

# **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 – 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.

## **IV BENEFICIARIES**

The beneficiaries of the project need to be clearly identified in each of the partner country. Moreover, a letter of consent from the beneficiaries must be included in the project proposal.

## **V- 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 September 2008 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. 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.
- Any relevant information that verifies that it is an eligible organization (according to the document: **PSC Call for Proposals, 4.1 Eligible Organisations**)

#### **VI –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.

## **VII- 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.

### **3 – Scaling up and demonstrative effect**

The way in which the results of the project will be published and promoted must be indicated.

### **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**

<b>PROJECT TITLE</b>
<b>THEMATIC AREA</b>
<b>PARTNER COUNTRIES</b>
<b>LEADING AGENCY</b>
Leading agency:  Name of project coordinator: Email: Phone number :
<b>IMPLEMENTING AGENCIES</b>
Implementing agency:  Name of project coordinator: Email: Phone number :
<b>BENEFICIARIES</b>
<b>PROBLEM DEFINITION</b>

**PROJECT DESCRIPTION****OVERALL OBJECTIVE**

<b>SPECIFIC OBJECTIVES</b>	<b>EXPECTED OUTPUTS</b>	<b>PROCESS INDICATORS</b>	<b>ACTIVITIES</b>	<b>SUCCESS INDICATORS</b>

**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				
<b>TOTAL</b>				

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