**Proposal Template & Work Plan**

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| **NGO Name:** |  |
| **Contact person / Position / Contact details (e-mail, mobile):** |  |
| **Project Title:** |  |
| **Total Value in USD**: |  |
| **Background** (maximum 200 words)  *Please describe the background for this proposal, identifying the area of need that the project will seek to address.* | |
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| **Objective and Justification** (maximum 200 words)  *Please describe the objectives of this intervention, their alignment with UNDP’s strategic priorities, the groups that are intended as contributors and beneficiaries, and the reasons for taking this approach.* | |
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| **Theory of Change** (maximum 200 words)  *Please describe what the project’s long term impact on the ground is expected to be in light of the particular problematic in the specific context, and how the intervention is sustainable and builds upon previous work in the area or opens up new strategic entry points for UNDP engagement.* | |
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| **Outputs, Activities and Timeframe**  *Please explain here how the outputs will deliver the stated objectives and achieve the desired results; how the activities relate to the outputs; what are the realistic timeframes for activities; and the responsible capacity for delivery of the project.* | |
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| **Risk Management**  *Please provide brief details of any serious risks to the success of the project and how these will be mitigated; consider at which stage the risk should be flagged up to UNDP.* | |
|  | |
| **Measurement and Monitoring Provisions**  *Please describe how progress will be monitored and measured, with reference to baselines, indicators and targets in the Work Plan; please do not repeat what is in the Work Plan.* | |
|  | |
| **Partnerships and Upscaling**  *Please detail any plans for cost-sharing as well as potential for future upscaling of the initiative or knowledge outputs.* | |
|  | |
| **Budget and Cost breakdown**  *Please itemise the requested funds as well as the overall budget and cost-sharing, if any.* | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Item** | **Unit** | **Cost per unit** | **Number of experts / participants** | **$ No. of Units** | **Total** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | Total USD |  |  |  |  |  | | |

***Workplan:***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS** | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Budget Description | | Amount |
|  |  |  |  |  |  | |  |
| **TOTAL** |  |  |  |  |  |  |  |