**Annex B: Final bid document**

FCO Strategic Programme Fund and Bilateral Programme Fund

**PROJECT PROPOSAL FORM**

**Part A: To be completed by the Project Implementer**

\* To be completed by the Embassy

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| **Project Title** | Helping –Country X– improve international business climate through improvements to the tendering and evaluation processes for public procurement | | |
| **Purpose**  *This must be NO MORE than one sentence* | To improve international business climate through improvements to the tendering and evaluation processes for public procurement in –Country X– | | |
| **Which Programme is the funding being sought from \***  *(Policy Programme title or Bilateral Programme Budget)* | Prosperity Fund | | |
| **What Programme or CBP Objective** does this project help meet **\*** | Programme | | To support transparent and stable regulatory regimes and economic policies that underpin sustainable global growth |
| CBP | | To address remaining market access issues including steps towards more hospitable public procurement environment by 2014. |
| **How will this project help to deliver** that Objective **\*** | Training provided through this project will underline the importance of transparent, non-bureaucratic procedures for public procurement with key stakeholders in the –Country X– an government, enabling changes in such procedures, helping –Country X– improve its business environment | | |
| **Is the Project ODA eligible \*** | Yes | | |
| **Cost**  *What is the* ***TOTAL*** *cost of the Project*  *Please note, project funds are paid quarterly in arrears.* | FY13/14 | £34,490 | |
| FY 14/15 | £ | |
| If co-funding has or is being sought, please also show the cost to the **FCO** | FY 13/14 | £34,490 | |
| FY 14/15 | £ | |

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| **Timing** | Planned start date: | 01/05/2013 | Planned completion  date: | 01/02/2013 |
| **Implementing Agency**  *Name; Address; Telephone Numbers; Email; Website* | (Project contact - Organisation - Project Implementer- address – email - phone)  [www.-Project Implementer-.org](http://www.govrisk.org) | | | |
| **Country or countries covered** | **–Country X–** | | | |
| **Have you bid for funding from the FCO in the past three years?**  *Please provide details of any bids made and/or projects implemented* | Since 2011 the (-Project Implementer-) has partnered with the UK Foreign and Commonwealth Office (FCO) to deliver a series of high quality training and consultancy programmes in Latin America, the Caribbean and Southeast Asia. During these programmes, -Project Implementer- experts provided participants with highly practical, and immediately applicable, advice on all aspects of prevention, detection, investigation and prosecution of financial crime. By ensuring the active participation of high level local officials in the projects – and by monitoring and evaluating replica trainings subsequently undertaken by beneficiary institutions – -Project Implementer- has ensured the widespread implementation of best practice techniques advocated during the courses. This has meant, in turn, that projects have achieved transformative impacts, far greater than the initial FCO outlay.  -Project Implementer- programmes all fall within the remit of the prosperity fund as they aim to promote national economic reform, support the global rule-based system, reduce trade barriers and improve the business environment. By enabling beneficiary countries to increase transparency and effectively tackle corruption and fraud they also help address compliance concerns of UK investors, which may otherwise serve to limit their involvement in host markets. As such, the programmes make a tangible contribution to improving access of British firms to external markets, and to ensuring fair economic competition during state tender processes. | | | |
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| **What change will this project deliver in the short term?**  *Why do we need to run this project?*  Keep this short, you should be able to articulate why the project is needed in a couple of sentences | The project is anticipated to have three main impacts in the short-term (March 2014):   * Raise awareness and increase implementation of international best practices rules for simplifying relevant public procurement procedures. * Increase the effectiveness of national advocacy efforts that can promote a change of culture in State practices and generate public support for public procurement processes which greater participation of international businesses. * It will improve national and international perceptions of transparency and competition in public procurement in –Country X– , which in many cases limit the participation of firms, including those from the UK, in public procurement. | | | |
| **What is the expected longer term impact?**  *What difference will it make on the ground over the next few years?*  This question will be looked at again during an Evaluation of this project, and when an Impact Assessment is done a year after the project is completed. The success of the project will largely be judged on what is said here | The proposed programme is expected to have the following longer term impacts by March 2016:   * Improved framework of competition law, criminal justice legislation and public procurement regulations. * More level playing field for state-owned, private and foreign companies resulting in increased competition. | | | |
| **Is the change sustainable?**  *Who will take ownership of delivering the benefits and outputs once the project funding ends?* | The incorporation of the knowledge and skill-sets endorsed in the Course into the respective procedures, policy documents and training curriculums of the beneficiary institutions will ensure the long-term sustainability of the programme’s impact. This process will be facilitated by the provision of specialised materials to the programme participants, including a best-practices toolkit produced by the international experts which will be disseminated among all relevant officials within the beneficiary institutions. Furthermore, the seniority of the officials who will participate also means they are in a better position to help disseminate the lessons learnt upon returning to their own institutions.  The local stakeholders with whom we are developing the programme will take ownership of delivering the benefits and outputs once the project funding ends. This includes overseeing and monitoring the implementation of the knowledge and skill sets endorsed in the course.  Below are comments underlining the commitment of the relevant –Country X– and authorities. The Ministry of Public Works (MoP, for its Spanish acronym) is the Ministry that carries out the majority of infrastructure tenders. –Country X– Compra is the online platform through which companies apply for tenders.  ‘–Country X– compra would very much appreciate participating in this training, to improve market access in public procurement. We will send the most suitable officials to the training, not only the learn best practices, but also to share our experience and knowledge. We thank you for the interest expressed by the British government in this area and reiterate our commitment to participate in all the planned activities.’   * *Representative, –Country X– Compra*   ‘I can confirm the interest of MoP in participating in this training, including officials from the public procurement and legal sections of MoP’   * *Representative, Ministry of Public Works* | | | |
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| **Background**  *In no more than 200 words, provide the background to the issue this project will change and why the UK is the best donor* | In –Country X– there is an overly bureaucratic process for getting on to the registry for public contracts for infrastructure projects. International companies need to be on this registry in order to bid for public procurement tenders in this field. The difficult bureaucracy to get on to this registry means that international companies often are unable to bid for contracts unless they go into partnership with local firms, deterring them from applying for tenders. This reduces the competition in the market and makes for worse public procurement in –Country X– .  This is particularly true for SMEs, such as architects or consultancy firms, which don’t have the resources to navigate the complex system. Furthermore, many of the problems are also applicable to bidding for individual tenders.  The specific barriers for international businesses in the tendering and evaluation processes for public procurement in –Country X– identified by the British Embassy in Country X include:  ·         requirements to have a –Country X– an tax identification number and local address.  ·         need to undergo bureaucratic procedure to  ‘legalise’ documents.  ·         need for original documents, and non-acceptance of copies.  ·         non- automatic recognition of foreign degrees.  ·         need for certification of projects carried out.  ·         non-consideration of relevant company experience in sister companies.  ·         need for good conduct certification.  ·         non-existence of relevant project categories in registries, such as project management.  This project is part of a wider effort by the British Embassy in Country X to tackle the challenges faced by companies in accessing public procurement. In addition to supporting the proposed training programme and its application for funding through the Prosperity Fund, they are also lobbying the relevant authorities (in conjunction with EU colleagues), raising key issues in Brussels (as they go against the EU-–Country X– FTA) and carrying out a media campaign on the issue. |
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| **Outputs**  *What will the project actually project produce? eg new legislation in place; trained people etc*  *The outputs must together deliver the Project Purpose. List as many outputs as needed to deliver the Purpose.* | 1. Increased awareness of 30 key stakeholders from all relevant public institutions in –Country X– of international best practices to increase international participation in Public Procurement processes, particularly in infrastructure.      1. The knowledge and skill sets endorsed in the course are effectively implemented by the programme beneficiaries. 2. Improved national and international commercial confidence in –Country X– and the strengthening in the UK’s reputation for supporting an open global economy by March 2014. |
| **Activities**  *What will you need to do in order to deliver each outputs?*  *The activities must link to a specific output.* | 1.1 Formation of a local steering committee to coordinate consultation and logistical support for the project.  1.2 -Project Implementer- targeted needs analysis consultation with local steering committee to identify deficiencies and formulate training requirements.  1.3 Design a bespoke two-day training course  1.4 Design and disemminate a bespoke best practices Toolkit  1.5 -Project Implementer- facilitators will organize the logistics of the training.  1.6 -Project Implementer- will contract third party goods and services required for the programme.  1.7 -Project Implementer- will conduct a two-day training Programme.  2.1 Local steering committee to monitor incorporation of enforcement techniques  2.2 -Project Implementer- experts conduct monthly monitoring activities  2.3 Publish and disseminate the Monitoring and Evaluation Report of the programme (March 2014).  3.1 Gov of –Country X– to support a media campaign  3.2 Interviews conducted by -Project Implementer- experts.  3.3 Interviews conducted by senior local officials. |
| **Milestones**  *What are your milestones for measuring success during the Project? What will success look like?* | a. Needs Assessment Report concluded (July 2013)  b. Bespoke course and toolkit established which meets the requirements of course beneficiaries (August 2013)  c. The number of key stakeholders trained by -Project Implementer- (October 2013)  d. 10+ press, radio and television articles highlighting the contribution of this programme to increase international participation in Procurement Processes in –Country X– (February 2014)  e. Course beneficiaries identify the knowledge and skill sets endorsed in the course which they will implement (October 2013)  f. Course beneficiaries incorporate the knowledge and skill sets endorsed in the course into their respective procedures, policy documents and training curriculums (February 2014)  The success of milestones a, b, c & e will be measured by the feedback provided by course beneficiaries (interviews and feedback forms) about I) the pertinence and applicability of the best practices endorsed in the course; and II) the confidence of participants in their ability to implement these best practices.  The success of milestone d. will be measured by I) the number of press, radio and television articles about the forum (minimum 10); II) the message conveyed in this coverage (the contribution of this programme to the –Country X– an government’s strategies to increase international participation in Procurement Processes); and III) the target audience (–Country X– , UK & International business sector)  The success of milestone f. will be measured by I) the specific knowledge and skill sets incorporated by course beneficiaries into their respective procedures, policy documents and training curriculums; and II) the impact that their application has on the functioning and influence of the respective institutions. |

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| **PLEASE COMPLETE THE ACTIVITY BASED BUDGET** *– your bid will not be considered without this. You should provide as much detail as possible.*  *Double click on the chart to use Excel ABB attached futher below* |



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| **Co-Funding**  *Has funding for this project been sought from other donors (EU, DfID, other countries), Private institutions or the host government?*  If Yes, please provide details. If No, why not, and were options for doing so explored? | Yes  **–Country X– Compora** will provide significant in-kind support including 1x expert and 1x fulltime member of staff to assist with:   * Logistical arrangements * Background research * Monitoring and Evaluation | | | |
| **Monitoring**  *Please note that our funding Agreement specifies the need for (at least) quarterly reporting on progress and finances* | How will the monitoring be carried out  Course participants will complete extensive feedback forms  Course participants will provide oral feedback through structured interviews  Media monitoring  Course beneficiaries to complete and submit pre prepared forms documenting the incorporation the knowledge and skill sets endorsed in the course into their respective procedures, policy documents and training curriculums | When/how often  Post training and at monthly intervals subsequently  Post training and at monthly intervals subsequently  On a daily basis around the time of the main training event and on a monthly basis subsequently.  On a monthly basis | By whom  -Project Implementer-, –Country X– Compra and the Ministry of Public Works.  -Project Implementer-, –Country X– Compra and the Ministry of Public Works.  -Project Implementer-  -Project Implementer-, –Country X– Compra and the Ministry of Public Works. | What involvement will the project’s Beneficiaries have  –Country X– Compra and the Ministry of Public Works will be involved in the design and assessment of completed feedback forms; as well as their completion.  –Country X– Compra and the Ministry of Public Works will be involved in the design of the structured interviews and assessment of the oral feedback provided.  -Project Implementer- will share all media monitoring with –Country X– Compra and the Ministry of Public Works.  –Country X– Compra and the Ministry of Public Works will complete and submit pre prepared forms documenting the incorporation the knowledge and skill sets endorsed in the course into their respective procedures, policy documents and training curriculums |

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| **Risks**  *What are the key risks in implementing this project and how are you going to manage them*  *Add more lines as required*  *Larger/higher value projects will require a full Risk Management Strategy. You should consider whether one is needed for this project.*  *You should also think here about when risks should be flagged up to Programme Managers in London* | **Risk** | **Impact** Low/Medium/ High | **Likelihood**  Low/Medium/ High | **Management** | **Owner** | **Escalation Point** |
| 1. -Project Implementer- Course and Toolkit fail to meet expectations. | Medium - Beneficiaries will not attain a high enough competence in the core skills. | Low risk –-Project Implementer- has consistent record of successful delivery of such programmes. | Weekly liaison between -Project Implementer- and all key stakeholders. This includes a targeted needs analysis involving all participants. | -Project Implementer- | As and when any concerns/objections are raised by any of the local stakeholders |
| 2. The stakeholder participants who attend the programme are not of sufficient seniority to influence policy and procedure | Medium – the potential for transformative change would be limited | Low risk | -Project Implementer- has obtained confirmation from stakeholders that they will send participants sufficient seniority to influence policy and procedure. | -Project Implementer- | If when list of participants is received, it is considered not to satisfy expectations. |
|  | 3. The knowledge and skill sets endorsed in the course are not effectively implemented by the programme beneficiaries | High – The programme’s impact would not be sustained. | Low risk –-Project Implementer- has developed the proposed methodology through close consultation with local stakeholders who have indicated both the importance and timeliness of the programme for them. See supporting  letters. | This process will be facilitated by the provision of specialised materials to the programme participants, including a best-practices toolkit produced by the international experts. | -Project Implementer-, –Country X– Compra and the Ministry of Public Works | As and when any concerns/objections are raised by any of the local stakeholders or -Project Implementer- during M&E activities |
|  | 4. Change of government in Q1 2014 leads reduced political buy in to improve public procurement in –Country X– | High – the programme’s impact would not be sustained | Low/medium | Engagement with wide range of relevant stakeholders, including those likely to be part of the next government | Gov Risk and Ministries | As and when any concerns/objections are raised by any of the local stakeholders or -Project Implementer- during M&E activities |
| **Stakeholders**  *Who are the people or groups with an interest in this project and who will be affected by it and/or can influence its success either positively or negatively?*  *How will you manage your engagement with them*  *Add more lines as required*  *Larger/higher value projects will require a full Stakeholder Engagement & Communications Strategy. You should consider whether one is needed for this project.* | **Stakeholders** | **Influence**  Low/Medium/High | **Impact**  (positive or negative)  Low/Medium/  High | **Engagement / Communications plan**  (How to engage, how often and who by/who to) | | **Owner** |
| **The Ministry of Public Works** | High | Positive/High | Every detail of the proposed project has been discussed and agreed on with Representatives X, Y and Z.  This includes the expectations and specific commitments from each party. | | -Project Implementer- |
| **–Country X– Compra** | High | Positive/High | Every detail of the proposed project has been discussed and agreed on with Director of –Country X– Compra.  This includes the expectations and specific commitments from each party. | | -Project Implementer- |
|  | **DIRECOM** | Medium | Medium | We are waiting on confirmation of DIRECOM’s involvement in the programme. The two stakeholders listed above had committed to encouraging their participation, which looks probable. | | -Project Implementer- |
| **Beneficiary Groups**  *Describe the level of participation of beneficiary group(s) in planning the project*  *Does the plan reflect the wishes/needs of the beneficiaries* | The proposed project was designed through extensive consultation with all key stakeholders and very much reflects their wishes/needs, as well as those of additional beneficiary groups.  This includes:   * **The Ministry of Public Works** * **–Country X– Compra**   Please see all the above statements of support from Beneficiary Groups. | | | | | |
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| **Signature of Implementing Agency Lead Contact** | Project Implementer [www.-Project Implementer-.org](http://www.govrisk.org/) | | | | | |
| **Date** | XX, XX, XXXX | | | | | |

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| **Activity** | **Added Description** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Total FCO** | **Gov of –Country X–** | **Total** |
| 1.1 Formation of a local steering committee to coordinate consultation and logistical support for the project. | Form local steering committee |  | £ - |  |  |  |  |  |  |  |  |  |  |
| Develop Communications Strategy including media plan |  | £ - |  |  |  |  |  |  |  | £ - |  | £ - |
| 1.2 -Project Implementer- targeted needs analysis consultation with local steering committee to identify deficiencies and formulate training requirements. | Design Assessment Tool and questionnaire |  | £ 750 |  |  |  |  |  |  |  | £ 750 |  | £ 750 |
| Senior Researcher Fees Consultation @ £275 per day |  | £ 2,200 |  |  |  |  |  |  |  | £ 2,200 |  |  |
| 1.3 Design a bespoke two-day training course | Expert Fees |  | £ 2,000 |  |  |  |  |  |  |  | £ 2,000 |  | £ 2,000 |
| Senior Researcher Fees @ £275 per day |  | £ 2,500 |  |  |  |  |  |  |  | £ 2,500 |  | £ 2,500 |
| 1.4 Design and disemminate a bespoke best practices Toolkit | Expert Fees |  | £ 2,000 |  |  |  |  |  |  |  | £ 2,000 |  | £ 2,000 |
| Senior Researcher Fees @ £275 per day |  | £ 2,500 |  |  |  |  |  |  |  | £ 2,500 |  | £ 2,500 |
| 1.5 -Project Implementer- facilitators will organize the logistics of the training. | Project Management | £ 800 | £ 800 | £ 800 | £ 800 |  |  |  |  |  | £ 3,200 |  | £ 3,200 |
| 1.6 -Project Implementer- will contract third party goods and services required for the programme. | Main Room Venue Hire |  |  |  |  |  | £ - |  |  |  |  | £ - | £ - |
| AV Hire Main Room - £350 per day |  | £ 350 |  | £ 350 |  |  |  |  |  | £ 700 |  | £ 700 |
| Catering £35pppd - 35 people - 2 day |  | £ 1,225 |  | £ 1,225 |  |  |  |  |  | £ 2,450 |  | £ 2,450 |
| Domestic Travel |  | £ 375 |  | £ 375 |  |  |  |  |  | £ 750 |  | £ 750 |
| International Flights\* x 3 @ £1,100 (-Project Implementer- project manager, facilitator and Expert) |  | £ 1,650 |  | £ 1,650 |  |  |  |  |  | £ 3,300 |  | £ 3,300 |
| \*Subsistence - £50 x 3 people x 5 nights (-Project Implementer- project manager, facilitator and Expert) |  | £ 375 |  | £ 375 |  |  |  |  |  | £ 750 |  | £ 750 |
| \*Accommodation £90pn x 3 x 5 nights (-Project Implementer- project manager, facilitator and Expert) |  | £ 675 |  | £ 675 |  |  |  |  |  | £ 1,350 |  | £ 1,350 |
| International Flights\* x 2 @ £1,100 (International experts) |  | £ 2,200 |  |  |  |  |  |  |  | £ 2,200 |  | £ 2,200 |
| \*Subsistence - £50 x 2 people x 3 nights (International experts) |  |  |  | £ 300 |  |  |  |  |  | £ 300 |  | £ 300 |
| \*Accommodation £90pn x 2 x 3 nights (International experts) |  | £ 270 |  | £ 270 |  |  |  |  |  | £ 540 |  | £ 540 |
| Printing and formatting x 35 |  | £ 500 |  | £ 500 |  |  |  |  |  | £ 1,000 |  | £ 1,000 |
| 1.7 -Project Implementer- will conduct a one-day training Programme. | Conducting media activities - collect senior stakeholder quotes, write press releases and conduct interviews |  |  |  |  | £ - | £ - | £ - |  |  | £ - |  | £ - |
| International expert fees |  |  |  |  |  | - |  |  |  |  |  |  |
| -Project Implementer- expert Fees @ £1500 per day |  |  |  |  | £ 3,000 |  |  |  |  | £ 3,000 |  | £ 3,000 |
| 2.1 Local steering committee to monitor incorporation of enforcement techniques |  |  |  |  |  |  |  |  |  |  |  | £ - | £ - |
| 2.2 -Project Implementer- experts conduct monthly monitoring activities |  |  |  |  |  | £ 300 | £ 300 | £ 300 | £ 300 | £ 300 | £ 1,500 |  |  |
| 2.3 Publish and disseminate the Monitoring and Evaluation Report of the programme (March 2014). |  |  |  |  |  |  |  |  |  | £ 1,500 | £ 1,500 |  | £ 1,500 |
| 3.1 Gov of –Country X– to support a media campaign |  |  |  |  |  |  | £ - | £ - | £ - |  | £ - |  | £ - |
| 3.2 Interviews conducted by -Project Implementer- experts. |  |  |  |  |  |  | £ - | £ - | £ - |  | £ - | £ - | £ - |
| 3.3 Interviews conducted by senior local officials. |  |  |  |  |  |  | £ - | £ - | £ - |  | £ - |  | £ - |
| Totals |  | **£ 800** | **£ 20,370** | **£ 800** | **£ 6,520** | **£ 3,300** | **£ 300** | **£ 300** | **£ 300** | **£ 1,800** | **£ 34,490** | **£ -** | **£ 34,490** |
| **Savings of £3,600 would be made if this programme is approved alongside the other -Project Implementer- project in –Country X–** | Payments from the FCO |  | £ 21,170 |  |  | £ 10,620 |  |  |  | £ 2,700 | £ 34,490 |  |  |
|  |  |  |  |  |  |  |  |  |  | £ 34,490 |  | |  |  |  |