**Development Proposal Template**

**Section A Basic Information**

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| --- | --- | --- | --- | --- |
| A.1 | Name of the leading Implementing Partner |  | | |
| A.2 | The person in charge of the leading Implementing Partner | Name and email address | Role | Location |
|  |  |  |
| A.3 | The person managing the Project | Name and email address | Role | Location |
|  |  |  |
| A.4 | Contact information of the leading Implementing Partner | Postal address and website | | |
|  | | |
|
|
| A.5 | Legal Status of leading Implementing Partner | Registration number / details |  | |
|
| A.6 | Are you a member of Micah Global? | Yes / No / Don’t know |  | |
| A.7 | **Bank Details** | | | |
| Bank Name |  | | |
| Bank Address |  | | |
| Account Name |  | | |
| Account Number |  | | |
| IBAN |  | | |
| Bank Swift Code / BIC number |  | | |
| Currency of Bank Account |  | | |

**Section B Project Overview and funding**

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| --- | --- | --- | --- | --- |
| B.1 | Project Title |  | | |
| Is this a new project or the continuation of a previous project? |  | | |
| If it is a continuation, which project is it a continuation of? |  | | |
| Total Project length | Start Date | End date | Duration in months |
| (*dd/mm/yyyy)* |  |  |
| Location(s) of project  *(region, country, sub national level 1, sub national level 2, community name)* |  | | |
| Is the location mostly rural or mostly urban? |  | | |

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| --- | --- | --- | --- |
| B.3 | **Source of project funds** - please list all funds that will be part of this project  **Note** | | |
|  | **Funding Partner**  **Note** | **Name** | **Amount Requested** (include currency) |
|
|  | 1 |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
|  | 4 |  |  |
|  | 5 |  |  |
|  | (add rows if needed) |  |  |
|  |  |  |  |

**Section C Strengths, Needs, Targeting and Inclusion**

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| **Guidance**  This section should describe the strength and needs of the community and explain the reason for your project. Please show how you know the needs exist and that they are priorities for the community.  Please show the source of your information. Sources may include needs assessment, market assessment, baseline assessment, household survey, external report, government data, observation, key informant interview, focus group discussion and others. |

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| C.1 | Describe the **context** in which the project will be carried out. Please give an overview of the local situation and any significant factors in the wider country situation that are important to understand the project context (for example political, economic, social, technological, environmental or legal factors). [maximum 150 words] |
|  |
| C.2 | i. Describe the **strengths and assets** that already exist in the communities where you plan to work. *(Please explain the sources of your information)* [150 words] |
|  |
| ii. Describe the **needs** of affected communities, particularly in the area you have chosen for your project. *(Please explain the sources of your information)* [150 words] This section is not solely focused on the project needs you want to address. |
|  |
| iii. If you have found needs that you are unable to meet with this project, how are you referring them on to others who may be able to work with communities to help with these issues? [100 words] |
|  |
| iv. What is the total number of people living in the locations you have chosen for this project? *(Please quote the source of your information and include any breakdown of the information if available - e,g, male/female, average number of people per household etc.)* |
|  |
| C.3 | Who are the most vulnerable groups (people most at risk) within the project location(s) and what are their particular needs? Please say which of these groups you will be working with in your project. [100 words] |
|  |
| C.4 | How have you involved communities in identifying strengths, needs, choosing the project locations and identifying the most vulnerable groups? [150 words] |
|  |
| C.5 | i. Please describe the criteria you used for selecting project participants (beneficiaries) [100 words] |
|  |
| ii. How were communities, especially marginalised groups, involved in setting the criteria for selecting project participants? [100 words] |
|  |
| C.6 | i. Have you undertaken a baseline assessment? (yes / no) |
|  |
| ii. Do you have plans to undertake a baseline assessment? (If yes, please state when. If not, please explain why) |
|  |

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| **Guidance**  In the table below, please outline how many project participants you are targeting.  Use estimates if data is not available for older people and people with disabilities. |

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| --- | --- | --- | --- |
| **C.7 Project Participants**  **Note** | | **Direct participants**  **Note** | **Indirect participants** |
| Female Under 18 years (Child) | people with disability |  |  |
| Female Under 18 years (Child) | people without disability |  |  |
| Male Under 18 years (Child) | people with disability |  |  |
| Male Under 18 years (Child) | people without disability |  |  |
| Female 18 to 59 years | people with disability |  |  |
| Female 18 to 59 years | people without disability |  |  |
| Male 18 to 59 years | people with disability |  |  |
| Male 18 to 59 years | people without disability |  |  |
| Female 60 years and over | people with disability |  |  |
| Female 60 years and over | people without disability |  |  |
| Male 60 years and over | people with disability |  |  |
| Male 60 years and over | people without disability |  |  |
| **Totals** | |  |  |
|  | | | |
| **Grand total** | **direct + indirect participants =** | |  |
| Please explain how you counted the number of direct project participants and include any assumptions you made.  **Note** |  | | |
| Please explain how you counted the number of indirect project participants and include any assumptions you made.  **Note** |  | | |

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| --- | --- |
| C.9 | How will you make sure there is safe and fair access to the project, especially for those who are more vulnerable to exploitation, abuse or exclusion (for example children, older people, people with disabilities and people from minority ethnic groups)? [100 words]  **Note** |
|  |
| C.10 | What difficulties have you identified for vulnerable groups taking part in the project activities and how do you plan to deal with these? *(difficulties may include: attitudes of others; laws/policies and procedures that ignore some groups; physical access and access to information)* [150 words] |
|  |
| C.11 | How are you making sure that everyone is involved in how the project is designed and carried out (consider men, women, girls, boys and marginalised groups)? [100 words] |
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**Section D Project Design**

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| D 1 | i. What specific problem(s) or opportunity(ies) will the project address? [100 words] |
|  |
| ii. What are the root causes of the problem and are there any underlying policies or practices that are contributing to the problem? (If you made a problem tree to understand these issues you can attach it to the proposal) [100 words] |
|  |
| iii. What overall approach will you use to address the problem? What other approaches were considered and why were these not used? [150 words] |
|  |
| D 2 | What change do you expect to see as a result of the project? [200 words]  *(Consider both change* ***during*** *the life of the project and* ***longer-term*** *change. This is the section where you can explain your theory of change, or how you believe change happens in your context. If it is relevant, feel free to explain the change process using a diagram. You may wish to consider changes in community well-being, the environment, changes to underlying policies / practices and changes in local capacity / skills.)*  **Note** |
|  |
| D 3 | Describe how your project will be implemented. Please list the partner organisations from question B.2.i and briefly describe what each organisation will do, including your own organisation. [100 words] |
|  |
| D 4 | What previous experience do you (and your partner organisations) have: i. with this type of project and ii. of the project area (including how long for)? [100 words] |
|  |
| D 5 | How will information about the project be shared with communities in a way that fits in with the local culture? *(please include how you will communicate with those who might find it hard to access information, such as younger/older people, people with health issues, people with a disability, those will low literacy and other excluded groups)* [150 words] |
|  |
| D 6 | i. Community members should be encouraged to make comments about the project (positive and negative) and it should be easy and safe for them to do this. Please describe your community feedback, which should include how the opinions of community members are included in the project design and implementation and also the process for how you will respond to any feedback you might receive.[[1]](#footnote-2) [150 words] |
|  |
| ii. How does the local community want to receive feedback from you about the project? How often will that be and how will you monitor this? [100 words] |
|  |
| D.7 | What steps are you taking to make sure the project activities do not harm the environment? [150 words] |
|  |

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| --- | --- |
| D 8 | **Risk Assessment and Management** [one page] *see Annex B for a worked example*  i. Five standard risks have been listed in the table below. Please assess how these risks might affect your project and also, describe the measures that you will take to reduce the risk as much as possible  ii. Please add to the table other significant risks (as many as are required) that you think could affect your project.    *It is important to note that managing these risks should continue for the whole project, not just happen at the start.* |
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|  |  |  |  |
| --- | --- | --- | --- |
| \* Please add H (high), M (medium) or L (low) | | | |
| **Risk**  Something that could go wrong and how it would affect the project | **How would you rate this risk?\*** | | **Mitigation**  What can you do to **reduce** the chance that this risk will happen or **reduce** the problems it causes if it does happen?  **Note** |
| impact  H / M / L | likelihood  H / M / L |
| **Security:** e.g. Political instability, road safety, natural disaster etc. How will these affect your project? |  |  |  |
| **Personnel:** e.g. Finding the right people with the right skills who are prepared to work in the required locations. |  |  |  |
| **Finance:** e.g. Systems to prevent misuse of funds, fraud and corruption (internal and external to the organisation) not working and how that might affect the project. |  |  |  |
| **Sustainability:** e.g. The community does not carry on the learning from the project into the future or joint working with the authorities and other stakeholders is not possible. |  |  |  |
| **Safeguarding** | | | |
| **Systems:** Local safeguarding practices and legislation is non-existent, weak or unenforced or the project will be implemented in an emergency situation and/or in remote settings. Please include details on the safeguarding policies (how regularly it is being updated), the safeguarding complaints mechanism (reporting or incident management guidelines) and if children and/or vulnerable adults have been consulted in the design process. |  |  |  |
| **Vulnerability:** Project activities or delivery points of this project might expose children and/or vulnerable adults to further risks when they access the service (e.g. environmental/health and safety hazards, local armed conflicts, children or vulnerable adults are separated from caregivers, intervention will affect power dynamics for instance giving cash to child-headed households. |  |  |  |
| **Contact:** Project activities will require one or several of the following:  - One-to-one, physical contact and/or home visits (e.g counselling, health services, hygiene home visits)  - Overnight activities (e.g camps, safe homes)  - Transporting beneficiaries to/from activities  - Unsupervised contact with children and/or vulnerable adults while working (e.g in a classroom or training, counselling, care or advice setting)  - The project will be totally or partially delivered by volunteers and/or associates/contractors/visitors  - Visitors, volunteers, media are briefed on safeguarding and confidentiality procedures. |  |  |  |
| **Safe Recruitment:**  - Safe recruitment practices such as Background checks and references have not been followed during recruitment  - Not all of the representatives/associates/contractors involved in the project have signed the code of conduct of the organisation  - Safeguards in place to ensure that contractors do not employ children and they follow fair trade practices |  |  |  |
| **Training:** Representatives/associates/contractors/drivers have not received safeguarding training to understand their duty of care towards children and vulnerable adults; their safeguarding responsibilities and the organisation’s incident reporting system. |  |  |  |
| **Awareness:** Children and vulnerable adults and their carers have not received information about their rights and have not been made aware of the organisation’s safeguarding reporting/complaints procedure including contact details of the focal person they can report concerns or allegations. (Mitigation should include how you will communicate with those who might find it hard to access information, such as younger/older people, people with health issues, people with a disability, those will low literacy and other excluded groups). |  |  |  |
| **Communication and Reporting:** Children and/or vulnerable adults stories, personal information, photos/videos (electronic or digital) will be used for this project to communicate progress, monitor and/or to raise funds and may be uploaded to the internet/social media or used as poster images. |  |  |  |
| **Other Risks** related to your project (please specify - e.g market failure, damage to infrastructure, new project methods not working, unable to meet project targets, project replacing government functions, inconsistent funding, etc.). |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Section E Simplified Logical Framework / Logframe (maximum two pages)**

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| **Guidance**  A logframe is a way to explain the logic of your project design. It shows how activities achieve outputs, how outputs lead to the outcome and how the outcome contributes to the overall goal. Please look at Annex C for a worked example.[[2]](#footnote-3) Keep your logframe simple and concise. The number of outcomes should be limited to 3.  For a log frame to be useful it will need to be used throughout a project. It is expected that the logframe will be updated regularly as the situation with the project changes.    **The logframe below contains guiding questions to help you complete the table. Please delete this text as you write your logframe. Alternatively, if logical frameworks have already been developed in another format but cover all the required information below, they can be attached to the proposal as an annex.** |

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| **Objectives** | **Indicators (SMART)[[3]](#footnote-4)** | **Sources of evidence**  **(means of verification)** |
| **Impact / Goal**  *What is the overall, high level change that you want your project to contribute to?* | *What will indicate if you have contributed to this goal?* | *What evidence will be used to measure the indicators?* |
|  |  |  |
| **Outcome / Purpose**  *What is/are the specific change(s) you want to see as a result of the project?* | *What will indicate whether these changes have been achieved?* | *What evidence will be used to measure the indicators?* |
|  |  |  |
| **Outputs**  *What are the products/services or results that project activities will generate?* | *What will indicate whether the outputs have been delivered?* | *What evidence will be used to measure the indicators?* |
|  |  |  |
| **Activities**  *What are the main activities you will carry out to deliver the outputs?* | | |

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**Section F Stakeholder Relationships**

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| **Guidance**  It is useful to analyse relationships and power within the communities in which you are working.  Apart from project participants, who are the main people or groups in the community and what role will they play in helping or preventing changes in the community?  As well as those who are directly involved in the project, there may be people of influence who are not directly involved but who will still affect it. Think about what impact these people will have on the project and how you will engage with them. There is an example of a Stakeholder Relationship table in Annex D. |

|  |  |  |
| --- | --- | --- |
| Who are the main people and groups in the community or project location? | How will they affect the project and what role will they play? | How will the project make sure that they will be positively engaged in the process? |
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**Section G Building Community Resilience and Sustainability**

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| **Guidance**  In the design of your project, it is important to think about the longer term future. How can the project help the community become more resilient and how can benefits from the project be sustained? |

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| --- | --- |
| G.1 | i. Please describe your exit strategy from the project area; how have you involved the community in this planning? [150 words] |
|  |
| ii. If part of your exit strategy means you will continue working in the project area for some time after the end of the project, how do you plan to do this? [100 words] |
|  |

|  |  |
| --- | --- |
| G.2 | How are you strengthening the capacity of the local community (e.g. mentoring, training), for example, the local church, faith groups, community groups and local government officials? Please include details of any discussion you have had with these groups. [150 words]  **Note** |
|  |
| G.3 | How does your response build on local capacities, including the capacities of those who may be marginalised such as people with a disability, older people or women? [150 words]  *(Consider what skills and resources the local community will bring to the project)* |
|  |
| G.4 | How will the project enable the community to manage its own development beyond the life of the project and how will community leadership and motivation be sustained? [150 words]  **Note** |
|  |

|  |  |
| --- | --- |
| G.5 | How will the project help build community resilience? [200 words]  *(This could include reducing vulnerabilities, promoting community relationships, supporting the local economy, the ability to respond to challenges in the future or other ways relevant to your context)* |
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**Section H Programme Management and Effectiveness**

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| **Guidance**  This section focuses on monitoring, evaluation and learning; how you will organise and equip your project team; coordination with others and ensuring quality in the project. All these elements are essential and should be planned at the start of the project for maximum effectiveness. |

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| --- | --- |
| H.1 | What learning points related to this project have been applied from past experience? How has learning, including risk mitigation, from previous evaluations shaped this project? [100 words] |
|  |
| H.2 | Please describe the monitoring plan for the project; how you will monitor progress against targets, the frequency of monitoring, the monitoring activities and how you will measure quality. [250 words]  *If you have a monitoring plan or framework in your own format please submit it with this proposal.* |
|  |
| H.3 | How will you involve community members and project participants in monitoring and evaluating the project? Please describe what they will do. [150 words] |
|  |
| H.4 | How are you planning to evaluate this project (review/evaluation, internal/external, mid-term/final etc.)? Please describe the evaluation and any other learning activities you have planned. [100 words] |
|  |
| H.5 | How will you share your learning within your organisation, with peers, with project participants and other stakeholders? [100 words]  **Note** |
|  |

|  |  |
| --- | --- |
| H.6 | Please describe the structure of the team managing this project and how it fits into the structure of your whole organisation. [100 words]  *You may insert an organogram showing project staff, if you have one, or attach it with your proposal* |
|  |
| H.7 | What additional demands will the project place on your existing leadership and management capacity? [100 words]  **Note** |
|  |
| H.8 | What areas do you see in your organisational capacity where you would welcome some support or strengthening? [100 words]  **Note** |
|  |

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| --- | --- |
| H.9 | How will the project be coordinated with local government activities and link into national development plans and other government policies and practices? [200 words]  **Note** |
|  |
| H.10 | How will the project be coordinated with projects of other development organisations in the identified area to avoid duplication, share information and ensure your project fits in with the work of others?[200 words]  *(Please name those you are* collaborating and coordinating with - *NGOs, community groups, local authorities, Government, Micah Global / Integral Members, UN, INGOs, START network and others)* |
|  |

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| --- | --- |
| H.11 | Please describe, for each main sector of activity, what good practice and technical standards you will be applying and how they will be made relevant to your local situation. [200 words]  *(please refer to CHS[[4]](#footnote-5), Sphere and other standards relevant to your project)*  **Note** |
|  |
| H.12 | Do you see any challenges in meeting the good practice and technical standards indicated above? Please list each challenge and explain what action you will take to solve the challenge. [200 words] *(please refer to CHS, Sphere and other standards relevant to your project)* |
|  |
| H.13 | How will the project address issues of gender and gender equality? *(If a gender analysis has been conducted please describe the findings)* [150 words]  **Note** |
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**Section I Local Faith Community**

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| --- | --- |
| I.1 | What role will the local faith community have in this project and how are you engaging with them? [200 words] |
|  |
| I.2 | Does the project aim to support or be part of the work of the faith community in the wider community? [150 words] |
|  |

**Section J Project Budget**

Please complete the separate excel spreadsheet entitled **Micah Global Financial Proposal Template**.

**Section K Annual Work Plan**

Please provide an annual work plan showing the timing of the project activities you will achieve in the first year. The plan should be based on the activities described in the Logframe. A sample format is included in Annex F, but please use your own format if you have one.

You will need to write a new annual work plan at the beginning of each year. Writing a new plan each year allows for adjustments to be made if needed as the project progresses.

1. It is important to explain to communities if you are not able to deal with certain types of feedback, you might have to pass it on to others to deal with. [↑](#footnote-ref-2)
2. Further information about how to create a logframe can be found in Tearfund’s Project Cycle Management Guide. See: <https://learn.tearfund.org/en/resources/online-courses/project-cycle-management> [↑](#footnote-ref-3)
3. All indicators need to be SMART - Specific, Measureable, Attainable, Relevant and Time Bound [↑](#footnote-ref-4)
4. The Core Humanitarian Standard on Quality and Accountability - the Nine Commitments are provided in Annex E [↑](#footnote-ref-5)