*PROJECT PROPOSAL*

*For the RFP: 2018/001*

**TITLE:**

Submitted by:

Signature

*DATE:*

*[NAME]*

*Address:*

*Tel:*

*E-mail:*

*Fiscal Number:*

*NGO Registration number:*

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# 1. Project overview and project goals

This section should be used to provide very short summary of the project including; explanation of the main issue/s the project aims to address; how these capacity needs has been identified; why its important; and how they will be addressed.

# 2. Organization Profile

This section should be used to provide very short summary of the Organization, similar projects, geographical coverage etc.

# 3. The Rationale of the Project

**Objective:**

This section details the objectives, expected results, and planned activities

#  4. Project Framework

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objectives** | **Results** | **Indicators** | **Target** | **Activities** | **Municipality where activity was held** | **Duration** | **Person Responsible** |
| 1 |  | 1.1 |  | 1.1.1.a |  | 1.1.1.a |  | 1.1.1 |  |  |  |  |
| 1.1.1.b |  | 1.1.1.b |  |
| 1.1.2.a |  | 1.1.2.a |  | 1.1.2 |  |    |  |  |
| 1.1.2.b |  | 1.1.2.b |  |
| 1.1.3.a |  | 1.1.3.a |  | 1.1.3 |  |  |  |  |
| 1.1.3.b |  | 1.1.3.b |  |
| 1.1.4.a |  | 1.1.4.a |  | 1.1.4 |  |   |  |  |
| 1.1.4.b |  | 1.1.4.b |  |
| 1.1.5.a |  | 1.1.5.a |  | 1.1.5 |  |   |  |  |
| 1.1.5.b |  | 1.1.5.b |  |
| 2 |  | 2.1 |  | 2.1.1.a |  | 2.1.1.a |  | 2.1.1 |  |   |   |  |
| 2.1.1.b |  | 2.1.1.b |  |

# 5. Risks

Describe the key factors, that you see, which might negatively affect the outcomes of the project. Describe any measures to be undertaken to manage these identified risks.

# 6. Monitoring and Evaluation

To not exceed more than half a page. Indicate the monitoring and evaluation methods to be used.

# 7. Appendix

* Budget
* Organizational Chart