**Annex 1**

**Format for ansøgning**

Thematic ‘Call for Proposals’ on

***Strengthening of civil society – reconstruction and democratic institutions.***

***Ukraine and Eastern Neighbourhood Countries***

PROJECT PROPOSAL[[1]](#footnote-1)

(Max. 10-12 pages excl. annex 2 and 3)

|  |
| --- |
| Information about THE Organisation applying (Lead applicant) |
| Name |  |
| Address |  |
| Contact personNameE-mailPhone |  |

|  |
| --- |
| Basic INFORMATION ABOUT THE PROJECT |
| Project title |  |
| Objective and Outcomes |  |
| SDG-alignment *Please specify relevant targets and indicators*  |  |
| Total amount (DKK) |  |
| Main partner(s) |  |
| Geographical location |  |
| Start date and duration (months) |  |

|  |
| --- |
| Detailed information about the project |
| 1. Overall PROJECT Description |
| * How does the project relate to the challenges, incl. reference to recent needs analysis?
* What kind of change does the project intend to bring about?
 |
| 2. CAPACITY (Operational and Financial) |
| * Short presentation of lead applicant’s capacity, including compliance with relevant Danida Aid Management Guidelines
* Short presentation of lead applicant’s experience from work in relevant Eastern Neighbourhood countries – including experience and in-house capacity in the specific thematic area(s)
* Brief presentation of other projects/programmes with relevance to the thematic areas of the CfP implemented by the lead applicant
* Brief description of the comparative advantage of the organisation applying in relation to the project.
 |
| 3. Project Design |
| * Overall objectives and outcome
* Description of planed activities and outputs
* Description of possible inception Phase. When and how – and in cooperation with whom - will specific activities be developed?
* Short descriptions of risks and risk mitigation?
* Description of project management set-up, including monitoring and learning
* A presentation of the budget – including tentative budget figures to be finally defined in the inception phase (following a MFA approval)
 |
| 3. Local PARTNERSHIPs |
| * Short description of main national partner(s) and short assessment of their capacity/will to facilitate change relevant for the project – as well as possible weaknesses/shortcomings.
 |
| 4. coordination with existing/other interventions |
| * How will the project be coordinated with other relevant international initiatives and stakeholders – as well as programme interventions in the same thematic fields? (If relevant, potential for synergy benefits?)
* To what extent will the project develop synergy to existing Danish funded engagements and partnerships?
* To what extent will the project develop/facilitate long term partnerships between Denmark and Eastern Neighbourhood countries?
 |
| 5. INFORMATION ACTIVITY  |
| * Short outline of planned information in Denmark and Ukraine.
 |

**Mandatory annexes:**

1. Detailed budget (to the extent possible – else indicative figures to be finalized in Inception Phase. Apply ‘Annex 3. Budgetformat’ and ‘Annex 4 – Note til udfyldelse af budget’, which can be accessed via <https://um.dk/danida/samarbejspartnere/civ-org/adm-ret/tilskudsforvaltning/enkeltprojekter>.
2. A Results Framework, describing main outputs, outcomes and means of verification (maximum three outcomes with maximum three outputs each). The Results Framework will be updated after the inception phase (see format in below Annex 2).
3. Documentation of the applicant’s experience with administration of development financing (i.e. latest capacity assessment),
4. Documentation of applicant’s experience working in the thematic area.
5. Listing and description of national partner organisations, including short assessment of capacity and previous results in the thematic area.

**Annex 2. Format for Results Framework.**

|  |  |
| --- | --- |
| Project title |  |
| Project objective | [The intended impact contributing to benefit to a society or community] |
|  |
| Outcome | [The short-term and medium term effects of the project’s outcome on the target group] |
| Outcome indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |
|  |
| Output | [Short-term result in the form of deliverables which result from a set of project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| Annual target | Year 3 |  | [Intended situation after three years of implementation] |
|  |
| Output | [Short-term result in the form of deliverables which result from the project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | … |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  |
| Output | [Short-term result in the form of deliverables which result from the project activities] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | ... |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  |

1. <http://um.dk/da/om-os/kontakt/udenrigsministeriets-privatlivspolitik> [↑](#footnote-ref-1)