**PROJECT PARTNER PROPOSAL**

|  |  |
| --- | --- |
| **PROJECT TITLE** |  |
| **PROJECT LOCATION** |  |
| **DATE OF PROPOSAL SUBMISSION** |  |

1. **Project Partner details**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **PROJECT MANAGER** |  |
| **CONTACT INFORMATION** | *Telephone number*  *Email address*  *Etc* |

1. **Basic Project information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected start date** |  | **Expected end date** |  |
| **Budget (in CHF)** |  | **No. of people to be reached** |  |

1. **Executive Summary**

|  |
| --- |
| In one page or less:   * Explain with reference to the information contained within the Request for Project Partner Proposals, how this proposal shall deliver the Expected Outcomes * Provide a summary of key activities and required resources, human, financial and other. * Summarise how the project will be monitored and evaluated * The Project partner should briefly outline their capacity to implement such a project. |

1. **Background**

|  |
| --- |
| * **Context** - a brief explanation of where the project will be carried out (if applicable country or region where the activities are planned, and explain how this area was chosen; if a global initiative, explain where it fits within the GSC Strategy and structure). * **Please tell us your prior experience and expertise related to the activity.** * **Initial assessment -** Outline the main needs, interests, capacities, and resources related to the activity within the shelter sector and the cluster. * **Problem analysis -** Summarize the nature of the problem(s) the project will address. Identify the causes of these problems and potential effects or consequences if not addressed. * **Analysis of solutions -** Explain why the particular objectives (goal, outcomes and outputs) have been chosen to be tackled by the project, referring to the analysis carried out above. The reasoning should be linked to the needs assessment and problem analysis. * **Coordination -** Outline who the different partners are and what is the role of each party. Briefly describe how coordination among the various local and international humanitarian / government organizations working in the area will be carried out**.** |

1. **Summary of the project design**

|  |
| --- |
| Please provide only the Goal, outcome and outputs statements.  **Goal:** Please include the Goal statement of the approved USAID/BHA grant: *Strengthened shelter and settlements responses that more effectively meet the emergency and transitional humanitarian shelter and settlements needs of the people affected by humanitarian crises.*  **Outcomes:**  Please include one of the two Outcome statements of the approved USAID/BHA grant, depending on which Result (1 or 2) your project sits. Please refer to the List of Activities (Expressions of Interest) in the Excel file:  Outcome (Result) 1: Improved humanitarian shelter and settlements planning and implementation processes, leading to increased emergency and transitional coordination and response capacity.  Outcome (Result) 2: Enhanced humanitarian shelter and settlements practice, through an integrated system of analysis and learning, informing widely shared policy and guidance.  **Outputs:** Please define the specific outputs that your project will deliver to contribute to the Outcome. |

1. **Assumptions** *(risks)*

|  |
| --- |
| * Outline any preconditions that need to be ensured before the project can begin. * Outline any further explanation about assumptions (e.g. security situation is good) and what steps would be taken to mitigate them if the related risk (e.g. security situation gets worse) increases. |

1. **Activities and costs**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Outline the main activities that will be carried out to achieve the output/s you have defined, with costs.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ACTIVITIES/MONTH | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | CHF | | Outcome 1: | | | | | | | | | | | | | *(total)* | | Output 1.1 | | | | | | | | | | | | | *(total)* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 1. *(add more activities as needed…)* |  |  |  |  |  |  |  |  |  |  |  |  |  | | Output 1.2 | | | | | | | | | | | | | *(total)* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 1. *(add more activities as needed…)* |  |  |  |  |  |  |  |  |  |  |  |  |  | | Output 1.3 | | | | | | | | | | | | | *(total)* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | 1. *(add more activities as needed…)* |  |  |  |  |  |  |  |  |  |  |  |  |  | |

1. **Monitoring and Evaluation**

|  |
| --- |
| Outline the main approaches to the monitoring and evaluation of this project   * Outline the key monitoring activities and who has the key responsibilities for this. * Outline which evaluation activities (mid-term, final evaluation, reviews) will be carried out, when and by who * Outline how data from monitoring and evaluation will be collected, analysed and reported |

1. **Sustainability**

|  |
| --- |
| Describe how key activities will continue after project funding ends OR describe how the impact of the project will continue after key funding and critical activities end. |

1. **Budget**

|  |
| --- |
| A detailed budget shall be prepared in the Project Partner’s own format and included here or as an appendix.  Project partner must include a summary budget in their own template. Administration costs in excess of 7% will not be accepted. |

1. **Appendices**

|  |  |
| --- | --- |
| List below all relevant appendices you may attach to support your application: | |
| Appendix 1 |  |

1. **Submitted by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Job title** |  | **Date** |  |