

ANNEX I: Project Proposal Template

Name of the Mission

Project Title:

General Information

<p>Project No.:</p> <p>Programme Name:</p> <p>Geographical Area:</p> <p>Thematic Category:</p> <p>Starting Date:</p> <p>Ending Date:</p> <p>Total Financial Requirements (in EUR):</p> <p>Implementing Partner:</p> <p>Beneficiaries:</p>	<p style="text-align: center;"><u>PROJECT MANAGER</u></p> <p>Name:</p> <p>Title:</p> <p>E-mail:</p> <p>Telephone:</p>
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1. Executive Summary

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

Complete this section once you have finished all the other sections in this template. This approach would ensure that all the *key points* you would like to communicate to your interlocutors are reflected in the Executive Summary.

2. Background and Justifications

- 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. Underline to the extent that is applicable what the different implications for women and men are.
- State the project's overall goal, in particular its relevance to the mandate and programmatic objectives of the Mission and to the commitments of the OSCE in this area. Indicate the added value brought by OSCE's involvement

A goal is the broader objective the project is designed to contribute to. The goal is deeply anchored to the specific programmatic outcomes of the Mission and, in general, cannot only be achieved by the accomplishment of one specific project.

- Describe the main actors (target group, implementing partners, etc.) in this project. How does the programme/project goal contribute to improving any gender inequality issue
- Include any existing or planned complementary activity by the OSCE, the host Government, International Organisations, and NGOs. Indicate how co-operation and co-ordination will be ensured

3. Project Purpose

- *The project purpose indicates the specific objectives that the project aims to achieve.*
- Outline the strategic objectives of the project in this Section without explaining how you'll achieve them or the activities you will carry out. State how the objectives are expected to impact the women and men concerns and needs.
- It is possible to indicate more than one Objective at this level. The number is usually limited to a maximum of three. Having a limited number of Project Purposes helps keep focus.

4. Project Results

- 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. Include: a desired timetable for the results. State how the expected results respond to women and men concerns and needs
- *Results are the objectives in terms of the services, the products, and the deliverables that the beneficiaries will receive as the outcome/product of the Project's implementation.* Prioritise in order to keep focused: trying to achieve too many results may weaken the Project.
- For each result include a few objectively verifiable measurable indicators (OVIs qualitative, quantitative) and what evidence will be used as a means of verification.
- *Activities are all the actions scheduled to be carried out during Project and intended to deliver the Result.* Design a plan that takes into account the contributions and needs of women and men in terms of activities, training, equipment etc.

Your project will often consist of several results. Organise your results into smaller, more easily manageable units called activities. These activities describe the planned activities/tasks/subtasks and inputs necessary to achieve intended results.

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

Activity 1.1: Describe the planned activities and inputs necessary to achieve the Result 1

Task 1.1 Describe the specific tasks that you need to carry out to achieve activity 1.1

Sub-Task 1.1 Describe the specific sub-tasks that you need to carry out to achieve Task 1.1

Essential inputs to accomplish Activity 1.1	EUR
Internationally contracted experts (6 w/m, salary and common staff costs)	
Locally contracted expert (6 w/m)	
Travel	
Training Material	
Office Furniture/ IT Equipment	
Vehicle costs	

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

Activity 2.1: Describe the planned activities and inputs necessary to achieve the Result 2

Task 2.1 Describe the specific tasks that you need to carry out to achieve activity 2.1

Sub-Task 2.1 Describe the specific sub-tasks that you need to carry out to achieve Task 2.1

Essential inputs to accomplish Activity 2.1	EUR
Internationally contracted experts (6 w/m, salary and common staff)	
Locally contracted expert (6 w/m)	
Travel	
Training Material	
Office Furniture/ IT Equipment	
Vehicle costs	

Activity 2.2: Describe the planned activities and inputs necessary to achieve the Result 2.

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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.

State any gender inequalities and/or barriers to women's full participation in the project. To add an assumption, select the table from above and paste below this line.

6. Horizontal Issues

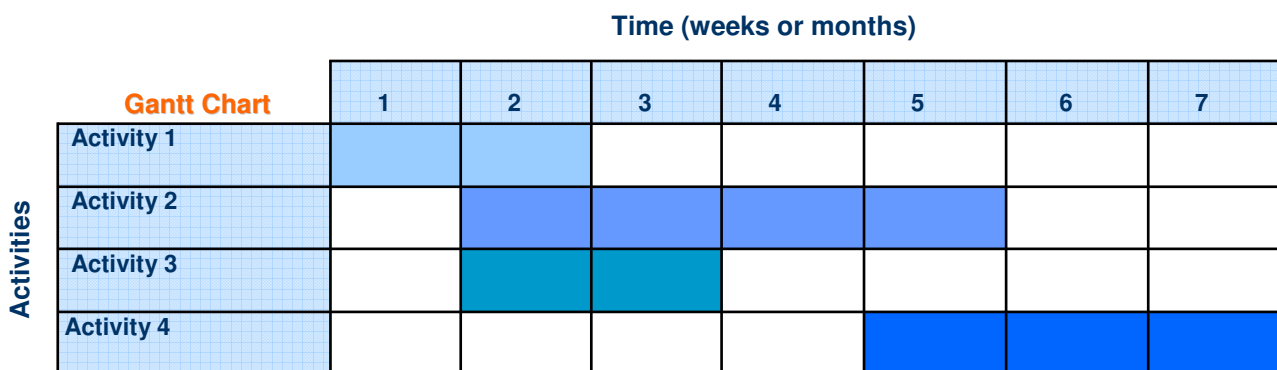
Highlight here cross-cutting issues such as (if applicable):

- Involvement of or ownership by its beneficiaries, the civil society, etc.
- Government support.
- 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 the activities of the project.
- Having defined the schedule of the Project, it is also possible to produce a Gantt chart. The first column of the Gantt chart indicates the Activities, while the time-scale at the top shows the total length of the Project and the bars illustrate when each task should start and finish. This provides a clear visual overview of activities and associated time-frame.



7.2 Monitoring and Evaluation

- Indicate the frequency and methods by which the OSCE will monitor the project.

Once implementation begins, the execution of activities needs to be regularly overseen and progress assessed against objectives, time targets and the resources allocated. An efficient monitoring system must be established to allow information to be collected, analysed and fed back into the decision making process.

- Indicate how the OSCE will evaluate the Project. Mention here:

- Whether the evaluation will be limited to the assessment done by the Project Manager (i.e. self-evaluation.)
- In general there are three types of evaluation employed during a Project's lifetime: **Ex-ante Evaluation** is used during the Project Proposal approval process before implementation, **Progress Evaluation** is employed during Project implementation, **Post-Project Evaluation** is carried out upon Project completion. Indicate which type of evaluation(s) is considered the most appropriate for your project.
- External evaluation to be conducted.
- Evaluation can be carried out in line with different methodologies ranging from highly participatory review workshops to highly focused assessments. Indicate if written feedback is to be gathered from project stakeholders or evaluation interviews to be conducted.

- Indicate the procedures applicable to the reporting on the project.

7.3 Partnership Framework

- Indicate the legal modalities: Memorandum of Understanding (MoU) with the Government/Ministry
- Agreement with the Implementing Partner (if any), with donors (if any). The OSCE has a standard agreement which regulates the relationship of the implementing party with the OSCE. Be selective when choosing your implementing partner. How does the implementing partner ensure gender equality in their organization?
- Stakeholders' responsibilities and roles (i.e., division of activities between OSCE and implementing partners); highlight in particular, project parts that will be out-sourced. The scope of responsibilities and roles delegated to the other actors, with particular attention to the activities that will be outsourced.

7.4 Other Arrangements

- Specific requirements regarding staff and materials. For the conditions (length of service, fee etc) please refer yourself to Staff Instruction no. 23/2006 Special Service Agreements which governs SSA agreements.
- Please add Procurement (Supplier, Tender...) related matters where applicable.

7.5 Sustainability and 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 activity foreseen.
- Indicate what the envisaged sources of funding for your project are (as appropriate).