

PROJECT PROPOSAL OUTLINE

I INTRODUCTION AND SUMMARY

- 1) Title (formulated to give a clear picture of the scope and the purpose of the project)
- 2) Summary of the project: (Preferably limited to half a page)
 - A brief and comprehensive description of the project
 - Total budget and amount applied for from Norway.
- 3) Partners
 - Responsible implementing organisation
 - Norwegian partners if any
 - Participating organisations

II PROJECT BACKGROUND AND JUSTIFICATION

- 1) Background / Analysis of the current situation (maximum one page)
 - Socio-economic and Political environment
 - Need Assessment
- 2) Justification and logic for the project (maximum to one page)
 - Linkage to Government Strategies
 - List criteria for identifying beneficiaries and selection of these
 - Avoid or alleviate potential negative impact on disadvantages groups
 - Short presentation of relevant key stakeholders

III PROJECT OBJECTIVES AND EVALUATION

What is the purpose of the Project and how will it be evaluated?

- 1) Use Logical Framework Approach to develop clear linkages within the project
 - Goal (Overall Project Objective) including indicators and assumptions
 - Purpose / Specific Objectives including indicators and assumptions
 - Output including indicators and assumptions
 - Activities including indicators and assumptions
 - Input
- 2) Monitoring and Evaluation
 - Systems and tools that will be used to monitor and evaluate indicator and assumptions

IV PROJECT DESCRIPTION (SCOPE AND APPROACH)

- 1) Implementation of the project
 - Project Organisation and Management structures
 - Roles and responsibilities of involved partners
 - Financial Management including procedure of Payment/Disbursement and flow of funds
- 2) Capacity Building / Transfer of expertise and experience
 - How will the project strengthening national and local capacity?
 - How will lesson learned, best practices and other relevant experience be collected and transferred to relevant stakeholders.
- 3) Institutionalisation and ownership
 - Local content and involvement of local partners
 - Local ownership and oversight
- 4) Co-ordination and collaboration with relevant internationally and locally funded projects

- 5) Exit strategy if relevant - plan for phasing out of foreign assistance

V RISK ANALYSIS

- 1) List and review potential risks with regard to implementation:
- 2) Measures to minimise these

VI BUDGET

- 1) Detailed / Specified budget
 - Specify own contribution and funds applied from NMFA.
- 2) Transfer details:

Account number (separate account for NMFA support)	
Name and address of account holder	
Authorised user and function	
Name and Address of bank	
SWIFT code of bank	
Intermediate banks if necessary	

- 3) Possibilities for Sale Tax/VAT and customs exceptions including a short description of procedures.

VII PROCUREMENT AND CONTRACTING

- 1) Good and Services
- 2) Human Resources Management

VIII GUIDELINES FOR REPORTING

- 1) Inception Report if relevant
- 2) Ad-hoc status report
- 3) Mandatory mid-term report
- 4) Mandatory Final Narrative and audited Financial Account

IX THE APPLICANT

- 1) The organisation:

Full legal name	
Legal status	
Tax/VAT/Company registration number	
Address	
Contact person, function	
Phone	
Fax	
E-mail	
Website address	

- 2) Short description of the applying organisation (Up to one page)
- 3) Relevant experience with implementation of similar projects

Project Framework / Matrix

Project Name:

Country:

Date of Preparation:

Design Team

Latest Date of Revision:

Narrative Summary	Verifiable Indicators		Assumptions/Risks		
Goal (Overall Objective):					
Purpose (Specific Objectives):					
Outputs: 1 2 3 4 5					
Activities: 1 2 3 4 5	Inputs: <table border="1" data-bbox="618 1178 1045 1360"> <tr> <td data-bbox="618 1178 794 1360"></td> <td data-bbox="794 1178 1045 1360"></td> </tr> </table>				
	Total				

(Name of organisation submitting the proposal)**(Name of project)****Budget (version?) - (date)****(Project period?)**

No.	Budget item	Note	Unit	Total units	Unit rate in €	Total in €	Sub-total in €
A	Salary and Allowances						
A.1	Salary (should be based upon gross principle)						
A.1.1						0	
A.1.2						0	
A.1.3						0	
A.1.4						0	
A.1.5						0	0
A.2	Allowances						
A.2.1						0	
A.2.2						0	
A.2.3						0	0
Sub total A							0
B	Other direct project costs						
B.1						0	
B.2						0	
B.3						0	
B.4						0	
B.5						0	
B.6						0	
B.7						0	
B.8						0	
B.9						0	
B.10						0	0
Sub total B							0
C	Indirect / Administrative costs						
C.1						0	
C.2						0	0
Sub total C							0
D	Contingency		LS				0
Sub total D							0
TOTAL PROJECT COST (A+B+C+D)							0

Note

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