**Proposal Template**

1. **Basic Information**

|  |  |
| --- | --- |
| Project Name |  |
| Organization Name |  |
| Contact Information | (Name and Title)(E-mail Address)(Phone Number)  |
| Expected Output(s) |  |
| Beneficiaries |  |
| Geographical location |  |
| Funding Requested |  |
| Execution period |  |

**II. Context and Problem analysis**:

*Describe the situation, highlighting needs and challenges on the relevant focused areas and provide brief description of emerging opportunities and key objectives*

**III. Target Beneficiaries:**

*Describe**the populations targeted and**principles for identifying the beneficiaries, and specific groups.*

**IV: Project design:**

*Stipulate strategies, methodologies and approaches that your organization proposes to adopt or utilize in pursuit of the project’s objectives, including*

* *Conducting rapid livelihoods assessment,*
* *Asset selection and valuation and distribution.*
* *Business training.*

**V. Communication strategy**:

*Communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks, or other methods for targeting.*

*.*

**VIII. Result-Based Work Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expected Outputs | Planned Activities | **Time Frame (Month)** | **Responsible** | **Required Budget** **(Per Output)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  8 | 9 |  10 |  11 |  12 |
| Output 1:  | Activity 1-1: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1-2: |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Management  | (e.g., HR, M&E, reporting etc).  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*\*Add Outputs as required.*

**IX. Implementation Arrangement**

1. Management structure:

*Describe how the project will be managed with key personnel/positions to engage implementation. Add the CVs in the section X.*

1. Monitoring & Evaluation (M&E) and Reporting:

*Describe how the organization will conduct M&E and ensure quality reporting to the UNDP.*

1. Partnerships**:**

*Describe the partners needed to successfully implement the project and their roles as well as partnerships with others*

1. Risk analysis:

*Indicate the possible risks in relation to project implementation and suggested countermeasures in the table below. The risk can be scaled High, Medium and Low*

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood of risk occur-ring | Effect on the achievement of expected results | Risk management strategy/Countermeasures |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**X. Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output |  | Budget Item | Unit Price(USD) | Unit | Qty | Budget Amount(USD) |
| Activity |
| Output 1: |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Output 2: |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Output… |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Project Management  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TOTAL  |  |  |  |  |  |  |

*\*Add Outputs as per TOR.*

*\*Project Management include operational and overhead costs.*

**X. CVs of Key Personnel**