

ANNEX I: PROJECT PROPOSAL TEMPLATE

Project Title:

General Information

Programme Name: Geographical Area: Thematic Category: Electoral Assistance Starting Date: Ending Date: Total Financial Requirements (in AZN): Beneficiaries:	<u>IMPLEMENTING PARTNER</u> Name: Title: E-mail: Telephone:
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1. **Executive Summary**

Outline here a summary of your project including a concise overview of project objectives, desired results/outputs as well as activities. (Half a page)

2. Background

- Describe briefly the context in which the project will take place.
- Outline and analyse the main problems relating to the subject that your project addresses.
- Describe the main actors (target group, implementing partners, etc.) in this project.
- State the project's overall goal.
- Include any existing or planned complementary activity

3. Project Objectives

- Outline the strategic objectives of the project.
An objective is a statement of desired result.

4. Project Outputs

- Introduce this section by indicating conditions that are necessary to implement successfully the project or which can potentially influence the project as well as the main phases of the project. An output is a final product or service delivered by a project in fulfilment of its planned objectives. Include: a desired timetable for the output.
- For each output include a few measurable indicators (qualitative, quantitative) and what evidence will be used as a means of verification.

Output 1: Describe the concrete intermediate and final results that this project will deliver.

Your project will often consist of several activities. Organise your project into smaller, more easily manageable units called tasks. These tasks describe the planned activities and inputs necessary to achieve intended results. You can define a hierarchy of tasks and indicate any major phases foreseen during implementation.

Task 1.1: Describe the planned activities and inputs necessary to achieve the intended results.

Essential inputs to accomplish Task 1.1	AZN

Output 2: Describe the concrete intermediate and final results that this project will deliver.

Task 2.1: etc.

Task 2.2: etc.

5. Assumptions and Risks

Assumption:

Indicate conditions that are necessary to implement successfully the project or which can potentially influence the project.

Risk:

Outline any eventual change to the project that you can foresee.

Proposed Countermeasure:

Outline any existing plans on how to deal with changed or new requirements.

6. Horizontal Issues

Highlight here cross-cutting issues such as (if applicable):

- Involvement of or ownership by its beneficiaries, the civil society or other stakeholders, if any.
- Government support, if any.
- Environmental sustainability (if applicable).
- Socio-cultural suitability.
- Impact on gender relations and/or involvement of women.
- Effects on vulnerable groups (i.e. youth, elderly, minorities, etc.).

7. Implementation Modalities

7.1 Timeline

Indicate a timetable for the implementation of this project

7.2 Partnership Framework

- Stakeholders' responsibilities and roles; highlight in particular, project parts that will be out-sourced. The scope of responsibilities and roles delegated to other actors, with particular attention to the tasks that will be outsourced.
- The procedures applicable to the monitoring, reporting and evaluation of the project.

7.3 Other Arrangements

Specific requirements regarding staff and materials

7.4 Exit Strategy

- The sustainability of results after the completion of the project and/or external financial support ends. Outline any possible long-term financial implications.
- Hand-over and follow-up arrangements, indicating who will be responsible for each task or activity foreseen.
- Indicate what the envisaged sources of funding for your project are (as appropriate).