**This is the English version of the UNICEF Project Proposal template.**

|  |
| --- |
| Note: An Applicant submits a Project Proposal to express its interest in partnership with the UNICEF and to provide a detailed programmatic intervention.  A prospective CSO partner may submit a Project Proposal in response to a specific Call for Proposal (CfP) / Expression of Interest issued by UNICEF in UN Partner Portal (UNPP [www.unpartnerportal.org](http://www.unpartnerportal.org)). A prospective Local Government (LG) partner may also submit a Project Proposal by filling out this form, and attachments outlined in the CfP document (section 9) to propose programmatic intervention.  Project Proposals submitted in the appropriate template are reviewed by UNICEF to identify partners with the mandate, capacities and comparative advantage to support the achievement of desired results of the EU4SocialCare program. The submission of a successful, favourably received Project Proposal is the first step in the development of a partnership agreement between UNICEF and a prospective partner.  Applicants are invited to use this template for filling in and submitting their proposal accompanied with the related attachments. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 1. Project Proposal overview** | | | | | | |
| **Name of Applicant / prospective partner** |  | | | | | |
| **Project Proposal by** | CSO Project Proposal to UNICEF-issued CFEI in UNPP |  | | | Municipality / LG Project Proposal |  |
| **Project Proposal title** |  | | | | | |
| **Geographical coverage** | *Geographical coverage refers to the location(s)/municipalities where the project intervention will be implemented.* | | | | | |
| **Planned Project duration** | Start: | | | End: | | |
| **Proposal budget (in ALL)** | Contribution requested from UNICEF | |  | | | |

|  |  |
| --- | --- |
| **Section 2. Proposal Strategy** | |
| **2.1 Rationale/Context (600 words max)** | |
| *Outline the problem statement, the context and the rationale for the proposal:*   * *Provide an overview of the existing problem, using disaggregated data from existing reports.* * *Describe who is affected and what the barriers/bottlenecks to desired results are.* * *Describe how the problem is linked to local social plans, national priorities and policies.* * *Describe the relevance of the proposal in addressing problems identified.* | |
| **2.2 Implementation Strategy & Technical Guidance (800 words max)** | |
| *Explain how the proposed approach/methodology will lead to the anticipated change.*  *Describe the Population focus and Number and type(s) of direct beneficiaries and indirect beneficiaries.*  *Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed proposal. Please note that specific activities and results are to be detailed in Section 3.* | |
| **2.3 Other Partners involved: (400 words max)** | |
| *This section outlines other partners who have a role in project implementation, including any consortium arrangements or other organizations providing technical and financial support for the project. This section also specifies whether UNICEF has approved any aspect of project intervention to be sub-contracted to another entity.* | |
| **2.4 Gender, equity, and sustainability (300 words max)** | |
| *Describe the practical measures in the proposal to address gender, equity and sustainability considerations and how they are rated based on project prioritization as “principal”, “Significant”, “Marginal” or “None”.*   |  | | --- | | **Gender Rating:** None **;** Marginal **;** Significant **;** Principal  *Narrative*: | | **Equity Rating:** None **;** Marginal **;** Significant **;** Principal  *Narrative*: | | **Sustainability Rating:** None **;** Marginal **;** Significant **;** Principal  *Narrative*: | | |
| **2.5 Risk management (300 words max)** | |
| *Describe potential areas of risk that may negatively impact the implementation of the proposed intervention to address the root causes and drivers of risk and proposed mitigation actions that will be incorporated into the project to manage the identified risks (if any).*  **Social & Environment:** *Proposed Mitigation Measures*  **Financial:** *Proposed Mitigation Measures*  **Operational:** *Proposed Mitigation Measures*  **Organizational:** *Proposed Mitigation Measures*  **Political:** *Proposed Mitigation Measures*  **Strategic:** *Proposed Mitigation Measures*  **Safety & Security:** *Proposed Mitigation Measures* | |
| **2.6 Partner non-financial contribution** | |
| *UNICEF recognizes that partners often make important non-financial contributions to the intervention. This field captures those partner contributions that are not already quantified and captured in the budget section. Examples can include use of materials previously developed by the partner, technical knowledge, or sharing of premises.* | |
| **2.7 Key personnel[[1]](#footnote-2)** | |
| *Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed intervention.* | |
| Name and position | Relevant qualifications/experiences |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| *Name:* |  |
| *Position:* |
| **2.8 Other (300 words max)** | |
| *Describe any other relevant information that is applicable to the proposed intervention. If this Project Proposal is being submitted in response to a UNICEF-issued CfP, please refer to the guidance provided in the ‘Other information’ field of the CfP.* | |

|  |
| --- |
| **Section 3. Expected results, performance indicators, activities, implementation period and budget** |
| *Complete the table below to provide an indicative outline of the results framework of the proposed project, including project outputs, performance indicators, activities, implementation period and budget. Note that* ***each*** *project output should refer to a service or product resulting from the project, and should have accompanying performance indicators. Note that* ***each*** *of the performance indicators should include a baseline, target and means of verification.* |

| **Workplan Result** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Result statement | Performance indicator/s | Location | Baseline | Target | Means of Verification |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |

| **Result Level** | **Result/activity** | **Implementation period** | **UNICEF Contribution** |
| --- | --- | --- | --- |
| Output 1 |  | | Sub-total output 1 |
| Act 1.1 | Activity statement | Q1 ; Q2 Q4 |  |
| Act 1.2 | Activity statement |  |  |
| Output 2 |  | | Sub-total output 2 |
| Act 2.1 | Activity statement |  |  |
| Act 2.2 | Activity statement |  |  |
| **Total budget for activities** | | |  |

**Effective and efficient management** *(shall not exceed 25% of the total project cost)***:**

|  |  |  |
| --- | --- | --- |
| EEPM | Effective and efficient project management |  |
| EEPM.1 | Activity: In-country management & support[[2]](#footnote-3) |  |
| EEPM.2 | Activity: Operational costs[[3]](#footnote-4) |  |
| EEPM.3 | Activity: Planning, monitoring, evaluation, and communication[[4]](#footnote-5) |  |
| **Total budget** | |  |

**guidelines for completion of unicef Project Proposal template**

*This template should be used for all Project Proposals submitted to UNICEF.*

# Section 1. Project Proposal overview

This section provides a summary of the Applicant’s Project Proposal as well as identifying information.

**Project budget:** Please indicate the project budget in ALL.

* *Contribution requested from UNICEF:* Please indicate a costed amount of the funds and supplies requested from UNICEF for the proposed project.

# Section 2. Project Strategy

This section is composed of eight fields that provide a description of the proposed project. Word limits are included in each of the fields.

**Population focus:** Please identify the population focus of the project.

* *Direct beneficiaries* are population groups who are the direct recipients of project activities. *For example, 50 teachers in rural primary schools receiving training, or 200 children aged 6 months to 5 years receiving nutritional supplements.*
* *Indirect beneficiaries* are population groups who are not the direct recipients of project activities but may indirectly benefit. *For example, 1,000 students in rural primary schools benefiting from teachers with improved classroom teaching practices, or 5,000 community members hearing a radio broadcast on improved child-feeding practices.*

**Gender, equity, and sustainability**

*This section requires the practical measures taken in the project to address gender, equity and sustainability considerations and how they are rated based on following:*

* *A result whose principal objectives are to advance gender equality, equity and sustainability and/ or empower girls and women should be rated “principal”*
* *Results that are expected to make significant contribution should be rated “Significant”*
* *Results that are expected to make marginal contributions should be rated “Marginal”*
* *Results that are not expected to make a noticeable contribution should be rated “None”*

# Section 3. Expected results, performance indicators, location, activities, implementation period and budget

This section outlines the expected results from the proposed project, as well as the performance indicators, activities, implementation period and activity-level budgets associated with each result.

**Result statement:** Please indicate the high-level result statement to which the project will contribute.

**Project outputs:** Project outputs refer to services or products resulting from the project. Each project output should be accompanied by performance indicators and be linked to the activities and activity-level budgets required to achieve it. One or more project outputs may contribute to the achievement of the result statement.

* + *Performance indicators:* The metrics used by the prospective partner to measure and monitor progress towards the project output.
    - *Baseline*: The value of the performance indicator at the starting point, prior to the onset of project implementation.
    - *Target:* The intended value of the performance indicator upon the conclusion of project implementation.
    - *Means of verification:* The specific data source(s) used to obtain the status of each of the performance indicators.
  + *Activities:* The actions the prospective partner will implement under the proposed project to achieve the desired project output(s). Multiple activities may be required to contribute to the achievement of a project output.
  + *Implementation period:*The time frame in which the partner proposes to implement the specified activities. The implementation period can be specified in months or another more appropriate unit of time measure.
  + *Activity-level budgets:* For each activity, the prospective partner should indicate the amount that it plans to contribute, and the amount that is being requested from UNICEF. Activity-level budgeting would reflect, for example:
    - * Cash for activities, such as workshops or trainings;
      * Cost of supplies that directly assist beneficiaries or beneficiary institutions, including warehousing, transport and assembly;
      * Technical assistance and costs of technical staff to directly support beneficiaries or beneficiary institutions (experts in health, education, protection, etc.);
      * Cost of surveys and other data collection activities in relation to beneficiaries or measurement of expected results.

**Project output: Effective and efficient project management**: A fixed, standard output included as a part of all Project Proposals, and encompassing those costs *not* specifically associated with the implementation of the project. There is *no* need to include performance indicators for effective and efficient project management. All effective and efficient project management costs should be pro-rated according to their contribution to the project, and include:

* *In-country management and support staff costs* (representation, planning, coordination, logistics, admin, finance);
* *Operational costs* (office space, equipment, office supplies, maintenance);
* *Planning, monitoring, evaluation and communication costs* (venue, travels).

1. Civil servants/government officials/ municipal officials cannot be part of the key personnel funded by this intervention. [↑](#footnote-ref-2)
2. Contribution for In-country management and support staff prorated to their contribution to the project (representation, planning, coordination, logistics, administration, finance) [↑](#footnote-ref-3)
3. Contribution for Operational costs prorated to their contribution to the project (office space, equipment, office supplies, maintenance) [↑](#footnote-ref-4)
4. Contribution for Planning, monitoring, evaluation and communication, prorated to their contribution to the project (venue, travels, etc.) [↑](#footnote-ref-5)