

**PROJECT PROPOSAL FORM**

*For International Programme projects above £10,000*

Share Part A ONLY of this template with bidding organisations

Cover page and Part B to be completed by FCDO Post / Department

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

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| **Name of FCDO Post / Department** |  |
| **Is the Project ODA eligible?** | ODA / Non-ODA |
| **ODA/non-ODA Portfolio the project is funded from.** *Headline allocation for non-ODA* |  |
| **Which Policy Outcomes will the project contribute to?***Where relevant. Leave blank if the Porfolio has a single Outcome.*  |  |
| **Name of implementing partner organisation** |  |
| **Project Title** |  |
| **Project Code** *Add once the Project has been approved by the Post/Department Programme Board and the code provided by the Centre for Delivery or Lead Directorate.* |  |
| **ODA Codes** *Please* [*click here*](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm) *and select DAC and CRS list of codes in XLS format. Once the spreadsheet opens, select the Purpose Codes tab to view the sector codes and select the Channel Codes tab for channel delivery codes.* | ODA Input Sector Code |  |
| ODA Channel of Delivery Code |  |

**Part A: To be completed by the project Implementing Agency (expand boxes as required)**

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| **Implementing organisation’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 22/23** | **£** |
| *Cost to FCDO* | *£* | *Cost to Co-funders* | *£* |
| **FY 23/24** | **£** |
| *Cost to FCDO* | *£* | *Cost to Co-funders* | *£* |
| **FY 24/25** | **£** |
| *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 PROJECT BUDGET. Proposals without a detailed Budget will not be considered***(The budget* ***may****, if appropriate, use the Activity Based Budget format, where budgets are attached to activities and timings set out in the project plan below. A different format may be used for projects requiring a more agile or experimental approach, where it is not practical to set out a full plan of activities at the outset). No organisation can financially profit from receiving grant funding. Proposals for grant funding can only be considered if they are from a non-profit organisation, or an officially registered non-profit making arm or division of a for-profit organisation which 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.* |  |
|  |
| **Project Plan*** Based on the information provided in the Project Summary, describe below the Purpose, Outputs and Activities the project is designed to deliver, in as much or as little detail as is necessary to understand the Project and its objectives.
* Where possible, 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 = where relevant, 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 |
|  |  |  |  |  |
| Activities linked to Output 2 | 2.12.22.3etc.. |
| **Output 3:**  |
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| Indicator(s) | Baseline | Sources | Milestones | Target & Date |
|  |  |  |  |  |
| Activities linked to Output 3 | 3.13.2 3.3etc.. |
| *ADD MORE LINES AS NEEDED or delete lines that are not needed* |
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| **Sustainability** *How will the project ensure benefits are sustained once the project ends?* |  |
| **Gender Equality***Explain how gender equality issues have been considered and incorporated into this project proposal.* |  |
| **Climate and Environment***How will the implementing agency consider their responsibilities in relation to the Paris Agreement, for example implementing a climate risk assessment or an environmental impact assessment?* |  |
| **Monitoring***How will delivery and financial management of the project be monitored and controlled?* *Please note that 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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| **Authorised signatory for the Implementing Organisation** |  |
| **Print name** |  |
| **Date** |  |

**Part B: To be completed by FCDO Post or Department (overwrite text in Red)**

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| --- | --- |
| **Name of Post / Department** | Add here |
| **Name of project and project code** | Add here |
| **ODA/non-ODA Portfolio that the project is funded from.**  | Add here |
| **Which Policy Outcome(s) will this project contribute to?** | Add here |
| **How will this project help to achieve those Policy Outcome(s)?**  | Explain here |
|  |
| **Contact name and details of project lead at Post/Department** | Add here |
| **What benefit(s) will the project deliver for the UK?***(Note: if the project is ODA eligible the primary purpose of the Project must be the development of the host country)* | Explain here |
| **How have you taken account of lessons learned from previous projects when considering this proposal for funding?**  | Explain here |
| **How will the project exit strategy ensure the project does not create dependence?**  | Explain here |
| **What form should a future evaluation of this project take? (i.e. after completion) – if relevant** | Explain here |
| Publicity |
| **Can this project be referred to publicly?** *If no, what sensitivities would preclude publicity?**(Set out here an unclassified form of words describing the project, which can be used in briefing materials).* | Yes / NoIf No, explain here |
| Checklist for PrOF Rules compliance |  |
| **For ODA projects***:* *Are you satisfied that the proposed activity will satisfy the ODA eligibility criteria?  ODA can only be spent on activities which have the economic development and welfare of*[*an eligible country*](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm)*as the****main objective.*** | Yes / No Explain briefly why / why not |
| **Gender equality:***Are you satisfied that the project will promote gender equalit and inclusion of people with disability and protected characteristics?**If No, are you satisfied the project will not contribute to further gender inequality?**Summarise here (or attach as a separate statement) how gender equality issues have been considered in the project objectives, and how delivery will address those issues.* ***A proportionate statement is mandatory for every approved project (see*** [***PrOF Rule 10***](https://fcogovuk.sharepoint.com/sites/prof/SitePages/rule-10.aspx)***).*** | Yes / NoYes I am satisfied / No I am not satisfiedIf No, explain why, and why you think the project could be approved anywayEither insert a statement here;Or A Gender Equality statement was attached on [date] |
| **Impact on climate and the environment***Have you considered whether your project is aligned to the Paris Agreement and addresses Environmental Risk (*[*See PrOF Rule 5*](https://fcogovuk.sharepoint.com/sites/prof/SitePages/rule-5.aspx)*)**For projects/programmes to be Paris aligned, the following needs to be considered. If your programme is exempt, or if one of these components does not apply, please justify why not applicable.* * *What climate risks are you likely to need to consider throughout programme design?*
* *Will your programme need to undertake shadow carbon pricing in its appraisal?*
* *Confirm that the programme doesn’t invest in fossil fuels (subject to limited exemptions).*
* *Confirm that the programme doesn’t go against relevant country Nationally Determined Contributions or National Adaptation Plans.*

*You should also consider whether your programme will have any impact on the environment. Please list environmental risks that may need further consideration to ensure no harm (for example: waste efficiency, pollution, land degradation, biodiversity and water resources) or justify why not applicable.* *You should also briefly identify and potential environmental benefits. For projects with no significant impact (positive or negative) or risks, a simple statement of that fact is sufficient.* | Explain here |
| **Human rights (HR) assessment:***Will this project be implemented in the security and/or justice sectors?**If yes, state here that you have completed an assessment under the Overseas Security & Justice Assistance (OSJA) guidance before the project begins* ***(mandatory for all OSJA projects)****For non-OSJA projects:* *Do you consider that there is a serious risk that the assistance might directly or significantly contribute to a violation of human rights and/or IHL?*  | Yes / No A completed OSJA was approved on [date] by [name and position](If non-OSJA project), what are the risks of HR violations?Explain here |
| **Due Diligence:***Declare here (if project proposal is approved) that you have carried out a Due Diligence Assessment on the Implementing Organisation before project delivery begins, and that you have identified key risks that will be monitored throughout delivery.* | A Due Diligence Assessment was carried out on [date] and signed off on [date] by [name and position] A copy was submitted to PMO on [date] |
| Funding agreements and payments |
| **Contract / Grant Agreement / MoU*****There must be a signed contract, Grant Agreement or MoU in place between FCDO and the implementer, prior to any activities commencing.****Confirm that a signed contract, Grant Agreement or MoU is in place before any activities begin.* *(Note: Share a copy of the Contract / Grant Agreement / MoU template with potential implementers well in advance of signing.* | Yes / No (if no, project delivery cannot take place)State whether the project will be under a Commercial Contract, Grant Agreement or MoU |
| **Open competition***Was the project proposal submitted through an open competitive Bidding Round or Tender process?* *If not, explain why you consider competition is not necessary to ensure value for money.* | Yes / No If no, explain here: |
| **Advance Payments***Will the implementer require payments in advance?* *If Yes, summarise the justification for payment in advance, and why this is necessary for the project to proceed. (E.g. small implementer with limited working capital). See* [*PrOF Rule 25*](https://fcogovuk.sharepoint.com/sites/prof/SitePages/PrO.aspx) *and the* [*PrOF Guide on Advance of Need*](https://fcogovuk.sharepoint.com/teams/prof/_layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc=%7b1F6B70F9-CC71-4FD9-A7D5-2627457B34AC%7d&web=1)*.**If Yes, have you adjusted the Grant Agreement / MoU payment clauses to describe the advance payment arrangements? (Note: advance payments should ONLY be agreed where there is clear justification provided).****If the advance payment is on a contract, or for more than three months’ project activity****, have you submitted an Advance Payment Request Form and received approval for advance payments from the Centre for Delivery?*  | Yes / No Yes / No Yes / NoYes / No / Not applicable |
| **Purchasing Goods and Gifting***Will project funds be used to purchase any items of equipment worth more than £500, with a useful life of more than one year (*[*PrOF Rule 27*](https://fcogovuk.sharepoint.com/sites/prof/SitePages/PrOF-rule-27.aspx)*)?* *If Yes, have appropriate arrangements for the purchase and disposal of equipment been put in place before the project begins? Attach a copy of the equipment purchase record.**(Please refer to P*[*roF Assets Guide*](https://fcogovuk.sharepoint.com/%3Aw%3A/r/teams/prof/_layouts/15/Doc.aspx?action=edit&sourcedoc=%7BA4A86CCA-0B24-49CF-85C9-3BC30F22EAFA%7D&web=1) *).* | Yes / NoYes / NoI have attached a copy of of the equipment purchase record  |
| Expenditure requiring special approval or consultation |  |
| **In-House Delivery by FCDO staff***Does the project budget include payment for implementation by a member of FCDO staff?* *If yes, have you consulted the Centre for Delivery to share the VFM case for doing work in house?**Note that unless agreed specifically with the Centre for Delivery and Finance, IP funds should not be used to pay for project management or oversight by FCDO staff. These costs should be on the Post/Directorate baseline.*  | Yes / No Yes / No |
| **Professional Communications Assurance***Will the project procure any marketing or advertising products and services (see* [*here*](https://fcogovuk.sharepoint.com/sites/comms/SitePages/What-is-covered-by-Professional-Assurance.aspx?cid=01d75014-049f-4927-9473-8b8950410b8c) *for definitions of what is included)?* *If yes, have you followed the* [*PCA guidance*](https://fcogovuk.sharepoint.com/sites/comms/SitePages/Professional-Communications-Assurance.aspx) *(held by Communication & Engagement Directorate) and obtained any necessary clearance?* | Yes / No Yes / No  |
| **TV & Film Production** *Will the project produce any form of video (incl. but not limited to documentaries, feature films, interviews, plays, dramas or short stories) intended for public broadcast (incl. but not limited to TV, cinema, theatre or internet)?**If yes, have you check with the Media Office whether this require approval from the relevant Minister?* | Yes / No Yes / No  |
| Additional approvals and comments |  |
| **Comments from policy lead** *Does the project have your support? Explain why.* | Yes / NoBriefly explain why / why not |
| **Date of Post/Directorate Programme Board** *at which the bid was approved* | Add here |
| **Comments from Post/Directorate Programme Board***Explain why the Project was approved, plus any conditions that were attached.**Note:* ***All*** *decisions on whether to award/refuse funding must be approved by the Post/Directorate Programme Board* | Comments here |
| **Signature of Board Chair**  | Add here |
| **Print name** | Add here |
| **Date** | Add here |
|  |
| **Additional comments from London Programme Board (if applicable)** | Add here |
| **Date** | Add here |
|  |

**Useful links**:

* [Programme Operating Framework](https://fcogovuk.sharepoint.com/sites/prof)
* [Gender Equality “How To” guidance](https://fcogovuk.sharepoint.com/sites/strategy-guidance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fstrategy%2Dguidance%2FShared%20Documents%2FGender%20Equality%5FHowToGuidanceNote%5FFINAL%2Epdf&parent=%2Fsites%2Fstrategy%2Dguidance%2FShared%20Documents)