**Partnership Project Proposal**

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| --- | --- |
| **Organization Name**  *Note any organization website* |  |
| **Project Name** |  |
| **Project Goal** |  |
| **Target Geographic Areas** |  |
| **Project Sectors** |  |
| **Target Start Date** |  |
| **Target End Date** |  |
| **Funding Amount Requested**  *Note currency* |  |
| **Date Submitted** |  |
| **Contact Person**  *Name, title, phone, email* |  |

1. **Summary**

*Brief summary of reason for project, and project goal. (One or two paragraphs)*

1. **Situation Analysis**

*Provide a brief analysis of the context, including the political and security situation, and any other factors that are contributing to the need for this project. Describe and summarize the findings of any relevant needs assessments (either conducted by your organization or by others). Describe how targeted communities were involved in the identification of project priorities and the project design process. (Two paragraphs)*

1. **Project Goal, Objectives, Activities**

*Provide brief statements for the project goal, objectives and activities.*

**PROJECT GOAL:**

* 1. **Project Objective One:**

1. *Activity one:*
2. *Activity two:*
3. *Activity three:* 
   1. **Project Objective One:**
4. *Activity one:*
5. *Activity two:*
6. *Activity three:* 
   1. **Project Objective One:**
7. *Activity one:*
8. *Activity two:*
9. *Activity three:*
10. **Project Approach**

*Describe the overall project approach. Include a short paragraph on each of*

* 1. Gender equality: *how will the project integrate and promote gender equality and inclusion of marginalized people and groups?*
  2. Community participation: *how will the project actively involve targeted communities in the identification of priorities, design, and delivery?*
  3. Use of evidence and application of relevant quality standards: *how will the project apply relevant standards, such as including Core Humanitarian Standards, SPHERE?*
  4. Collaboration: *how will you collaborate and coordinate with other relevant actors?*

1. **Project Communities**

*Identify the communities that will benefit from this project. State the number of targeted beneficiaries, including the approximate breakdown by sex and age. Will certain groups, such as internally displaced or refugees, be specifically targeted by the project (and how)? Describe how the project will reach women and children, people with disabilities and other marginalized people and groups. (Two or three paragraphs)*

1. **Monitoring, Evaluation, Accountability and Learning**

*Describe your planned approach to monitoring and evaluation of the project, and your monitoring system and tools. How will you use monitoring results to make project decisions? How is Data and Information managed, what are the systems you are using to track client participation and outcome? What mechanisms are in place to engage communities with their feedback on programming? (Two paragraphs)*

1. **Organization Background**

*Briefly describe the background of your organization – why it was formed, when and by who – the mission and strategy of the organization, and the geographic and sectoral scope of the work. Note your offices and approximate number of staff. Describe your experience operating in the areas of this project. (Two to three paragraphs)*

1. **Project Management**

*Briefly describe the management and staffing structure planned for this project. Note the experience and qualifications of key staff. (One paragraph)*

1. **Anticipated Risks and Challenges**

*Describe the three main risks or challenges you anticipate to the successful delivery of the project, including risks to the communities targeted by the project, and any risks to your organization. Describe how you plan to deal with those risks or challenges. (One brief paragraph for each risk)*

1. **Past Performance**

*Give two examples of relevant projects (where possible in the same geographic and/or sectoral area) your organization has successfully delivered in the past.*

* 1. **Example One:**

1. Project name:
2. Geographic and sectoral scope:
3. Project period:
4. Project cost:
5. Project results:
6. Project donor:
   1. **Example Two:**
7. Project name:
8. Geographic and sectoral scope:
9. Project period:
10. Project cost:
11. Project results:
12. Project donor:
13. **IRC Role**

*What role would you like to see IRC play in the delivery of this project?*

**Annex A: Workplan**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective 1:** | | | | | | | | | | | | | | | |
| **Activities** | | | **Timeline** | | | | | | | | | | | | **Notes** |
| Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| **1.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Objective 2:** | | | | | | | | | | | | | | | |
| **Activities** | | | **Timeline** | | | | | | | | | | | | **Notes** |
| Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| **2.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Add objectives as needed.