

# PROJECT PROPOSAL TEMPLATE

## COVER PAGE

**Project Title:**  
**Name of Implementing Entity:**  
**Project Location:**  
**Proposed starting dates:**  
**Project Duration:**  
**Amount Requested:**

### Brief summary Project Description:

'Describe problem addressed, proposed solution, expected results, intended beneficiaries and reasons why support is requested from the ISGF'

## Section 1:

### BACKGROUND AND JUSTIFICATION *[max 1 1/2 page]*

This section should provide a brief introduction to the project, the implementing organisation(s) and the context in which the Project is located. The background should also describe:

- the key problem/issue of concern to be addressed by the Project,
- the project's key intervention strategies,
- the Project's intended beneficiaries and/or targeted stakeholders

## Section 2:

### OBJECTIVES *[max 1 page]*

The section should describe what the project is expected to achieve in terms of effects among intended beneficiaries. Specifically, the section discusses what changes are expected to occur among intended beneficiaries or targeted stakeholders or issues if project operations are successful. The section should also discuss whether project operations, if successful, will be extended to other locations as well as and whether the project experience can be applied to other sectors.

## Section 3:

### PROJECT IMPLEMENTATION AND MANAGEMENT PLAN

*[max 1 1/2 page]*

#### 3.1. Project Implementation

The section should describe the overall results that the project is expected to achieve as well as how each immediate project objective will be carried out in terms of planned activities, their timing and duration, and who will be responsible for each activity. This can be summarized in a simple table.

#### 3.2. Project Beneficiaries

This section describes who and how many people are expected to benefit from the project, both directly and indirectly. It should also discuss how intended beneficiaries have been involved in project design, and their expected role in project implementation and evaluation.

#### 3.3. Management of project

This section should describe:

- Who will be responsible for planning and management of project operations as well as the roles of other bodies and organizations associated with the project,
- What arrangements will be established to ensure that there will be effective coordination with other relevant programmes and activities,

The section should also discuss whether project operations are expected to continue, or expand to other areas or sectors, once the current phase of assistance is completed.

## Section 4:

### PROJECT MONITORING AND EVALUATION *[max 1 page]*

This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective action is taken if required.

This section should also identify the party who will responsible for this task as well as how intended beneficiaries will be involved.

## Section 5:

### BUDGET

This section should detail the major cost centres and budget line items according to activities for the implementation of the Project. Note that ICCO will facilitate the auditing and evaluation of Projects.

N.B All completed Project proposals and budgets are to be submitted electronically to [fambai.ngirande@icco.nl](mailto:fambai.ngirande@icco.nl).

**Deadline for the submission of Proposals is 14 March 2011.**