities will be documented.

### Year 1

Form 1								
		Monitoring						
Activities	Related to project objective(s)	Participants	Location	Period				Documentation
				Q1	Q2	Q3	Q4	

*Add or remove rows as necessary.*

### Year 2

		Monitoring						
Activities	Related to project objective(s)	Participants	Location	Period				Documentation
				Q1	Q2	Q3	Q4	

*Add or remove rows as necessary.*

### Year 3

		Monitoring						
Activities	Related to project objective(s)	Participants	Location	Period				Documentation
				Q1	Q2	Q3	Q4	

*Add or remove rows as necessary.*

- 10.1. Explain how the activities and working methods are strategic in order to reach the project objectives.
- 10.2. How and when will you evaluate the project? How will results be followed up?
- 10.3. Describe how you will involve the target groups in monitoring and evaluation.
- 10.4. Läkarmissionen works with social care (including health), education, self-sufficiency and humanitarian aid. For the project please state in what way it relates to one or more of these areas.

## 11. Implementation Capacity

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.

- 11.1. How will the human resources mentioned in this section be assessed and shared among other projects within the organisation?
- 11.2. Describe the organisation's previous experience with the project area, target group, and the type of project proposed.
- 11.3. What are the procedures within the organisation for sharing experiences?
- 11.4. Please explain the reporting and follow up procedures for this project at different levels starting from the participants to the project leader, including the assurance of data collection. How will you follow up the report and assure the accuracy of the content before submitting the information to Läkarmissionen?
- 11.5. How will the results achieved be communicated with the target group?

## 12. Risk Management

Complete the risk management table below. Please note that we wish you to consider both external and internal risks.

<b>External risks</b> <i>What could go wrong and affect the project?</i>	<b>Probability</b> <i>What is the likelihood of it happening?</i>	<b>Consequence</b> <i>What is the impact it would have on the project?</i>	<b>Mitigation strategy</b> <i>What will you do to reduce the chance this will happen or reduce the problems it will cause if it does happen?</i>

Add or remove rows as necessary.

<b>Internal risks</b> <i>What could go wrong and affect the project?</i>	<b>Probability</b> <i>What is the likelihood of it happening?</i>	<b>Consequence</b> <i>What is the impact it would have on the project?</i>	<b>Mitigation strategy</b> <i>What will you do to reduce the chance this will happen or reduce the problems it will cause if it does happen?</i>

Add or remove rows as necessary.

## 13. Sustainability

- 13.1. What steps will be taken to ensure that project benefits continue after external funding ends?
- 13.2. How will the project strengthen your organisation?
- 13.3. Describe how the project builds on and strengthens the capacity of the local community to manage its own development beyond the time span of the project?
- 13.4. Include the phase out plan for the project, if any.

<b>Date:</b>	_____
<b>Signed by:</b>	_____
<b>Title:</b>	_____
<b>Signature:</b>	_____