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**Prosperity SPF**

**Project Concept Proposal Bid Form: Completion Guidance**

**Introduction**

This guidance is intended for implementing organisations completing the Foreign & Commonwealth Office’s concept project proposal form. You should also refer to the Prosperity SPF Strategy for more guidance. For further assistance, contact the SPF Programme Team at the British Embassy/Consulate General. The project proposal form should succinctly set out the details of the project, enabling the Programme Board to assess whether the project should receive funding.

**Completing the Form**

Concept proposals provide the minimum amount of information needed to determine whether a project idea is worth developing into a full proposal. They save on unnecessary work if a project idea is rejected at the outset.

**The final decision on whether or not to fund a project can only be made on a fully developed proposal. If you are successful at the concept stage you will be notified to complete the SPF project full bid form.**

1. **Basic Information**

**Project Title:** Use a short and succinct project title that is only one sentence along and clearly describes the project.

**Implementer:**  The name of the organisation (s) implementing the project. Please state in brackets which implementer will be the main contract holder, and which is Chinese or international partner.

1. **Project Purpose**

This should be **one** clearand succinct sentence describing the anticipated change. What is the immediate outcome or direct benefit the project will achieve? . This is the fundamental reason you are doing the project. It should **not** contain project details which can be described elsewhere on the form. The purpose should be achieved at the end of the project or within the first few months after the project is completed.

1. **Context**

In this section we want to get an understanding of the reason for doing this project and why SPF should fund it. You will need to provide details on Why is it important? What is the background context and if there are other relevant work in this area? What are the ongoing benefits and wider impact the project will deliver? What will happen if we do not fund the project? Why UK is in the best position to fund this project (instead of other international donors)?

Please also make sure to indicate in this section whether you have got support from the local/ national government and how they will be involved/engaged. Note that project design must include strong engagement with key beneficiaries and stakeholders. Proposals should demonstrate that host governments have been consulted and are supportive of the project. If they have not, you should explain how the project will have sufficient buy-in from local stakeholders to deliver the expected outcomes.

The UK-China Climate Change Working Group Climate change/low carbon proposals will be expected to submit an informal letter of support from the local DRC at concept stage and a formal letter of support at full bid stage. Please contact the SPF Programme Team to discuss.

1. **Outputs**

Please list all of the outputs you expect the project activities to deliver in numbers. What are the **specific, deliverable results** **expected** from the project activities which should be sufficient to **achieve** the project purpose? Outputs are what we deliver directly from the activities (below) and should be within (or just about within) our control. **The outputs are what you as the project implementer are contracted to deliver in the lifetime of the project and which the SPF Programme Team will monitor project delivery against.** Examples include (but not limited to) tangible outputs such as reports, policy recommendations, training materials or non-tangible outputs such as increased capacity and awareness-raising.

**Main Activities**

Listthetaskswhich are planned to deliver the outputs. Activities should be ***listed in a logical order and numerically linked*** to the ***relevant output*** so that the Programme Team can assess whether the activities can realistically produce the outputs.

**Risks**

Describe **the specific major risks** which would affect the achievement of the project purpose and **briefly explain how you will mitigate the risks**. You should consider risks at all levels of your project; i.e. political, stakeholders, administrative, internal project risks. What might stop you doing the activities and so prevent you delivering the outputs? What might cause delays? What would you do to address the risks?

1. **Costs**

**Cost to FCO per Financial Year:**  List what you will spend in GBP for each Financial Year (FY). The **FY** runs from 1 April to 31 March of the next year. Successful projects in this bidding round should expect to start from April 2015.

**Total Cost to FCO:** This is the total cost that you activities **request from the FCO** and is the amount that will be included in the contract to the implementer.

**Contributions from other donors/co-funder/implementer:** Has funding or co-funding for this project been sought from other donors, private institutions or with the host government? If yes, provide details – what financial/in-kind contribution has been secured or awaiting further confirmation from which organisation(s).

1. **Simple budget breakdown**

Good value for money is one of the key criteria for selection of successful bids. To ensure a project is good value for money, it is essential that project implementers produce activity-based budget breakdown in the template provided.

The activity number should be the same as ones you listed in the ‘Project summary - Activities’ session. Please see enclosed the *‘Activity-Based Budget Guidance for Implementers’* for details. You may also want to consult the post project managers for guidance.

1. **Contact Information**

**Main contact at Embassy/Consulate:** Listthe contact details of the SPF project officer responsible for the project at the Embassy/Consulate General who you have been in contact with to develop the proposal.

**Chinese/UK/International Implementing Organisation:** Listcontact details of all implementing organisations involved in the project.

**Key Beneficiary Organisation**: List the name of the key project beneficiaries. These are the organisations that will benefit from the outcomes of your project. For example, the local DRC ‘X’ will benefit from a climate change capacity building project for officials in city ‘X’.