

[Project title]

**TECHNICAL AND FINANCIAL**

**PROPOSAL**

[Project Lead Institution]

[Project Implementing Partners]

[Countries of intervention]

Date of the initial technical and financial proposal: [DD/MM/YYYY]

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The Technical and Financial Proposal should answer the Terms of references and assessment/selection criteria indicated in the Call for proposals.

1. **Technical Proposal**

## Presentation of the consortium

*Please present the Project Lead Institution (PLI) and Project Implementation Partners (PIP) in the target areas/countries, where the project proposes to intervene.*

*In particular, please detail:*

1. *The presence and experience of the consortium members in the target areas*
2. *Ongoing programs / projects and strategy;*
3. *Facilities and logistical means in the target areas;*
4. *Relevant experiences in gender and conflict sensitive programing*

*Please ensure to introduce each partner in the same manner.*

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| (2 pages maximum) |

## Analyses of the context

*Please present your analysis of the dynamics and the needs in the target areas, including:*

1. *A Gender and Conflict analysis, conducted in an intersectional approach[[1]](#footnote-1), explaining the main conflict and resilience factors identified in the target areas, and highlighting those the project intends to work on*
2. *Need assessment of the targeted populations and communities*
3. *Relevance of the proposed intervention in the light of the Humanitarian-development-peace (HDP) nexus.*

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| (2 pages maximum) |

## Project’s theory of change and LogFrame

*Based on your analysis of the context in the targeted areas, please detail the objective and rationale of the project.*

*Describe the project's theory of change to address this objective, indicating precisely:*

1. *The overall objective of the project ("impact");*
2. *Specific objectives ("outcomes");*
3. *Expected results ("outputs").*

*Please present the target beneficiaries (disaggregated by status[[2]](#footnote-2) and gender when relevant), including the justification for their targeting and the methodology to reach them out.*

*Present the project’s theory of change in an indicative LogFrame* ***(Appendix A),*** *and include suggestions of specific, measureable, achievable, relevant and time-bound indicators****.***

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| (2 pages maximum) |

## Pre-identified activities and implementing modalities

*Describe main activities according to the overall and specific objectives of the project, as well as their expected results (as per the Theory of Change and/or Logframe).*

*Underline the role and responsibility of the different consortium members (and other partners if relevant) in activity implementation.*

*Finally, kindly include a tentative timeline of the suggested activities in* ***Appendix B****. Please make sure to clearly underline the activities foreseen in the first six months of the project****.***

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| (2 pages maximum) |

## Alignment with relevant policies and standards

*In brief, please provide information on:*

1. *The alingment of the project’s objectives and activities with relevant policies and strategies, (related to forced displacements and refugees, gender equality, specific to the target areas, etc.).*
2. *The applicability of any national or international technical/sector standards that have been or will be considered for activity planning and implementation.*

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| (1/2 page maximum) |

## Collaboration with authorities and institutions

*Please present the national and/or local authorities and institutions involved or with whom the project will collaborate, and describe their role in activity identification, planning, implementation and/or monitoring.*

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## Project’s strengths, weaknesses, opportunities and threats (SWOT)

*Please present the strengths, weaknesses, opportunities and threats of the proposed project. A presentation by specific objective or result can also be considered if relevant.*

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| (1/2 page maximum or table) |

## Risks analysis and mitigation measures

*Present your risk analysis and proposed mitigation measures related to (not exhaustive):*

1. *Technical risks for activity implementation.*
2. *Security and access risks.*
3. *Environmental and social risks.*
4. *Partnership risks (consortium, coordination with authorities, etc.).*

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| (1/2 page maximum or table) |

## Cross-cutting issues

*Present the cross-cutting issues considered by the project, in particular climate-related issues, and how they will be tackled throughout the implementation.*

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| (1/2 page maximum) |

## Project’s monitoring, evaluation, accountability and learning (MEAL)

*Please introduce the modalities, roles and responsibilities, and resources dedicated to monitoring, evaluation, accountability and learning.*

*Please explain to what extent the MEAL system will support the project steering and adaptation when required, through:*

1. *Regular data collection and analysis.*
2. *Participation of beneficiaries and non-beneficiaries.*
3. *Conflict-sensitive indicators, helping to measure the impact of the context on the implementation of the project, as well as the impact of the project on crisis dynamics.*

*Please explain the modalities for participation and accountability to affected populations, in particular women and girls, at all stages of the project cycle. Mechanisms to collect and address feedbacks and complaints can be described in this section.*

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| (1 page maximum) |

## Project’s sustainability and exit strategy

*Please highlight the modalities identified to strengthen the sustainability of the expected results.*

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| (1/2 page maximum) |

## Consortium organization and Project’s governance

*Please present the consortium organization, the rationale behind it, the added-value each partner brings to achieving the project’s objectives.*

*Please shortly explain the key-positions foreseen for the project (a preliminary organizational chart can be included).*

*Please present the project governance mechanisms, underlining especially organization among consortium members, mechanisms for decision-making and quality controls, and the project’s steering bodies.*

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## Partnerships and coordination

*Please present partnership and collaboration with other local actors, civil society organizations and any other community groups, as well as how the project is articulated with interventions of other actors in the target area(s).*

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| (1/2 page maximum) |

## Communication and visibility

*Please present the main actions considered for visibility and communication on the project to promote its objectives and results, as well as to disseminate best practices and lessons learned. The applicant can highlight any risk it may identified related to public communication.*

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| (1/2 page maximum) |

1. **Financial Proposal**

## Indicative budget

*Please provide a detailed indicative budget for the Project. It is recommended to use the template provided under* ***Appendix C*** *– including budget distribution between years and consortium members.*

*Please endeavor to abide by the following budget categories when budgeting for the project:*

1. *Activity costs include all costs related to the direct implementation of activities identified, including but not limited to: contracts with service providers for works, furniture or services, per diems for participants in trainings, etc.*
2. *Human resources costs* *include all* *costs associated with human resource positions involved in the implementation of the project. The “Budget template” distinguishes between “HR dedicated to activities” and “HR dedicated to support functions”. The budget may include salary and allowances, as well as insurance costs and trainings (if applicable). Country management and program advisory may be considered under human resources dedicated to activity implementation. Administrative and logistics positions should be considered under human resources dedicated to support functions, as cleaners and security guards if they are not externally sourced. NB: headquarters positions are expected to be part of the “overheads”, unless they directly contribute to activity implementation.*
3. *Support costs include all costs related to logistics and admin functions premises; movements and travels, equipment; safety and security, etc.*
4. *Miscellaneous & Contingency* *comprises unallocated funds intended to cover unforeseen costs incurred during project implementation (miscellaneous expenses) and/or to enable the project to adapt to significant changes of the context (‘contingency’). Consortium members will assess jointly relevance of activating this budget line. The Project Lead Institution (PLI) will retain final decision regarding its use and the allocation of funds among consortium members. Disbursement under this line is subject to AFD’s prior non-objection.*

*It is strongly recommended to allocate no less than 10% of total operational costs to this line, to ensure sufficient flexibility. In highly volatile or fragile contexts, this provision may be increased up to 20% to strengthen the consortium’s ability to adapt and mitigate emerging risks.*

1. *Overheads* *are to be calculated as a pro-rata of the total operational costs, which cannot exceed 10%. It should cover all costs associated with headquarters and regional positions supporting the project.*

*Provide comments directly into the indicative detailed budget or the section below when necessary, especially to justify each human resources position and costs related to transversal activities.*

## Budget summary

*Please adapt and fill in the table below summarizing the key budgeted amounts per budget category.*

|  |  |  |
| --- | --- | --- |
| **Budget Categories** | **Budget (EUR)** | **% Total** |
| ***Activity Costs*** |  |  |
| *Specific Objective 1 (Component 1)* |  |  |
| *Specific Objective 2 (Component 2)* |  |  |
| *Specific Objective XX (Component XX)[[3]](#footnote-3)* |  |  |
| *Transversal Activities* |  |  |
| ***Human Resources Costs*** |  |  |
| *Dedicated to activity implementation* |  |  |
| *Dedicated to support functions* |  |  |
| ***Support Costs*** |  |  |
| ***Miscellaneous & Contingency*** |  |  |
| **Total Operational Costs** |  |  |
| *Overheads[[4]](#footnote-4)* |  |  |
| **Total Budget** | **8,000,000 EUR** | **100%** |

## Budget narrative (if necessary)

*If necessary, please provide additional information on the budget rationale to justify allocation between budget lines, consortium members, years, etc.*

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| (1/2 page maximum) |

1. **Appendices**

## *Appendix A. LogFrame*

## *Appendix B. Tentative timeline*

## *Appendix C. Indicative budget*

1. For references: [Handbook-OECD-DAC-Gender-Equality-Policy-Marker.pdf](https://canwach.ca/wp-content/uploads/2020/10/Handbook-OECD-DAC-Gender-Equality-Policy-Marker.pdf); [WPSsourcebook-04A-GenderConflictAnalysis-en.pdf](https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/Library/Publications/2012/10/WPSsourcebook-04A-GenderConflictAnalysis-en.pdf). [↑](#footnote-ref-1)
2. Status: host communities, refugee, returnee, internally displaced person. [↑](#footnote-ref-2)
3. Please add as many specific objective / components as necessary according to your technical proposal. [↑](#footnote-ref-3)
4. The maximum budget for overheads is set at 10% of the total operational costs and should be allocated among the consortium members proportionally to the operational costs each member is responsible for. [↑](#footnote-ref-4)