Project Concept Guide (ANNEX 1)

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| **Project background and rationale** {AC3} |
| Describe the background to the project concept, including any links to past or current projects. Explain the need for the project; describe the project context including the identified problem and include reference to supporting evidence and data, including a needs assessment, if conducted. Detail the rationale for the project model / approach.  *[Guide: 500 words]* |
| **Project participant group(s), accountability, and participation** {AC1, AC2, AC3, AC4, AC5} |
| Identify and describe the target group(s) who will benefit, directly or indirectly, from the project implements. Explain how this group or groups has been identified, and how they have been (or will be) engaged in project design development.  Describe how the project’s selection of target project participants reflects a commitment to non-discrimination and the targeting of the most vulnerable.  Explain how the project will achieve inclusion and representation of people with disabilities, both as project participants, and within project management.  Detail how feedback will be received and applied throughout the course of project implementation.  *[Guide: 400 words]*  Please consider collection of dis aggregated data in your planning as this will be requested at the reporting stage, incorporated into the logframe. |
| **Strategic alignment** {AC1} |
| Describe any links and synergies of the project design with CBM Global, national, regional, and international development strategies and frameworks.  *[Guide: 300 words]* |
| **Partnership participation and stakeholder engagement** {AC2} |
| Describe the key implementing partner(s) and explain their capacity, interest, and expertise in relation to delivery of the planned project. Provide relevant information about the technical and project management experience and capacity of the implementing partner(s), including any past engagement with CBM Global.  Where sub-partner(s) are anticipated to receive project funds, detail the registration status and financial management capacity of known sub-partners. Detail the experience of the lead implementing partner in managing sub-partnerships.  Note any key capacity gaps for implementing partner(s) and detail how the project plans to resource appropriate capacity building support.  Detail and justify the key roles and responsibilities of the implementing partner(s) and any other key stakeholders. Provide details of any stakeholder analysis or stakeholder engagement plan developed as part of the project development process.  Describe any advocacy and influencing strategies planned with specific stakeholder groups.  *[Guide: 500 words]*  Provide an organisational chart of the main implementing partner(s), highlighting the key roles in relation to this project. |
| **Project Plan** {AC3, AC6} |
| Provide a narrative outline of the project plan. Describe the overall project goal or objective and detail the proposed project approach and activities that will lead to the achievement of the overall objective. *[Guide:500 words]*  *A theory of change diagram or narrative must be presented.* |
| **Technical Quality** {AC6} |
| Describe the technical advice and inputs that have informed this project design and explain how this project design represents good practice in the thematic or sectoral focus area(s) in which it operates.  Detail how technical quality will be maintained throughout project implementation.  *[Guide:500 words]* |
| **Project risk management** {AC6, AC8} |
| Describe the proposed approach to project risk management.  *[Guide:200 words]* |
| **Monitoring, Evaluation and Learning** {AC3, AC10} |
| Describe the implementing partner(s) capacity and experience in data management, monitoring of project implementation and the provision of timely reporting. Detail how any identified gaps in capacity and experience will be addressed.  Explain the high-level project approach to monitoring, evaluation, and learning, and list any key monitoring activities and evaluation or learning activities which will be undertaken during the project implementation period. Please indicate whether any external evaluators are planned (and budgeted for) at any stage of the project duration?  *[Guide: 250 words]* |
| **Cross-cutting issues** {AC5, AC8, AC9} |
| Describe specific actions and strategies identified to ensure the project design effectively addresses each of the following cross-cutting issues:   * Gender equality and social inclusion *[Guide: 200 words]* * Safeguarding of children and adults-at risk *[Guide: 200 words]* * Ecological Sustainability *[Guide: 200 words]* |
| **Disability Inclusion** {AC4} |
| Describe specific actions and strategies identified to ensure the project design effectively addresses disability inclusion. Does the project demonstrate a commitment to the CRPD principles? Have people with disabilities been engaged in the project design process? How will there be meaningful participation of people with disabilities in project implementation and in capacity building? Demonstrate how the project design includes engagement with local Organisations of Persons with Disabilities (OPDs) where appropriate and the broader disability movement to ensure that project objectives complement existing efforts in the project location(s). Have you thought of including OPD reps on evaluation teams, conducting disability audits, including reasonable accommodations in the budget etc.  *[Guide: 500 words]* |
| **Project sustainability and contribution to change** {AC7} |
| Outline the sustainability plan or approach for the project. Explain how project outcomes will extend beyond project implementation, including through the promotion of resilient communities and the inclusion of any advocacy and network-building activities. Detail planned approaches to project exit and transition.  *[Guide:300 words]* |
| **Supplementary information** |
| Submit the final detailed project design form together with the following supplementary documentation using the templates provided: |

Project Logframe Template (ANNEX 2)

\*\*ONLY enter info in the white spaces... a minimum of 3 and maximum of 5 result areas are recommended.

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|  | **Project name:** | (Enter project name here) | |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  | **Code** | **Level** |  |  |  |  |  |
|  | **POO** | **Overall objective** | **Assumptions and risks** |  |  |  |  |
|  |  | (text here) | (Assumption ABC…) |  |  |  |  |
|  | **overall objective Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (Objective one) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **overall objective Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
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|  | **PSO** | **Specific objective** | **Assumptions and risks** |  |  |  |  |
|  |  | (text here) | (text here) |  |  |  |  |
|  | **Specific objective Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Specific objective Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
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|  | **R01** | **Result 1** | **Assumptions and risks** |  |  |  |  |
|  |  | (Text here: Result 1) |  |  |  |  |  |
|  | **Result Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Result Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Result Indicator 03** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
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|  | **R02** | **Result 2** | **Assumptions and risks** |  |  |  |  |
|  |  | (Text here: Result 2) | (text here) |  |  |  |  |
|  | **Result Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Result Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Result Indicator 03** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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|  | **R03** | **Result 3** | **Assumptions and risks** |  |  |  |  |
|  |  | (Text here: Result 3) | (text here) |  |  |  |  |
|  | **Result Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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|  | **Result Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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|  | **Result Indicator 03** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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|  | **R04** | **Result 4** | **Assumptions and risks** |  |  |  |  |
|  |  | (Text here: Result 4) | (text here) |  |  |  |  |
|  | **Result Indicator 01** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
|  | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) | (text here) |
|  | **Result Indicator 02** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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|  | **Result Indicator 03** | **Source of verification** | **Eligible target population** | **Baseline** | **Year 1 target** | **Year 2 target** | **Year 3 target** |
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Project Budget Template (ANNEX 3)

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|  | **\*\* Add or remove result areas, and activity rows as needed...**  **Project name:** (text here) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **Year 1** | **Year 2** | **Year 3** | **Grand total** |
| **Code** | **Activities - result 1** | **Total** | **Total** | **Total** |
| **R01A01** | (text here) | (text here) | (text here) | (text here) | (text here) |
| **R01A02** |  |  |  |  |  |
| **R01A03** |  |  |  |  |  |
| **R01A04** |  |  |  |  |  |
| **R01A05** |  |  |  |  |  |
| **R01A06** |  |  |  |  |  |
| **R01A07** |  |  |  |  |  |
|  | Sub total |  |  |  |  |
|  | **Activities - result 2** |  |  |  |  |
| **R02A01** | (text here) | (text here) | (text here) | (text here) | (text here) |
| **R02A02** |  |  |  |  |  |
| **R02A03** |  |  |  |  |  |
| **R02A04** |  |  |  |  |  |
| **R02A05** |  |  |  |  |  |
| **R02A06** |  |  |  |  |  |
| **R02A07** |  |  |  |  |  |
|  | Sub total |  |  |  |  |
|  | **Activities - result 3** |  |  |  |  |
| **R03A01** | (text here) | (text here) | (text here) | (text here) | (text here) |
| **R03A02** |  |  |  |  |  |
| **R03A03** |  |  |  |  |  |
| **R03A04** |  |  |  |  |  |
| **R03A05** |  |  |  |  |  |
| **R03A06** |  |  |  |  |  |
| **R03A07** |  |  |  |  |  |
|  | Sub total |  |  |  |  |
|  | **Activities - result 4** |  |  |  |  |
| **R04A01** | (text here) | (text here) | (text here) | (text here) | (text here) |
| **R04A02** |  |  |  |  |  |
| **R04A03** |  |  |  |  |  |
| **R04A04** |  |  |  |  |  |
| **R04A05** |  |  |  |  |  |
| **R04A06** |  |  |  |  |  |
| **R04A07** |  |  |  |  |  |
|  | Sub total |  |  |  |  |
|  | GRAND TOTAL |  |  |  |  |