**Arab Partnership Fund**

 **Project Proposal Form**

##  The Project Summary

|  |  |
| --- | --- |
| **Implementing Organisation** |  |

|  |  |
| --- | --- |
| **Project Title *(short)*** |  |
| **Arab Partnership Impact area** | (From call for proposals - Good Governance/Public Voice/Security Sector Reform)  |
| **Project purpose** | (Short – Should convey what the project is about and what it aims to achieve. No more than two sentences)  |
| **The context and need for the project** | (In one paragraph (100 words) explain the background/context, and the problem that the project addresses, specifically).  |
| **Evidence** | (What evidence is there to support the case for intervening? Has the approach been tried before in this context or other? What evidence is there that the approach will be successful in delivering the intended results (150 words)? Bidders need to be able to demonstrate that their project is based on sound understanding of the need for the activity supported by evidence. This evidence could be of projects in a relative similar setting that have delivered results. There may be limited evidence available, because studies/previous projects have been poorly conducted or results are conflicting; this does not mean a project would not be considered, but the bidder must set out what other reasons there are for embarking on a programme where the evidence is weak). |
| **Short Project Summary** | (In one paragraph (150 words) explain what the project plans to achieve and how. Summarise the project purpose/outcome, the outputs, and key activities that support each output). |
| **The Project Beneficiaries**  | (Describe who will benefit from the project (100 words) e.g. those participating in project activities and those who will benefit from the impact of the activity. Define beneficiaries in terms of age, gender, geographic location and/or socio-economic factors, as appropriate. Provide evidence of beneficiaries’ support for the project and their involvement in project design).  |
|  **Fit with other projects and local development plans (if appropriate)** | (Briefly describe how the project fits with work undertaken by other donors, and how it supports locally-driven development plans (if appropriate). If it builds on a previous UK-funded project, please provide a brief summary of the previous project 100 words). |
| **Cost to Arab Partnership Fund per Financial Year (GBP)****(1 April – 31 March)** |  | FY 2015/16 | Total cost to APF |  |
|  | £ | £ |  |
| \*NOTE: The Arab Partnership fund cannot currently commit funds beyond March 2016, and is therefore only accepting one-year bids for FY15-16.\*Note: Full cost breakdown should be provided in the activity based budget. In this section, please give the total cost of the project. |
| **Total cost of Project (GBP) - (APF and all other donors)** | £ |
| **Project Start Date (dd/mmm/yy)** |  | **End Date** |  |

Please attach full activity based budget (in Excel) as an annex. Proposals without an activity-based budget will not be considered.

**1: Information about the Project and the Implementing Partner**

|  |  |
| --- | --- |
| Name and full address of Implementing Organisation (s) |  |
| Main Contact Name |  |
| Email |  |
| Phone |  |
| (How will the Implementing Organisation (s) (the “bidder”) manage the project? What experience does the Implementing Organisation have in managing projects of this kind? (Include staff; work with local partners, budget management, capacity in-country etc.) – 50 words).  |

**2: Project Results Chain**

|  |
| --- |
| (Please outline in 200 words what the project intends to achieve and how. What are the intended outputs of the project, and what are the main activities? What is the theory behind how the outputs will achieve the purpose? And what is the theory behind how this purpose will contribute towards the identified Impact? This should expand on the project summary above) |
| (Then, fill in the table below. For each Output: number and outline the associated activities.For projects worth over £500,000 please also complete a Logical Framework template in Excel. Bidders can use their own logical framework model). |
| Purpose/Outcome: | (write here – to be related to the list of outcome areas provided, but to be specific to what this project will change) |
| Indicators | Baseline | Target and date |
|  |  |  |
|  |  |  |
| Output 1\*: | (write here – goods and services delivered by the project) |
| Indicators | Baseline | Target and date |
|  |  |  |
|  |  |  |
|  |  |  |
| Activities linked to output 1: | *1.**2.**3.* |
| Output 2\*: | (write here) |
| Indicators | Baseline | Target and date |
|  |  |  |
|  |  |  |
|  |  |  |
| Activities linked to output 2: | *4.**5.**6.* |
| Output 3\*: | (write here) |
| Indicators | Baseline | Target and date |
|  |  |  |
|  |  |  |
|  |  |  |
| Activities linked to output 3: | *7.**8.**9.* |

\* the number of outputs will vary per project and additional / fewer rows can be used

**3: Do no harm/conflict sensitivity**

|  |
| --- |
| (Any project can have unintended consequences. What are the risks that the project will increase the possibility of conflict or cause harm? And what actions will be taken to minimise this?) |

**4: Sustainability**

|  |
| --- |
| (How will the project ensure benefits are sustained after the project has come to a close?, If future funding is required where will this come from) |

**5: Project Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** | **Intervals** | **Carried out by** | **Beneficiary Involvement** |
| (How will the project be monitored?)  | (When / how often?)  | (Who will do the Monitoring?) | (How will beneficiaries be involved?) |

**6: Project Risk Analysis (only include risks that are specific to project delivery)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk (Please describe the main risks to the project including the likelihood of the risks occurring\*, their potential impact\*, how the risks will be monitored, and proposed management or mitigation measures).** | **Likelihood\*** | **Impact\*** | **How the risk will be monitored, mitigating actions and by whom** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3 |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

\*Indicate High/Med/Low

**7: Project Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholders**(e.g. Government, media, other NGOs, academics, other donors, etc. Please explain who are the main stakeholders, what their interest is and how you plan to engage/involve them) | **Stakeholder Interest in the Project** | **Risk of weak engagement by stakeholder** | **Engagement Strategy / Risk Mitigation** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**8: Inclusion**

(The Arab Partnership is committed to ensuring that all projects demonstrate respect for human rights, social inclusion and gender sensitivity. Where possible, projects should place emphasis on including and empowering young people and women. Please outline below the steps you have taken to ensure that your project meets these requirements).

**9: Co-Funding**

|  |  |
| --- | --- |
| Is the implementing organisation providing any co-funding for this project, whether budgetary or in kind? Include any funding or support from external parties, cost-sharing arrangements and self financing. Has funding been sought from other donors, private institutions or co-funding with host government?  | **YES/NO** |
| If **no**, why not? | If yes, please complete below. |
|  | Name of organisation? |
|  |
| Type (e.g. in kind or budget) |
|  |
| If Budget, amount : |  |
| Is it already secured/guaranteed? If not, when do you expect to know the outcome?  |  |

**10: ODA**

|  |
| --- |
| (All Arab Partnership projects must meet ODA criteria: (1) the project must occur in the DAC-listed country, and (2) the main objective of the project must promote welfare, education, good governance and economic development in the recipient state).  |
| [ODA eligibility?](http://www.oecd.org/dataoecd/21/21/34086975.pdf)  |  **Yes/No** |
| Confirmation that project is ODA eligibility  | Yes/No |

**A11: Project Completion**

|  |
| --- |
| The project completion report is **due within 1 month** after the project is over and is linked to the final payment.  |
| **All projects require a project completion report.** All projects over £200,000 must additionally undertake an external, independent audit and present an audit report to the FCO. **The costs of this audit should be charged to the project budget**. Inaddition, projects may be subject to an internal FCO evaluation.  |
| Please confirm that you have understood the evaluation arrangements for this project, and factored any associated costs into the project budget  |

**Signature**:

I confirm that all relevant budgetary details and a completed logical framework have been submitted with this bid and I am content for this bid to now be considered by the FCO/DFID Arab Partnership Programme Board

…………………………………………………………………..

**Name and Position:**

**Now pass to Embassy Project Officer to complete Section B.**