Annex B: Project Proposal Guideline & Templates

Project Proposal Guideline

1. Applicants will be required to prepare a full Project Proposal by invitation only (after the Concept Notes are accepted).
2. It is important that the Project Proposal clearly demonstrates the strong rationale for the project activities as well as highlights the capacity and experience of the organizations delivering the project.
3. Where multiple organizations are involved in the project implementation, it is important to clearly describe **management arrangements** among the partners, so that reviewers have a clear understanding of responsibilities of each organization and arrangements to be established among them.
4. Applicants and their partners need to be aware that the funding is not approved until the Board gives its endorsement and the final project document is finalized between the applicant and the GSSD.
5. The Project Proposal should be prepared according to the format presented in this annex.
6. The length of the Project Proposal should not be more than **15 pages**, excluding the attachments. Please note that **Project Proposals with more than 15 pages (A4) will not be considered**.
7. The Project Proposal should be prepared using the **Calibri font, Font size 12, single line spacing** and **the margins 2.54 cm (top, bottom, left, and right)**.
8. The Project Proposal should be submitted with **a cover letter** signed by the representative of the applicant, and must be accompanied by all required **supporting documents.**
9. Submission of the Project Proposal needs to include **all required attachments** (see *List of Attachments*). Applicant can use the checklist provided at the end of this annex to check that they have prepared all the required documentation.

**Project Proposal Template**

1. **General Information**

|  |  |
| --- | --- |
| Date of Submission |  |
| Grant Window # (see Call for Proposals) |  |
| Proposal # (to be filled out by GSSD)  |  |

1. **Applicant Information\***

|  |  |
| --- | --- |
| Name of applicant (full and acronym) |  |
| Address |  |
| Contact person (name and position)  |  |
| Email |  |
| Website |  |
| Telephone # |  |

\*Applicant is the “lead” organization that will be responsible for overall project management and contractual obligations.

1. **Project Information**

|  |  |
| --- | --- |
| Project Title |  |
| Status | New project or existing project |
| Project location(s) |  |
| Level of proposed intervention | e.g. National, sub-national, community … |
| Partners |  |
| Proposed project duration  |  |
| Total Project budget (USD)  |  |
| Amount requested from the grant facility |  |
| Co-financing (in cash or in-kind)  |  |

1. **Executive Summary**

In a clear and concise manner (1 page max), provide a general overview of the project including:

* Climate change problem(s) the project is attempting to address;
* Overall project objective (research/innovation-related);
* Expected results (outcomes);
* Expected outputs and key activities;
* Main intended beneficiaries and reasons for targeting these beneficiaries (with specific attention to vulnerable groups)
1. **Project Description**
2. **Project Justification**

This section should provide the background to the project and the approach used.

An indicative list of questions or issues this section is expected to address:

***Project context***

* What are the key elements of the project’s operating environment in terms of climate change challenges faced by Cambodia and the capacity to address these challenges?

***Expected results and alignment with national priorities***

* What specific climate change problem(s) does the project aim to address? How are the local population affected (disaggregated by different social groups)? What is the evidence base for the intervention? What specific assessments have been made and what are the results?
* What are the expected results (outcomes) of the project? How do the proposed outputs and activities help solve these problems (short theory of change)?
* How does the project fit with the existing national strategies/priorities, in particular the CCCSP 2014-23 and/or the relevant sectoral Climate Change Action Plan(s)?

***Institutional alignment, sustainability and ownership***

* How does the project relate to existing national structures and how will it contribute to capacity building of national institutions? How will it influence the broader work of the applicant or other institutions in a sustainable way?

***Targeted beneficiaries, participation and voice***

* Who are the main beneficiaries and how will they benefit from the project? If the project has piloting activities at community level (recommended), which vulnerable groups (by levels of poverty, gender, age, health etc.) will be targeted and what strategies will be used to reach them? What are the approaches and tools used to identify/target beneficiaries?[[1]](#footnote-1)
* What are the approaches and tools used to ensure participation and voice from project stakeholders, in particular vulnerable groups, during project development and delivery? How is gender integrated in project development and delivery?

***Project approach and partnership arrangements***

* What experience does the applicant (and its partners if any) have of working on this issue in Cambodia or other places in similar situations? (include research/innovation capacity, and knowledge of the specific issue)
* Who are the project partners? What are the roles of partner organizations and their importance to the success of the project? What experience do they bring to the project?
* Were any alternative approaches considered to the ones proposed? Why were they not adopted?

***Added value of the project and contribution to knowledge***

* What lessons have been learned from previous experience in this area or type of project? How does the proposed project build on previous efforts?
* Is the project a piloting of a new approach? If yes, how is it new and why is it promising?
* How will the project be coordinated with other ongoing or planned projects in the same area?
* What is the strategy to ensure that project knowledge is fed into policies and programming?
1. **Results Framework**

Present the details of the project results in the format presented as *Attachment 1*.

1. **Project Work Plan**

Present a detailed project work plan together with budget (*Attachment 2*) which clearly shows the activities in each of the different steps and responsible parties for each activity (in case where multiple organizations are involved)

* Project preparation
* Project implementation
* Project closure
* Any post-project follow-up activities (for information only, as this will not be funded by the grant facility)
1. **Management Arrangements**

Give a description of project implementation arrangements including responsibilities of the applicants and other project partners including:

* The project implementation and supervision arrangements; capacity of the lead organization (applicant) including key staff profiles; indicate names, relevant experience and expertise of the partners;
* The roles of each organization in this proposed project;
* Management structure and brief Terms of References of key positions (Project Coordinator, Finance/Accounting Function, Technical Advisors/Consultants etc…);
* How financing will be arranged between the applicant and its partners ;
* How reports will be compiled and submitted to the GSSD;

Provide a diagram which clearly presents the relationships among partners and the key positions. Clearly distinguish between in-country capacity and remote capacity (in the case of partnerships with international organizations).

1. **Monitoring and Evaluation**

The applicant and its partners must monitor the project activities.

Describe the system used for project monitoring (including financial tracking and audit), quality management (including lessons learning and corrective actions) and impact assessment (including disaggregating results by gender and across different vulnerable groups); the methods for data collection and analysis and responsible parties for monitoring activities.

All baseline data must be collected prior to the commencement of the project and reflected in the Results Framework. If certain baseline data are missing in the Results Framework, explain why and how the collection of data will be conducted.

1. **Analysis of Risks and Assumptions**

Applicants should identify major internal and external risks (organizational, financial, environmental, related to partnerships, etc.) to the project.

National procedures for social and environmental safeguards apply and projects should check if their activities are above any of the thresholds that require an EIA process. If so, relevant documents should be attached to the project proposals. The GSSD is available to provide guidance and reference documents in this area if required. Regardless of national thresholds, all projects are encouraged to conduct a self-assessment on social and environmental safeguards (checklist provided by the GSSD) and to identify relevant measures in their project design and risk management strategy.

For each of the risks identified:

* Assess their likelihood and impact if they occur;
* Indicate options considered and the steps taken in project design implementation to address, minimize or mitigate the potential risks;
* Mention any undertakings or agreements made with partners, which impact on project implementation; indicate how the observance of these undertakings will be monitored and what procedures are in place to ensure that the agreement will be implemented.

If the project has any risks with a combined score of likelihood and impact equal or superior to 4, the project approach should be reconsidered. The project manager is responsible for the regular monitoring, management and reporting of risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of risk | Description | Likelihood | Impact | Risk mitigation measure |
| Organizational / Partnership-related |  | *Scale of 1 (very unlikely) to 5 (very likely)* | *Scale of 1 (minimal impact) to 5 (severe impact)* |  |
| Environmental |  |  |  |  |
| Financial  |  |  |  |  |
| Reputational  |  |  |  |  |
| Other |  |  |  |  |

1. **Knowledge Management and Communications**

Provide detailed information on the various type of research and other knowledge products expected from the project, target audiences, and strategies to ensure impact.

How will the project work with organizations and projects involved in similar work (nationally or internationally), to ensure cross-fertilization?

How will the project ensure the visibility of the GSSD, CCCA and its donors?

1. **Project Budget**

Present the project budget in the format provided as *Attachment 2.*

Applicants are also requested to provide:

* Details of government funding or external donors in relation to this project, if applicable (including donor’s name and amount contributed);
* Information on any funding that is being sought but not yet secured at the time of the project proposal preparation;
* Details on co-financing contributions (either in-cash or in-kind) made by the applicant and/or project partners. For in-kind contributions this means providing details on which equipment will be provided, or which staff (and estimated number of person/days), and for which activities. Co-financed cash contributions should be documented in the project files so that the actual disbursement of co-financing can be checked during project audits. These co-financing contributions should be directly contributing to the project and not for indirect or general support costs of the applicant/partner.
1. **List of Attachments**

Applicants must submit the following attachments:

Templates are provided for Attachments 1 and 2.

Attachment 1: Sample Results Framework (mandatory)

Attachment 2: Detailed Project Budget by Results (mandatory)

Attachment 3: Endorsement letter from the applicant’s ministry or agency (same as the one submitted at concept note stage), and from the head of each partner institution.

Attachment 4: Brief CV of the Project Coordinator and person in charge of accounting for the project funds, as well as key technical staff from the applicant or partners, as applicable

Attachment 5: Brief terms of references for all consultants to be hired by the project, if applicable.

Attachment 6: Document(s)/letter(s) confirming approved co-financing

**Attachment 1: Sample Results Framework**

**Project Title:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result statements** | **Objectively verifiable indicators** | **Baseline** | **Targets** | **Sources and Means of Verification** | **Assumptions** |
| Overall objective: |  |  |  |  |  |
| Outcome 1: | Outcome Indicator 1 |  |  |  |  |
|  | Outcome indicator 2 |  |  |  |  |
| Output 1.1*Ex: Government officials of Department of Agriculture (DoA) understand the potential impacts of Climate Change on agriculture in Cambodia*  | *Number of government officials of DoA who successfully completed the post-training assessment* | *N/A* | *20* | *Pre and post-training assessment report* | *Government officials of DoA are willing to improve their knowledge on climate change* |
| Output 1.2 |  |  |  |  |  |
| Outcome 2 | *Outcome Indicator 1* |  |  |  |  |
|  | *Outcome indicator 2* |  |  |  |  |
| Output 2.1 |  |  |  |  |  |
| Output 2.2 |  |  |  |  |  |
| … |  |  |  |  |  |

**Attachment 2: Detailed Project Workplan and Budget by Results (with some examples)**

Note: All applicants are required to present their budget in this format

**Provide a breakdown of the project budget organised by output.**

**Add as many lines as necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activities** | **Units and Calculation** | **Amounts budgeted under CCCA Fund (USD)** | **Co-Financing** | **Responsible Parties** | **Budget by quarter (USD)** |
| **No.** | **Description** | **Unit****description** | **Quantity** | **Cost/Unit****USD** | **Total Cost****USD** | **Q1** | **Q2** | **Q3** | **Q4** | **Total** |
| **1.** | **Output1** |  |  |  |  **56,180**  |  **56,180**  |  **-**  |  |  **15,680**  |  **15,000**  |  **20,000**  |  **5,500**  |  **56,180**  |
| 1.1 | Dissemination Workshop in Phnom Penh | Workshop | 1 | 15,680 |  15,680  |  15,680  |   |   |  15,680  |  |   |   |  15,680  |
| 1.2 | Knowledge Management Materials | Poster, leaflet | 1 | 40,500 |  40,500  |  40,500  |   |   |   |  15,000  |  20,000  |  5,500  |  40,500  |
| **2.** | **Output2** |  |  |  |  **-**  |  **-**  |  **-**  |  |  **-**  |  **-**  |  **-**  |  **-**  |  **-**  |
| 2.1 |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
| 2.2 |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
|  |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
| **3.** | **Output3** |  |  |  |  **-**  |  **-**  |  **-**  |  |  **-**  |  **-**  |  **-**  |  **-**  |  **-**  |
| 3.1 |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
| 3.2 |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
|  |   |   |   |   |  -  |   |   |   |   |   |   |   |  -  |
| **4.** | **Operational costs** |  |  |  |  **6,710**  |  **710**  |  **6,000**  |  |  **2,210**  |  **1,500**  |  **1,500**  |  **1,500**  |  **6,710**  |
| 4.1 | Personnel | staff | 1 | 6,000 |  6,000  |   |  6,000  |   |  1,500  |  1,500  |  1,500  |  1,500  |  6,000  |
| 4.2 | Office supplies and stationaries |   | 1 | 710 |  710  |  710  |   |   |  710  |   |   |   |  710  |
|  | **TOTAL** |  |  |  |  **62,890**  |  **56,890**  |  **6,000**  |  |  **17,890**  |  **16,500**  |  **21,500**  |  **7,000**  |  **62,890**  |

**CHECKLIST FOR SUBMISSION**

Applicant can use the list below to check if the documentation is complete before making the submission to the GSSD. There is no need to include the checklist in the submission.

[ ]  Did you consult your partners when preparing the Project Proposal? Did all your partners agree to the content of the Project Proposal, and submit support letters?

[ ]  Does your project fully address the priorities identified in the Call for Proposals?

[ ]  Have you completed all the sections of the Project Proposal using the format provided?

[ ]  Did you use the correct font, size and margin settings?

[ ]  Did your strictly respect the guidance on length of the Project Proposal (max 15 pages, excluding attachments)?

[ ]  Is the total amount requested within the maximum eligible amount?

[ ]  Did your organization and your partners fully understand that no indirect costs can be charged to the grant facility?

[ ]  Did you prepare all the required attachments?

[ ]  Did you prepare a cover letter signed by the head of the applicant?

[ ]  Did you copy all the documents you are submitting in a CD-ROM or USB stick?

1. E.g. Vulnerability Reduction Assessment, or CARE’s Climate Vulnerability and Capacity Assessment tool. Guidance may be obtained from the GSSD upon request. [↑](#footnote-ref-1)