**CRDP**

## Project Document Template for Implementing Partners:

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Name of Organisation:  |  |
| Name of Focal Point: |   |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Name of local implementing partner (if applicable):  |
| Summary of Mission Statement of Organisation (2-3 sentences max): |
| Signature of Responsible Person of the Organization |  |

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Project Title: |  |
| Location(s): |  |
| Expected Outcome(s): |  |
| Expected Output(s): |  |
| Start Date: |  |
| End Date: |  |
| CRDP Output and Sector of Intervention: |  |
| Target Population: | Breakdown of total direct and indirect beneficiaries: * Men:
* Women
* Boys:
* Girls:
 |
| Total Project Budget: |  |
| Total Funds Requested from CRDP: |  |
| Other funding sources if any: |  |

|  |
| --- |
| **Brief Description of Project**(maximum 300 words) |

1. **CONTEXT AND PROBLEM STATEMENT:**

(Maximum 1,500 words)

(State the development problem to be addressed and its impact on men, women, children and youth separately.

Identify also how this is affecting vulnerable groups, such as people with disabilities and others.

Describe here what kind of needs assessment has been conducted to identify the problem to be tackled by the project. Mention clearly references to other assessments or studies. Detail the uniqueness of the targeted localities and provide evidence on how the proposed interventions will strengthen the resilience of people. Identification of all types of risks will be listed at section 10 below.)

1. **RELEVANCE OF THE PROJECT:**

(Maximum 1,500 words)

(Indicate how the project will solve the problem stated in section 3 of the Project Document Template and how it will impact on the target population, how it will improve their living conditions. Please specify the impact on: men, women, children and youth

If people with disabilities are a target population, how are they going to improve their life conditions?)

1. **STRATEGY AND OBJECTIVES:**
	1. **Outcome/objective:**

(Please state in one sentence the general development change we want to produce in the target population. The project will contribute to this outcome/objective although it cannot assure it by itself)

**5.2. Outputs/results:**

(Please indicate here what are the concrete results/outputs that the project will produce. The project will be accountable to achieve them. The achievement of these results/outputs will contribute to the stated outcome/objective. Please list a maximum of three Outputs/Results.)

**5.3. Activities:**

(For each output/result, please list the activities needed to achieve it. Quality and timing of activities should be designed with a view to respond effectively to needs of targeted population while reducing risks to the least possible extent.)

1. **TARGET POPULATION:** (maximum 1,000 words)

**6.1. Who is the target population?** (please specify number of men, women, children and youth if possible and how the project is going to impact on them)

**6.2. Why did you choose this target population? What criteria have you used?**

**6.3. Participation of the target population** (please specify their participation related to the planning and design of this project, at the time of implementation and after the project implementation. Please disaggregate women, men, children and youth whenever possible. Any form of participation will be part of the Applicant’s monitoring and evaluation system.)

1. **COORDINATION AND SYNERGIES**

(Please describe how the project has been coordinated with the actors working in the area and field of this proposal: local authorities, PA ministries, national or international NGOs.

Describe how this initiative can benefit from or benefit other ongoing initiatives

Please list main actors in the area and specify clearly how the project will coordinate with and build on current projects. Maximum 700 words)

1. **IMPACT ON ENVIRONMENT**

(Describe if the project will have any impact on the environment. If yes, what kind of measures will be adopted to minimize negative impact. Maximum 700 words)

1. **GENDER APPROACH:**

(Indicate in which way this project is gender sensitive and how it will impact gender relationships. Maximum 700 words)

1. **RISK MANAGEMENT:**

(Please list here what kind of risks you foresee for the implementation and sustainability of the project, and what kind of measures you plan to take in order to minimize them or counter them)

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Probability from 1-5 | Impact from 1-5 | Measures  |
| *Please describe here the risk you have identified. It can be political, legal, financial, operational, etc. For political risks, specifically those related to the measures of Israeli occupation, list all types of risks and potential threats supported by previous or current incidents in each targeted area.*  | *Describe here what is the probability that this risk takes place, being 1 unlikely and being 5 very likely* | *State here how the foreseen risk, in case that it happens, can affect the project, being 1 very little and 5 very much* | *What kind of measures could you take in order to minimize the impact on your project?**For political risks, specifically those related to the measures of Israeli occupation, provide legal and programmatic measures and show evident of full knowledge of potential risks. Further details could be provided at section 13 below, experience of applying institution.* |
| *EXAMPLE of a broad political risk**Deterioration of security situation in the West Bank* | *EXAMPLE**3* | *EXAMPLE**Project Staff cannot move in the project area**3* | *EXAMPLE**Focus on local partners to avoid movement* |

1. **SUSTAINABILITY AND EXIT STRATEGY:**

(Building on problem analysis and proposed strategy and objectives indicate here how this initiative will be sustained after the approved funds end and how you plan to exit the project. Maximum 700 words).

1. **MONITORING AND EVALUATION:**

(State here how and when you are going to follow-up and monitor the development of the project and if an evaluation of the project is foreseen. Special attention should be given to identifying means of monitoring political type of risks, as explained in section 10 above. Maximum 700 words)

1. **EXPERIENCE OF APPLYING INSTITUTION:**

(please describe here why your organization is a suitable one to implement this project, and what is your experience in 1) this geographical area and 2) on the field of the project. Provide evident on how your organizations dealt with political type of risks, such as receiving a stop-work order, confiscation of equipment, demolition of units or property, …etc.

Maximum 700 words)

1. **RESULTS AND RESOURCES FRAMEWORK:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Description** | **Indicators of Achievement** | **Sources of Verification** |
| **Outcome / objective** |   | *(please choose indicators through which the degree of achievement can be verified)*  | *(what are the sources of information that can be collected in order to show the achievement of the outcome/outputs?)* |
|   |
|   | **Description** | **Project Baseline** | **Indicators of Achievement** | **Sources of Verification** |
| **Output/result 1** | *(Maximum of 3 Outputs)* |   |   |   |
| **Output/result 2** |   |   |   |   |
| **Output/result 3** |   |   |   |   |
|   |
| **Activities** | **Description** | **Inputs** | **Costs** |
| **Output 1-Activity 1** | (please indicate as many activities as necessary to achieve the different outputs/results. Group activities by result ) | *(what are the elements necessary to carry out each activity in terms of human resources, materials, consultancy services, etc?)* | *(what is the estimated cost of each input for each activity?) Costs should be linked with Budget codes ( I.1-I.8+ II+III)* |
| **Output 1-Activity 2** |   |   |   |
| **Output 1- Activity 3** |   |   |   |
|  |   |   | Total Cost Output 1 |
| **Output 2- Activity 1** |   |   |   |
| **Output 2- Activity 2** |   |   |   |
|  |   |   | Total Cost Output 2 |
|  |   |   | Total Project Cost |

1. **ACTION PLAN:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS** | **PLANNED ACTIVITIES** | **TIMEFRAME** | **PLANNED BUDGET** | **Planned Cashflow** |
| Q1 | Q2 | Q3 | Q4 | Funding Source | Budget Description | Amount | **Tranche 1** | **Tranche 2** | **Tranche 3**  | **Tranche 4** |
| Output 1 |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| Output 2 |   |   |   |   |   |   |   |   |  |  |  |  |
|   |   |   |   |   |   |   |   |  |  |  |  |
|   |   |   |   |   |   |   |   |  |  |  |  |
| Output 3 |   |   |   |   |   |   |   |   |  |  |  |  |
|   |   |   |   |   |   |   |   |  |  |  |  |
|   |   |   |   |   |   |   |   |  |  |  |  |
| TOTAL |   |   |   |   |   |   |   |   |   |   |   |   |

1. **BUDGET[[1]](#footnote-1):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Description** | **Unit description (hour, month, person ,etc ..)** | **# of Units (A)** | **Cost/Unit (B)**  | **Total Costs( C) = (A)\*(B)** | **Output 1 (linked to budget code I.1-I.8, II & III) ( D )** | **Output 2 (linked to budget code I.1-I.8, II & III) ( E )** | **Output 3 (linked to budget code I.1-I.8, II & III) ( F )** | **Total (G)= (D)+(E)+(F) (Should equal C)** | **Amount requested from CRDP** | **Other sources of funding (please specify them if any)** | **Total** |
| **I** | **DIRECT COSTS** |   |   |   |   |   |   |   |   |   |   |   |
| **I.1** | **Staff** |   |   |   |   |   |   |   |   |   |   |   |
| *I.1.1.* | *local* |   |   |   |   |   |   |   |   |   |   |   |
| *I.1.2.* | *expatriate* |   |   |   |   |   |   |   |   |   |   |   |
| **I.2.** | **Equipment/Furniture** |   |   |   |   |   |   |   |   |   |   |   |
| **I.3.** | **Materials** |   |   |   |   |   |   |   |   |   |   |   |
| **I.4.** | **Communications\*** |   |   |   |   |   |   |   |   |   |   |   |
| **I.5.** | **Transportation\*** |   |   |   |   |   |   |   |   |   |   |   |
| **I.6.** | **Premises\*** |   |   |   |   |   |   |   |   |   |   |   |
| **I.7.** | **Training/Seminar/Workshops, etc.** |   |   |   |   |   |   |   |   |   |   |   |
| **I.8.** | **Contracts (third party technical consultancy)** |   |   |   |   |   |   |   |   |   |   |   |
| **I.9.** | **TOTAL DIRECT COSTS** |   |   |   |   |   |   |   |   |   |   |   |
| **II** | **Contingency (max. 4% of total direct costs (I.9.))** |   |   |   |   |   |   |   |   |   |   |   |
| **III** | **Indirect Costs (max. 8% of total direct costs (I.9.))\*** |   |   |   |   |   |   |   |   |   |   |   |
| **IV** | **TOTAL (I.9+II+III)** |  |  |  |  |  |  |  |  |  |  |  |
|  | **\* Acceptable cost if only related to direct project activity** |  |  |  |  |  |  |  |  |
|  | **\* Includes audit costs** |  |  |  |  |  |  |  |  |  |  |  |

**17.BUDGET NARRATIVE**

(Please explain the different budget lines of the submitted budget in section 15. Budget)

**CHECKLIST**

Please make sure you have signed and completed the following documents:

For applying NGOs:

* Project document (including Results and Resources Framework , Action Plan and Budget)
* NGO registration certificate.
* NGO profile/mission statement/statutes/rules and regulations
* NGO organizational chart/list of board members
* Last 2 annual narrative reports of the organization
* Last 2 audited financial statements
* List of partner organizations
* List of core and non-core funding sources (detailing name and nationality of the source)
* List of implemented projects in the last 5 years detailing amounts and sources of funding.
* If existing, written rules and regulations for human resources, procurement and finance.
* If existing, any other documents which can prove the impact of the organization in its field of expertise (policy documents, tools, training materials, letters of reference, partnership agreements with other CSOs, media coverage of activities, website/blog/web forum, code of conduct, publications, etc.).

For applying Village Councils:

* Project document (including Results and Resources Framework , Action Plan and Budget)
* VC profile/mission statement/statutes/rules and regulations
* VC organizational chart/list of council members
* Last 2 annual narrative reports of the organization
* Last 2 audited financial statements
* List of partner organizations and projects that are currently implemented/supervised
* List of core and non-core funding sources (detailing name and nationality of the source)
* List of implemented projects in the last 5 years detailing amounts and sources of funding.
* If existing, written rules and regulations for human resources, procurement and finance.
* If existing, any other documents which can prove the impact of the organization in its field of expertise (policy documents, tools, training materials, letters of reference, partnership agreements with other CSOs, media coverage of activities, website/blog/web forum, code of conduct, publications, etc.).
1. Also available in Excel format as an annex [↑](#footnote-ref-1)