**PO.III.5.1.07**

presentation and selection of development cooperation instruments (dci) for PROJECTS AND PROGRAMMES

ANNEX A

*PROPOSAL SUBMISSION FORM*

|  |  |
| --- | --- |
| **DESIGNATION OF THE APPLICANT/ LEAD APPLICANT** |  |
| **LEGAL SATUS[[1]](#footnote-1)** |  |
| **PARTNER APPLICANT(S)[[2]](#footnote-2)** | **<Name; Place of registration of incorporation and date of incorporation; Legal status; Relationship to lead applicant>** |
|  |  |

**NOTICE**

* - Written in Calibri 11 font, with 2 cm margins and normal line spacing (A4 format);
* - Provides the information requested under the headings listed, in the order in which it is requested;
* - Provides all the information (as the assessment will be based solely on the information provided);
* - Written as clearly as possible in order to facilitate the evaluation process.

## GENERAL INFORMATION

|  |  |
| --- | --- |
| **Name of the action** |  |
| **Location of the action** |  |
| **Duration (months)** |  |
| **Timetable** |  |
| **Grant requested and as a percentage of the total eligible costs of the action** |  |
| **Objectives of the action** |  |
| **Target-groups[[3]](#footnote-3)** |  |
| **Beneficiaries[[4]](#footnote-4)** |  |
| **Outcomes expected** |  |
| **Activities** |  |

## THE ACTION

### Context (6 pages maximum)

* Briefly describe the relevance of the action in relation to the specific objectives/sectors/themes/priorities of the call for PPAs and the specific needs and constraints of the target country(ies) or region(s) (including synergies with other development initiatives and the absence of duplication).
* Identify the main problems to be solved by the action.
* Definition and description of the target groups and final beneficiaries, their needs and constraints and how the action will address these needs and improve the situation of these groups and beneficiaries. Describe the main groups concerned, their attitude towards the action. Describe technical and management capacities of the target groups and/or partners.

### Description of the action (8 pages maximum)

* Present the logic of the intervention, explaining how the activities will lead to outputs, these to one or more outcomes[1] and finally these outcome(s) to the expected impact[2], explaining the main assumptions and risks throughout this chain of outcomes.
* Identify and describe in detail each activity (or set of activities) to be carried out in order to achieve results expected, justifying the choice of the activities and indicating the role to be played by each partner in carrying their assigned activities. Please do not repeat the action plan to be presented in section 2.4.

### Methodology (5 pages maximum)

Describe in detail:

* The methods of implementation (including the main means proposed - e.g. equipment, materials and supply of goods and services) and the justification for this methodology;
* When the action follows on from a previous action, describe how the proposed action will build on the results of that previous action (present the main conclusions and recommendations of evaluations carried out);
* Should the action be part of a larger program, explain how it fits into that program or any other planned project and how coordination is ensured (specify potential synergies with other initiatives);
* The organizational structure and team proposed for implementing the action (by function: it is not necessary to include the names of the people concerned);
* The involvement of the various actors and stakeholders in the action (partners, target groups, local authorities, etc.) and their role, as well as the reasons why this role has been assigned;
* The planned arrangements for monitoring and follow-up;
* The planned internal/external evaluation processes;
* The activities planned to ensure the visibility of the project.

### Indication action implementation plan (4 pages maximum)

Applicants should not mention a precise date for the start of the action, but only “month 1”, “month 2”, etc.

It is recommended that the duration of each activity and the total period be calculated on the basis of the most likely duration and not the shortest possible duration, taking into account all relevant factors likely to affect the implementation schedule. The activities presented in the action plan must correspond to those described in detail in point 2.2.

The action plan will be drawn up according to the following template:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Designação da atividade** | **Descrição da atividade**  *(Descrever de forma pormenorizada cada atividade a realizar a fim de obter resultados)* | **RESPONSÁVEL**  *(Cargo, nome da pessoa, e papel a desempenhar dos atores envolvidos)* | **PERIODO DE EXECUÇÃO (MESES)** | | | | | |
| M1 | M2 | M3 | M4 | M5 | M6 |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
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### Impact and sustainability (5 pages maximum)

Please provide all the information requested below:

* Describe the expected impact of the action on the respective target groups and beneficiaries, using qualitative and quantitative data, where possible, at the technical, economic, social and policy levels (will it make it possible to improve legislation, methods, etc.).
* Provide a detailed risk analysis and contingency plan. This exercise should include a list of the risks inherent in each of the proposed activities accompanied by the relevant mitigation measures. An effective risk analysis should consider different types of risks, including physical, environmental, political, economic and social.
* Present a dissemination plan and the possibilities for reproducing and extending the results of the action (multiplier effects), capitalizing on the experience gained and sharing knowledge, clearly indicating the planned dissemination channel.
* Explain how the action will be sustainable after its completion. This may include necessary follow-up activities, built-in ownership and exit strategies, communication plan, etc. Distinguish between four types of sustainability:
* Financial sustainability: e.g. funding for follow-up activities, sources of income capable of covering all future operational and maintenance costs.

### Budget and sources of funding

Annex A1

### Logical framework and risk matrix

Annex A2

### Previous experience of the applicants and implementation partners

This information is intended to assess whether you have experience in managing actions of a comparable size and in the same sector for which you are applying.

1. In similar actions

Provide a detailed description of the actions in the same sector managed by your organization. A separate table should be completed for each organization and/or partner. Use one page per action and describe a maximum of 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nome of the entity or partner:** | | | | | |
| **Name of the action:** | | **Sector:** | | | |
| **Location** | **Budget (EUR)** | **Role in implementation** | **Donors**[[5]](#footnote-5) | **Grant awarded**  **(per donor)** | **Dates** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objetives and results achieved** | |  | | | |

1. Other actions and sectors

Describe in detail other actions managed by the organization in recent years. For each entity (applicant and/or partner), a separate table should be filled in according to the model above. Use a maximum of one page per action, describe a maximum of 10 actions.

1. **IDENTIFICATION OF APPLICANTS**

|  |  |
| --- | --- |
| **Name of the organization** |  |
| **Contact details of the applicant for the purposes of this application** |  |
| **Abbreviation** |  |
| **Date of registration of incorporation** |  |
| **Place of registration** |  |
| **No. of human resources assigned to the project area** |  |
| **No. of local offices open (indicate countries)** |  |
| **Average annual volume of funding for project implementation (Euros)** |  |
| **No. of projects implemented in partnership (identify countries)** |  |
| **Organization's website and email address** |  |
| **Telephone number: country code + city code + number** |  |
| **E-mail:** |  |

1. **IDENTIFICATION OF IMPLEMENTATION PARTNERS (if aplicable)**

This section must be filled in for each partner. The table should be copied as many times as necessary to allow for the inclusion of each additional partner.

|  |  |
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| **Name of organization** |  |
| **Partner contact** |  |
| **Abbreviation** |  |
| **Date of registration of partner** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **No. of human resources assigned to the project area** |  |
| **No. of local offices open (indicate countries)** |  |
| **Average annual volume of funding for projects (Euros)** |  |
| **No. of projects implemented in partnership (identify countries)** |  |
| **Organization's website and email address** |  |
| **Telephone number: country code + city code + number** |  |
| **E-mail:** |  |
| **Previous cooperation with the lead applicant** |  |

1. For example, non-governmental development organization, public higher education institution, foundation, association [↑](#footnote-ref-1)
2. One line for each partner applicant [↑](#footnote-ref-2)
3. Por «grupos-alvo» entende-se os grupos/entidades que beneficiarão de forma direta da ação, a nível dos objetivos da mesma. [↑](#footnote-ref-3)
4. Por «beneficiários finais» entende-se os destinatários que beneficiarão da ação a longo prazo, a nível da população em geral ou de um setor em sentido lato. [↑](#footnote-ref-4)
5. Se o doador for a União Europeia ou um Estado-Membro da UE, indicar a rubrica orçamental da UE, o FED ou o Estado-Membro da UE. [↑](#footnote-ref-5)