**ASIA PACIFIC BILATERAL PROGRAMME FUND: BIDDING FORM (UNDER £30K): Project overview**

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| Project name:  *A clear and concise title* |
| Budget: £ |
| Planned start date: Planned end date: |
| **Implementing Agency**  *Name; Address; Telephone Numbers; Email; Website* |
| Project purpose: *What outcome will the project deliver? One sentence.* |
| Project overview:  *Explain here what the project will do (activities) and deliver (tangible outputs).* |
| Project rationale:  *Explain here how the output outcome achieved will contribute directly to post and UK objectives* |
| How will you measure success?  *Explain how you will know if the project has been a success. What data will you use and what is your baseline?* |
| How will the project impact the UK’s reputation? How will you mitigate any risks? |
| Will the project deliver economic benefits to the UK?  *Explain direct or potential benefits.* |
| How will you ensure value for money?  *Explain how you will ensure the activities are delivered to the highest standard for the most economical cost. Also consider whether the intended outcome is worth the overall cost.* |
| **PLEASE ATTACH A FULL ACTIVITY BASED BUDGET (in Excel). Bidding forms without an activity based budget will not be considered**  The Activity Based Budget must match the activities and timings set out in the proposal. |
| **Signature of Implementing Agency Lead Contact:**  **Date:** |