

Civil Society organizations Project Proposal Writing Guidelines

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An operational Manual/Reference for CSOs

For

Proposal writing

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Table of Contents

1. Cover Page	3
2. Acronym/Abrivation	3
3. Project Profile	3
4. Excutive Summary	3
5. Introduction/Background	4
6. Problem Statement/ Justification	4
7. Project Goals and Objectives/General objectives and Specific Objectives/	5
8. Project Logic Model	5
7.1 Component(s).....	6
7.2 Project Inputs	6
7.3 Project Activities.....	6
7.4 Project Outputs.....	6
7.5 Project Outcomes	6
9. Project Oregano-gram.....	7
10. Work Schedule/Plan.....	7
11. Stakeholders (Interested and affected parties)	7
12. Staffing/Administration	7
13. Project Contribution on crosscutting issues	7
14. Project Risks and Assumptions.....	7
15. Monitoring and Evaluation system	8
16. Exit Strategy and Sustainability	8
17. Project Budget.....	8
18. Annexes.....	9

It is recommended that proposals submitted to BoFEC Need to have the following components with all the elements listed below:

Introduction/Background of the guideline: There is no agreed and specific rule and procedure of writing a project proposal. As a result a number of projects that have different structures and contents have been submitted for BoFEC for the last decades. This has led BoFEC not to have a consistent appraisal, Monitoring and evaluation system and it has compromised the quality of the project outputs and Impacts that the projects could deliver. Therefore the importance of having a standard guideline becomes inevitable. The proposal should contain the following:

1. Cover Page

- This part should contain project title, Address and date of submission.

2. Acronym/Abrivation

3. Project Profile

- Provides similar information with like an executive summary. It is listed in a bullet and contains information like: project title, project purpose/objectives, project beneficiaries, project location, total cost of the project, duration, Major components of the project, implementing partners, address and contact person of the applying organization and the like.

4. Excutive Summary

- **Executive summary** is a summary of the entire proposal it provides a good overview of the essential elements of the proposal. This is very essential for the executives that are interested to know the project content with in a short period of time. This has better explanation the project profile. It is explained in different paragraphs and the overall content will be 1- 2 page

5. Introduction/Background

- Describe the organization briefly – When it was established, its vision, Mission, goals skills and experiences vis-a-vis the identified problems of the project under consideration.
- Measures taken by the government and other NGOs to address the problem including achievements and pending needs (if any).

6. Problem Statement/ Justification

- Clearly identify the problems or unmet needs of individuals, households or communities and explain how the project will address them.
- must reflect priority needs of intended users (beneficiaries);
- Proof of adequate involvement of the target population in the process of need identification.
- address the following key questions in this section in more specific terms:
 - ✓ What is the problem or need that the project intends to address?
 - ✓ What evidence is/are there of the need?
 - ✓ Why should the need be addressed?
 - ✓ What would be the consequence if the problem continues unaddressed?
 - ✓ What efforts (by the community itself or by other organizations) are being

made to

Curb the problem?

Note:

- Focus the explanation on the *kebele* (community) or the specific population group that the Project intends to serve.
- State the need using facts (when possible using current hard core statistics) not assumption Or undocumented assertions.
- Focus more on the problem that the organization can solve. A common limitation of Proposals is that they describe a massive and complex problem but propose a solution that Would address only a very small part of it

- Only mention what is essential. As long as the section consists of the necessary information, the shortest and clearest statement of need is the best.

7. Project Goals and Objectives/General objectives and Specific Objectives/

- Provide a clear picture of the anticipated results of implementing the proposed project.
- Focus on the outcomes as opposed to activities/methods.
- However, goals and objectives should not be confused.
- A good goal statement has to show the desired positive change, the major social problem identified the target population/community and the geographic focus.
- Objectives should be “SMART” Specific, Measureable, Attainable, Realistic and Time bounded

Note:

Your objectives should answer the following questions:

- a. What are the key problems that the proposed project is seeking to change?
- b. What segment of the population will benefit from the change? (if possible)
- c. What is the direction of the change (increase/improve or decrease/reduce) the project is looking for?
- d. What is the degree or amount of change the project is looking for?
- e. What is the deadline to attain that degree of change?

Examples of poor and good objectives:

- a. Train 60 HIV/AIDS peer educators from ABC school.=> Poor example
- b. Provide training for 60 peer educators of ABC school for two months in the coming 3 years (2020 -2022) in Debre Birhan. => Good example

8. Project Logic Model

- The logical framework stresses the causal relationships between key elements and provides a standard model for their presentation. The establishment of indicators makes the plan real. The indicators show, in concrete terms, what happens and where. Indicators serve their purpose only if they can be checked in a feasible manner. The

chosen indicators and their sources of verification provide the basis for monitoring and evaluation of the project.

- The project should be described based on the logic model. And the log Frame should be annexed.

8.1 Component(s)

- A project might have one or more major components to be put into action so each of them must be described clearly.

8.2 Project Inputs

- Write the human, Material and Financial resources that are needed/Available to implement the project.

8.3 Project Activities

- Identify lists of works that the project will undertake to convert the available inputs into output.
- What the organization can do, and become familiar with similar projects that have been implemented earlier to learn from their successes and challenges in carrying out activities.

This section of the project description has to address at least the following questions:

- What activities need to be carried out in order to achieve the objectives?
- When will each activity be completed and who will be responsible?
- Who will be served by the project and how will they be selected?
- What resources (financial and human) are required to accomplish those activities?
- What methods/strategies are going to be used and why they are chosen?

8.4 Project Outputs

- Each of the outputs must be linked / derived from the objectives already stated above.
- List out the expected immediate results of the activities mentioned above.
- This must be indicated with measurable and verifiable indicators.

8.5 Project Outcomes

- Here Intermediate/short term effects of the project that are obtained from the out puts mentioned above must be listed down. And it should be realistic.

9. Project Oregano-gram

- Show the structure and relationships of the project departments, superiors, and subordinates diagrammatically.

10. Work Schedule/Plan

- Identify major activities and how they will be carried out,
- Detailed activities with the timelines (preferably on quarterly and yearly basis) and persons responsible for accomplishing each task.

11. Stakeholders (Interested and affected parties)

- The stakeholders of the project must be mentioned using the following table:

No.	Name of Stakeholders	Roles of stakeholders	Interests of stakeholders
1			
2			
3			

12. Staffing/Administration

- Staffing may refer to paid staff, volunteers or consultants.
 - For paid staff, describe which staff will be working full time and which ones will spend a portion of their time.
- Indicate the Nationality of each of the staffs.
- Provide a summary of their qualification, experience and the specific responsibilities of each staff.
- Describe the specific roles of volunteers if any.

13. Project Contribution on crosscutting issues

- Describe the contributions to meet the issues of Gender, Environment, HIV/AIDS, and Disabilities, and the strategies to be followed.

14. Project Risks and Assumptions

- Life with project is characterized by uncertainty; with careful planning it is possible to reduce the risk and uncertainty. Thus project risks and assumptions must be stated clearly.

15. Monitoring and Evaluation system

- It is advisable that the monitoring and evaluation plans are built into the project proposal (To be annexed).
- Monitoring and Evaluation plans should be technically sound and be prepared based on BoFEC's evaluation guidelines/framework.

16. Exit Strategy and Sustainability

- This section of the proposal is vital in the sense that it ensures the project's investment (public money) is not lost. Thus exit and sustainability strategies must be stated clearly.

17. Project Budget

This is the final section of the proposal where the resources (cash and in kind) required to carry out the proposed activities of the project.

- Prepare the budget break down separately for the program and the administrative cost.
- You have to clearly show the 20:80 proportion of the budget allocation in your budget summary
- In-kind contributions (material donations, volunteer time, etc) better to be monetized based on the fair market value and indicated in a separate column.
- Explanations (brief) should be given for unusual budget items in a separate column if the applicant opts to use a table.
- In addition to the summary, the proposal should have a detailed budget breakdown to be annexed with the proposal.
- The Annual detailed budget should have a quarterly breakdown.
- State the budget clearly against component and sector.

Notes:

Here are some tips that can help project proponents in preparing their project budgets:

- Do research on the costs of items and provide realistic estimate (as much as possible avoid blind guessing)
- Make sure that all cost items are linked to activities in the work plan and the objectives of the project
- For construction and other types of projects that require expertise, involve professionals and counter check estimates.

- There should be no discrepancy between the detailed budget annexed and the summary you provided in the main section of the proposal. Work out the detailed budget first and then the summary.
- Avoid cents in your budget by rounding to the nearest digit.

18. Annexes

- Log Frame
- Assessment document that was made/conducted before the project design
- And other supporting important documents

**The general content of the project proposal should incorporate /hold
the following elements/Contents**

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6. Problem Statement/ Background and Justification
7. Project Goals/General objectives/ and Specific Objectives
8. Project Logic model
 - 8.1 Project components
 - 8.2 Project Inputs
 - 8.3 Project Activities
 - 8.4 Project Outputs
 - 8.5 Project Outcomes
9. Project Organogram
10. Work Schedule/Plan
11. Stakeholders (Interested and affected parties)
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