

## Project Proposal Template

### 1. General Information

1.1. Name of the Organization:	
1.2. Project/Programme Title:	
1.3. Sector/Type of Project/Programme:	
1.4. Programme Geographical Location: (Country, district, upazila)	
1.5. Duration of WFP Support: (in months)	
1.6. Starting Date proposed: (day/month/year)	
1.7. Ending Date planned: (day/month/year)	
1.8. Requested from WFP : (separate and total in cash )	
1.9. Legal Status of the Organization:	
1.10. Stakeholders: (other local partners with a role in the project implementation)	
1.11. Project Submission Date:	

### 2. Project Summary

In this section, provide a brief description of the project. Include all elements/activities and data relevant for the understanding of the operation. Indicate clearly for whom this operation is directed to, quantifying tonnages and beneficiaries, stating type of commodities and geographical location of implementation.

### 3. Background of the Project

#### 3.1. Introduction:

In this section, provide a general description of the area(s) of implementation, describing geographic, demographic, economic, social and cultural aspects, gender dimension, as well as other relevant antecedents that will explain why this project is necessary.

Provide a brief history of the organization's presence in the country, general intervention strategy and current activities. Mention, if relevant, other programmes implemented in the same area of operation.

### **3.2. Statement of the Problem:**

Reason that justify partner's intervention and support therefore. Describe main problems identified, their magnitude, prevalence and socio-economic impact in the operational area and how the intervention proposed could address the problems identified. Please clearly spell out the role/contribution food aid will make to achieve the programme goals.

## **4. Project Description**

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### **4.1. IMPACT (General Objective/Goal):**

Indicate the overall objective(s) that the operation aims at achieving. The description of this objective(s) to be accompanied by indicators, sources of verification and assumptions.

### **4.2. OUTCOME(S) (Specific Objectives/Purpose):**

Indicate the specific objective (s) of the project in terms of direct benefits derived from delivering the intended goods and/or services in the operation to the targeted beneficiary population. Indicators, sources of verification and assumptions of the specific objectives to be included.

### **4.3. OUTPUTS (Results):**

Describe the goods/services to be delivered to the beneficiaries by this operation, which should address the cause(s) of the core problem(s). State the performance indicators you will use to assess your performance in delivering these goods/services.

### **4.4. Beneficiaries:**

4.4.1. Beneficiaries

4.4.2. Selection Criteria

4.4.3. Discharge Criteria (if applicable)

Indicate the population that will benefit from this operation and why they are targeted in the programme. Describe beneficiary selection criteria, as well as discharge criteria (wherever applicable). Add all information relevant regarding the group targeted (age, location, gender, ...). Please indicate how the selection criteria take into account gender equity in the access to services.

## 4.5. Main Components and Activities:

4.5.1. Activities

4.5.2. Food Basket

Describe the main components of the programme and all activities to be carried out in order to deliver the goods/services identified. Components and activities need to be related to the results expected. Detail proposed rations per targeted group and food requirements, including nutritional value and argument for the prescribed food basket.

## 4.6. Implementation procedure:

How the operation will be implemented? Please describe Targeting and Distribution modalities, logistical arrangements, Monitoring and Evaluation and reporting steps, modalities and links.

## 4.7. Project Schedule/Timeframe:

Please provide project implementation schedule, detailing all and per activity/component.

Outcome (s)	Activities	Timeframe (in quarters)				Responsible Partner
		1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	

## 4.8. Monitoring and Evaluation:

Describe monitoring and evaluation procedures the partner will undertake during the duration and at the closure of the programme. Indicate the frequency of monitoring exercises the organization will undertake, monitoring samples and targets, monitoring tools to be utilized, etc. Evaluation methods. Reporting methods (frequency of the reports, contents and dates of submission)

## 4.9. Risks and Assumptions:

4.9.1. External factors: Identify factors external to your intervention which: (a) need to be in place if the operation is to achieve the objectives identified at every level and/or; (b) could actively prevent you from achieving those objectives.

**4.9.2. Security:** does your field operation have any written security rules and procedures? How the security situation in the area of operation could affect in the achievement of the programme objectives.

**4.9.3. Mainstreaming:** Have you taken into account the impact of your operation on human rights, HIV/AIDS prevention, gender and the environment? If specific measures or activities are planned to mainstream these specific issues, please elaborate.

## **5. Gender Strategy**

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Describe the Gender Strategy of the organization and in the present project. Indicate how the project will contribute to the empowerment of women (if possible, relate activities with WFP-ECW).

## **6. Coordination with stakeholders**

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Explain the measures taken to operate (authorizations, compatibility with national legislation and local standards) and, if relevant, your participation in national and local co-ordination forum.

## **7. Exit Strategy**

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Please state the Exit Strategy of the present project, should the need arise during the project's life, as well as at the natural end of the project's life.

## **8. Budget & Resources Required**

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*Provide a narrative description of the costs of the programme, detailing those under request for WFP support.*

8.1. Total Budget of the Operation: As per the budget format attached

8.2. Contribution requested from WFP:

8.3. Human Resources: (under organization's own budget and requested from WFP)

8.4. Material Resources: (under organization's own budget and requested from WFP)

8.5. Logistical Resources: (under organization's own budget and requested from WFP)

## **9. Organization's Information**

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9.1. Organization's official name, address, phone/fax no

9.2. Programme contact person, telephone number and e-mail address

9.3. Organization's strategic Goals/ Mission:

9.4. Organization's Areas of Work:

Please provide brief history of areas and types of operations undertaken, areas of specialization, and collaborations with other organisations, previous and present other sources of funding, and any other information relevant to the present project presented.

## 10. Logical Framework

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	Performance Indicators	Means of Verification	Risk and Assumptions
IMPACT			
OUTCOME(S)			
OUTPUTS			
<i>ACTIVITIES</i>		<i>INPUTS</i>	<i>COSTS</i>