**Document A: Good Governance Fund (GGF) –** Strategic Support Fund (SSF) 2016-17

**Project Proposal Form**

**TO BE FILLED IN BY THE LEAD IMPLEMENTING PARTNER[[1]](#footnote-1)**

1. **Project Title**

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1. **Country**

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1. **Lead implementing partner (Organisation, Address and Main Contact)** *Grants may be awarded to consortia of local and/or international organisations; however there will need to be a clear lead organisation that will be accountable for financial and results management and delivery*

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1. **Other Implementing partner(s)**

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1. **Duration** *Projects must be completed by 31.3.2017*

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| Start Date | End Date |

1. **Funding**

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| Amount requested from the British Embassy £…………………………………….Total estimated project budget £……………………………………Outline partner contributions where applicable |

1. **Programme Outcome**

The Strategic Support Fund is part of the Good Governance Fund (GGF) Programme. The GGF expects to:

Support states to become more resilient to political and economic external and internal shocks. (**Impact**)

At programme **outcome** level this will entail:

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|  | Higher rates of investment and job creation to support inclusive growth |
|  | Demonstrable and perceived open, accountable and responsive governments |
|  | More informed and active populations that can hold government to account |

Projects under the Strategic Support Fund are expected to contribute to at least one of the above outcomes. **Tick which outcome(s) this project will contribute to**.

1. **Project Purpose**

Within the parameters of the outcome(s) above, and alignment to reform priorities identified and agreed with host governments, please state what is the specific change this project is expected to contribute towards.

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1. **Outputs**

What are the main outputs **(results)** of the project and how they will be measured?

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| Outputs*This is the specific product and/or services the project will deliver.* | Indicator*What will be measured (e.g. the number of people who will be trained; the increase in positive perceptions of an issue)* | Baseline*The current status (e.g. no training exists; current perceptions are x% positive)* | Sources*Where will the information on the baseline data and targets come from (e.g. data from research carried out by the implementer; open source data)* | Target/Date*What the project will deliver (e.g. 100 people trained; 50% increase in positive perceptions)* |
| Output 1 |  |  |  |  |
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| Output 2 |  |  |  |  |
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| Output 3 |  |  |  |  |
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1. **Gender inequality**

The International Development (Gender Equality) Act 2014 promotes gender equality in the provision by the Government of development assistance and humanitarian assistance to countries outside the United Kingdom, and for connected purposes. See link for more details: <http://www.legislation.gov.uk/ukpga/2014/9/pdfs/ukpga_20140009_en.pdf>.

 Provide a proportionate statement in how this project will contribute to reducing gender inequality.

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1. **Conflict Sensitivity and Human Rights**

Poor governance is almost directly correlated[[2]](#footnote-2) with the abuse of human rights; limited access to key services; arbitrary justice; limited information on government activities; denial of economic opportunities; abuse of public office and corruption.

Explain how human rights and/or conflict sensitivity will be taken into consideration and addressed in the implementation of this project.

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1. **Value for Money**

State how this project will represent good value for money. See Document C for more information

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1. **Project Budget**

To be considered for funding, the lead implementing partner must complete the activity based project budget template. See Document B.

1. **Risks**

Set out the key fiduciary, delivery and reputational risks associated with this project and how will you manage these.

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1. **Monitoring and Evaluation**

*Project reporting during implementation*

*The frequency and nature of reporting during the project should be agreed between the lead implementing partner and the relevant UK Embassy. This should be agreed before the project commences and should be proportionate to the size and duration of the project.*

Set out how you will monitor/evaluate the project*.*

*NB The relevant UK Embassy will ensure a short Project Completion Review is conducted for all SSF funded projects. This must be completed within one month of the project end date. As part of this, the review will assess the extent to which the project outputs have been delivered and whether it has sufficiently contributed to the overall outcomes of the GGF Programme. Among other points, it will consider whether the project delivered on time and on budget, whether the project provided value for money and how well the risks were managed. Please state if there are plans for project review by other implementing partners.*

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***End of Project Reporting Requirements***

*\*Narrative and Financial reports\**

*Two weeks after the end of the project, the lead implementing partner should submit a narrative report focusing on outputs delivered, contribution to the overall outcome and key challenges. For contracts over £200K, the FCO reserves the right to see audited accounts as well as access to documentation relating to the contract and its performance. The partner is expected to keep accounts relating to the contract for 6 years. This is not required for a “grant contract” under £200,000 but original supporting invoices and expenditure documentation should be provided. Under the conditions of a “*[*Grant Contract*](http://ubs.sharepoint.fco.gov.uk/sites/ops/OU/SPF_Office/Contracts/Forms/AllItems.aspx?View=%7b1B568AEA%2dBEAD%2d4D75%2d8056%2dE9687D633D43%7d)*” any unspent money must be returned.* *This project may also form part of the overall GGF review which will take place between March and June 2017.*

1. **Overall Risk [TO BE COMPLETED BY THE BRITISH EMBASSY]**

In the matrix below, set out the key risks to the project and how you will manage these. You should include the risks identified by the implementing partner in section 14 above as well as your own insight and knowledge of the operating/ political environment etc. You should use this information as a basis for your monthly reports to the GGF Unit.

Assumptions – set out the key assumptions the project is based on e.g. current Government remains in place

Risk – list the main risks incorporating those identified by the implementer under section 14 plus any other operational risks etc.

Impact/ probability – what is the likely impact/probability of the risk. In the grid provided state whether the risk is High, Medium or Low on a scale of 1 to 5 (where Low is 1 and High is 5).

Controls/mitigations – set out how you are going to manage and monitor the risk and the risk owner.

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|  |  | **Monitoring Project Risks** |
|  |  | Impact |  |
|  |  | **High** | **Medium** | **Low** | **Assumptions** |
| Probability | **High** |  |  |  |  |
| **Medium** |  |  |  |  |
| **Low** |  |  | e.g. 1 |  |
| **Risk**(be as specific as possible) | **Controls/ Mitigations**(How will risk be managed and monitored, what are the mitigating actions and who is the risk owner) |
| 1 | *Example in matrix* |  |
| 2 |  |  |
| 3 |  |  |
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1. **Due Diligence [TO BE COMPLETED BY THE BRITISH EMBASSY]**

The lead implementing partner should provide sufficient assurance to the relevant UK Embassy that it has sufficient capacity and capability to manage the grant and deliver the project to a good standard. Comment on the lead organisation’s ability to deliver, its financial stability, governance and controls and (if relevant) managing downstream partners (sub-contractors).

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|  |  |  | Comments |
| Does this project involve advanced payment (i.e. not in arrears) to a partner?  | [ ] Yes | [ ] No |  |
| Are any of the agreements in this project ‘non-standard’ (i.e. not based on existing templates)? | [ ] Yes | [ ] No |  |
| Does this project involve support to security and justice institutions?  | [ ] Yes | [ ] No |  |
| Does this project involve providing resources or working closely with a government agency? | [ ] Yes | [ ] No |  |
| Does this project create any commitment in a currency other than British Pound Sterling? | [ ] Yes | [ ] No |  |
| Does this project create a new financial asset?  | [ ] Yes | [ ] No |  |
| Does this project create a new organisation or invest in a new entity for the first time? | [ ] Yes | [ ] No |  |

1. **GGF Lead at Post** *Confirm: the name of the GGF lead at Post, that they have read the guidance and support the project.*

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1. **Delivery Lead at Post** *Confirm: the name of the person responsible for day to day delivery of the project/ liaison with the lead implementing partner.*

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1. Except section 16 and 17 on Overall Risk and Due Diligence which will be completed by the British Embassy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)