**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. Cooperation strategy with municipality on the project prioritization**:

*Describe your experience and strategy in the context of the selected municipalities.*

**III. Target Beneficiaries:**

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

**IV. 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.*

**V. Communication**:

*Describe your communication strategy and plan for dissemination of information about the project locally, including placement of information via online resources and social networks.*

**VI. Daily wages and Cash management**:

*Describe the daily wage rates and how they are calculated (based on the income levels, consumptions, inflation rates, etc.), in line with the SOP for Cash for Work designed by the Livelihoods Working Group for Libya chaired by UNDP and co-chaired by the Ministry of Labour. Describe of the mechanism of transferring cash (including potential use of e-vouchers, etc.). Speciify the measures that will be taken to limit abuse of power in cash assistance.*

**VII. Health and Safety practices**:

*Describe the procedures to be implemented.*

**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: |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Project Management  | (e.g., HR, M&E, reporting etc).  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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 |
|  |  |  |  |
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**X. Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Output |  | Budget Item | Unit Price(USD) | Unit | Qty | Budget Amount(USD) |
| Activity |
| 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 per TOR.*

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

**X. CVs of Key Personnel**