**PROPOSAL TEMPLATE**

(Should be completed in English)

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. 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.*

**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 2Indicators: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.*

**XIII. 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 as well as partnership with local CSOs/NGOs*

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 occur-ring | Effect on the achievement of expected results | Risk management strategy/Countermeasures |
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**X. Budget**

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| --- | --- | --- | --- | --- | --- |
| Output | Budget Item | Unit Price(USD) | Unit | Qty | Budget Amount(USD) |
|
| 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 overhead costs.*