

ANNEX III : Guidelines for presenting reciprocal project proposals to the PSC

I – TITLE OF THE PROJECT

II – PROBLEM DEFINITION AND JUSTIFICATION

Clearly describe and quantify the problem (current situation), and its implications for the target group in social, environmental, economic and gender terms; describe the background, and why the proposal was formulated. Reference should also be made about the expected situation once the project is finalized. In the justification it must be stated why it is important to carry out the project and how the project fits within the framework of the countries involved.

III.:ANTECEDENTS: PILOT PHASE

Clearly describe what were the objectives of the pilot phase of the project and what are the results obtained. It is required to demonstrate that the pilot phase was well executed.

Justify what would be the added value of implementing a second phase (reciprocal phase) for the project.

IV – OBJECTIVES AND EXPECTED RESULTS

1-Overall objective

By overall objective it should be understood to mean the achievement of a situation which the project aims to accomplish. It is the proposed solution, either total or partial, to an overall problem that has been raised, which is expected to be achieved by implementing the project.

2- Specific objectives

Specific objectives are a key element of the project, and correspond to phases or components that must be achieved in order to solve the problems put forward. The results, activities, inputs and budget will be defined on this basis. They should be formulated briefly and precisely, and should be consistent with the overall objective.

3- Expected outcomes

The expected outcomes of a project are the direct and deliberate effects of the project's activities.

4- Indicators

Indicators are the results or changes expected from each expected outcome. Proposed indicators should be accurate and verifiable in quantity, quality and time.

V BENEFICIARIES

The beneficiaries of the project need to be clearly identified in each of the partner country, indicating with details the location of the beneficiaries, number of beneficiaries and all relevant details. Moreover, a letter of consent from the beneficiaries must be included in the project proposal

VI- IMPLEMENTATION STRATEGY

The implementation strategy must describe the whole organizational system, where technique, methodology and administration are integrated as necessary conditions for the implementation of the project.

1- Activities

It should be theoretically and practically established how the selected activities contribute to the expected outcomes of the project.

Socio-productive projects must show an evident socioeconomic result; thus, a marketing strategy should be included that allows visualizing of the actions that will take place to guarantee the project's success (in aspects such as: the intended market segment, the quality of the product, its distribution, promotion, and sales.)

2- Work plan and the responsible parties

A work plan should be included which indicates the activities to be carried out monthly in each country, the person responsible for the activity, the period of time necessary to implement it, and a description of the resources necessary to carry it out. The work plan should also include preparatory activities for the project's implementation, such as contracting, organizing office space, purchase of equipment, as well as distinctive activities to monitor the project's follow-up (for example, technical and financial reports both partial and final, specific studies.)

To ensure the project's sustainability, the work plan should specify in which period the transfer of the responsibility of the project's implementation to the target group has been programmed.

The work plan should be presented according to the following table:

Specific objective	Expected outcome	Activity	Country /ies involved	Month 1	Month 2	Month n.	Responsible	List of human and economic resources needed
Objective 1	1.1. outcome 1.2. outcome	1.1.1. activity 1.1.2. activity 2.1.1. activity						
Objective 2	2.1. outcome 2.2. outcome	2.1. 1. activity 2.1..2. activity 2.2.1. activity 2.2.2. activity						

In the planning of activities the presentation of reports should be included. Every six months a progress report, narrative and financial, will have to be submitted.

Important: Project proposals must be planned to start in July 2009 and must end no later than August 2010, including submission of final audited reports.

3-Budget

The budget should be presented in US dollars; it should justify the quantity and unit value of the goods. For professional services an hour/day fee should be specified, which is in accordance to the ongoing market value, as well as the total number of days required to carry out the selected activities.

The budget has to be presented both by item, as by activity.

The justification of the required inputs and the preparation of the budget should be made in accordance with the Guidelines for Budget Presentation (see **Annex IV: Guidelines for Budget Presentation**)

4- Implementation structure

The available structure to implement the project (staff, facilities and equipment), the expertise of the persons involved, and information on the technical and administrative staff should be described in the proposal. The management capacity, English proficiency and experience in sustainable development of the implementing participants will be evaluated.

Detailed information must be submitted regarding the leading organization and all implementing agencies.

This information must include for each leading and implementing agencies, at least:

- Description of the organization's mission and objectives
- Description of the organizational structure
- Demonstrated experience in project coordination and/or execution
- Demonstrated experience in sustainable development
- Demonstrated expertise relevant to the project
- CV of project coordinator and proven English proficiency
- 1 page summary of the resume of participating personnel and proven English proficiency.
- ID number of the organization and legal registration documents.
- Any relevant information that verifies that it is an eligible organization (according to the document: **PSC Call for Proposals, 4.1 Eligible Organisations**)

VII –SUSTAINIBILITY

It should be indicated in which way the continuity of the actions that allow the project to continue to operate will be provided, how income will be maintained and increased, how expenses will be financed, how the project's image, the quality of the product, its distribution, promotion, legal terms, etc. will be maintained when the contractual period ends. Reference to sustainability should be indicated according to the following areas:

1- Organizational

The project should describe the organizational structure that is expected to be in place when the contractual relationship comes to an end. The roles of each area and their responsibilities, and the authority and control that will be exercised over the operations in each participating country need to be clarified. A flow chart for the project must be elaborated, both for the contractual period as for the subsequent period showing these conditions, the authority, roles, responsibilities and control.

2- Economic

The mechanisms that will be developed during the project's implementation should be described, to allow continued financing of the actions once the funds from PSC are no longer available.

Cost-sharing: projects that include own contributions and/or that can attract other sources of funding (development cooperations or others) will receive better attention during the appraisal process. Budget must specify contributions from other sources (funds or in kind).

3- Environmental

Natural resources management systems must be described. Also, they should indicate how the project intends to manage water resources, energy, solid and liquid waste, and gas emissions (Greenhouse Effect). It is important to have this information at the beginning of the project.

VIII- IMPACT

Description of the impact to be generated by the project on the four dimensions of sustainable development established in the PSC. Verifiable indicators must be proposed in order to assess the level of impact achieved in each of the following dimensions.

1- Environmental

It should be indicated what the impact of the project will be on environmental conditions at local or national levels, how the target group will benefit in each country, and its importance for the group.

2- Social

An indication should be given of how the project will benefit the social environment of the area of influence in each country.

3- Economic

The contribution that the project will have on the families and on the groups directly involved with the project, as well as on society as a whole should be specified.

4- Gender equity

Indicate how the project contributes to change gender disparity: equal participation, decision making, access to benefits, participation in sustainability, break with traditional roles, and the improvement of women's status.

VIII- OTHER VARIABLES OF INTEREST

1 – Level of participation

The level of participation refers to the active participation of the segments (private, academic, government and NGOs) in the project's implementation and the existing coordination amongst them.

2 - Reciprocity

Reciprocity is an important aspect from which most of the proposals that have been assessed till this date suffer. It is evident that there are doubts regarding the difference between the bilateral and the reciprocity principles of projects. For that reason, this aspect was discussed during the meeting of the Project Assessment and Approval Committee, which took place in July 2003, where it was concluded that to fulfill the reciprocity principle, project proposals must contain the following elements:

- § A common interest or problem must exist in two or more countries
- § The identification of the interest or problem must be on an equal basis
- § Impacts in the countries involved must be presented through benefits and the dissemination of results
- § Contribute towards the development of each of the countries involved
- § In the countries involved, compromise and the intention to change must exist

- § It is important to mention how the knowledge and technology created by the project will be transferred to other sectors of society, or to groups or institutions in the same segment.

In this call for proposals, **special emphasis** will be made on the reciprocity principle during the evaluation and proposals selection process..

It is required to include the following information, as minimum requirement, to demonstrate the application of the reciprocity principle:

- Indicate with details what is the technology or knowledge in general that will be transferred from one country to the other one. It is required that all organizations participating in the project will benefit from the knowledge available in the other country.
- Indicate what is the added value of implementing a reciprocal project with an organization from Benin, Bhutan or Costa Rica

3 – Scaling up and demonstrative effect

The way in which the results of the project will be published and promoted must be indicated. Please indicate with details what is the promotion strategy that will be implemented to make the results of the project the most visible. Also, indicate what are the actions that will be taken to replicate the results to other beneficiaries groups.

4- Innovation

The degree of innovation and/or creativity, and the methodology that is being used to solve the problem should be indicated. This element deserves the sponsors' attention.

Technical specifications (Executive Summary)
PSC Project

PROJECT TITLE
THEMATIC AREA
PARTNER COUNTRIES
LEADING AGENCY
Leading agency: Name of project coordinator: Email: Phone number :
PARTNER AGENCIES
Partner agency: Name of project coordinator: Email: Phone number :
BENEFICIARIES
PROBLEM DEFINITION

PROJECT DESCRIPTION

OVERALL OBJECTIVE

SPECIFIC OBJECTIVES	EXPECTED OUTPUTS	PROCESS INDICATORS	ACTIVITIES	SUCCESS INDICATORS

IMPLEMENTATION STRATEGY

BUDGET

Item	Input PSC <i>US dollars</i>	Input Counterpart <i>US dollars</i>	Other sources <i>US dollars</i>	Total <i>US dollars</i>
1. Personal services				
2. Non-personal services				
3. Materials and supplies				
4. Machinery and equipment				
5. Constructions and improvements				
Subtotal				
Administrative costs				
Contingencies				
Subtotal				
External audit and evaluation				
TOTAL				

Funds requested to PSC: *US dollars*
Counterpart: *US dollars*
Other sources: *US dollars*
Total resources: *US dollars*

SUSTAINABILITY

1.- Organizational:

2.- Economic:

3.- Environmental:

IMPACT

1.- Environmental:

2.- Economic:

3.- Social:

4.- Gender:

OTHER VARIABLE

1.- Cross-segments participation

2.- Reciprocity

3.- Scaling up and demonstrative effect

4.- Innovation