**ANNEX 1**

**PROPOSAL TEMPLATE**

(Should be completed in English)

1. **Basic Information**

|  |  |
| --- | --- |
| Project Name |  |
| Expected Output(s) |  |
| Direct Beneficiaries |  |
| Organization Name |  |
| Contact Information | (Name and Title)  (E-mail Address)  (Phone Number) |
| 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. Justification**:

*Describe analysis of why it is important to implement the proposed project.*

**IV. Project Design**:

*Stipulate strategies, methodologies and approaches that your organization proposes to adopt or utilize in pursuit of the project’s objectives under the framework of the Small Grant Scheme.*

**V. Target Beneficiaries:**

*Describe**the populations targeted and**principles for identifying the target groups or beneficiaries (reference to baseline information such as the needs assessment conducted, if any, will be useful).*

**VI. Expected Project Outcomes, Outputs and Planned Activities**:

*State the expected outputs and outcomes the project aims to achieve and describe activities corresponding to each output.*

**VII. Result-based Work Plan**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Outputs | Planned Activities | **Time Frame (Month)** | | | | | | **Responsible Unit/Partners** | **Required Budget**  **(Per Output)** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Output 1:  Indicators:  Baseline:  Targets: | Activity 1-1: |  |  |  |  |  |  |  |  |
| Activity 1-2: |  |  |  |  |  |  |  |
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| Output 2  Indicators:  Baseline:  Targets: |  |  |  |  |  |  |  |  |  |
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| Project Management | (e.g., recruitment of staff, M&E, reporting etc). |  |  |  |  |  |  |  |  |
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| TOTAL |  |  |  |  |  |  |  |  |  |

*\*Add Outputs as required.*

*\*Target Indicators should constitute of the qualitative figures that the project aims to achieve and indicators to be used. For example, “100 women received the temporal earning through cash for work”*

**VIII. Activity Info Project Target List**

# *Please fill out the cells of only relevant indicators to your project/activities with targeted numbers to be achieved by your proposed project. The project should cover at least one indicator (and more if they are relevant to the project). For “Location,” please specify the camp or district and governorate for non-camp project site. Beneficiaries should be counted using the number of individuals.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HRP/3RP Output** | **Indicator** | **Location 1:**  **(Name of camp or District/Governorate)** | | **Location 2:**  **(Name of camp or District/Governorate)** | | **Location 3:**  **(Name of camp or District/Governorate)** | |
| **Women** | **Men** | **Women** | **Men** | **Women** | **Men** |
| **Objective 1:** | | | | | | | |
| 1.1. |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |
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| **Objective 2:** | | | | | | | |
| 2.1 |  |  |  |  |  |  |  |
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**IX. Implementation Arrangement**

1. Management structure/mechanisms:

*Describe how the project will be managed with key personnel/positions to engage implementation.*

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, if applicable. The partnership with local NGOs is encouraged.*

1. Risk analysis:

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

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood of risk occurring | Effect on the achievement of expected results | Risk management strategy/Countermeasures |
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**ANNEX 2**

**X. Budget**

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| Output | Budget Item | Unit Price  (LYD) | Unit | Qty | Budget Amount  (LYD) | Budget Distribution over the project’s installments | | |
| 1st Installment | 2nd Installment | 3rd Installment |
| Output 1: |  |  |  |  |  |  |  |  |
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| Output 2: |  |  |  |  |  |  |  |  |
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| Output… |  |  |  |  |  |  |  |  |
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| Project Management |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |

*\*Add Outputs as required.*

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