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GUIDELINES
FOR SUBMITTING A
PROJECT PROPOSAL

UNITED NATIONS TRUST FUND
ON FAMILY ACTIVITIES

What kind of assistance is available from the Funds?

The United Nations Trust FUND on Family Activities provides financial assistance for activities specific to the family and projects of direct benefit to it, with the special focus on least developed and developing countries, giving particular attention to non-traditional resources.

Grants from the FUND have supported practical action by governments and by non-governmental organizations at the national, regional and global levels in the following areas:

- activities of a pilot nature or which form part of larger development initiatives which aim at building national capacities and institutional capabilities for improved livelihood and well-being of families in developing countries;
- public information, awareness building and related communications support measures concerned with the situation of families in the context of national development;
- applied advisory services on emerging issues and trends, assessments of their implications for families, and evaluations of strategies, policies and programmes;
- training and advisory services on analysis, formulation and evaluation of integrated strategies, policies and programmes related to families.

What is a project?

The United Nations defines a project as a set of activities which are organized in response to an identified need or issue and are carried out within a specific period of time and budget to achieve a set of stated objectives.

Who can qualify for assistance?

Governments and non-governmental organizations, with concurrence of government(s) concerned, can submit requests for assistance for consideration by the FUND.

How can a request for assistance be submitted?

Governments can submit requests for assistance directly to the United Nations Secretariat or through the local office of the United Nations Development Programme (UNDP). Consultation with the local office of UNDP will help to ensure that requests are consistent with ongoing and planned multi- and bilateral development assistance activities.

Since the United Nations provide assistance to governments upon request, non-governmental organizations should first obtain the concurrence / no objection of the concerned governmental officials

in their country prior to submitting a request for assistance to the FUND.

NGOs may wish to consult with the local office of UNDP about procedures for obtaining the endorsement /no objection of the concerned governmental authorities in the matter.

Requests for funding assistance should be concise, detailed and submitted in a project document format, as described in the following sections. Concise and complete responses will facilitate project appraisal by United Nations specialists and a prompt reply to each enquiry received.

How are projects appraised?

Project proposals are appraised with respect to:

- (1) the consistency of the request with the terms of reference of the FUND,
- (2) the relationship of the proposal to national development strategies, policies and programmes, and
- (3) the logic of the project design, its organization, substantive content, work plan and budget.

Since the resources of the FUND are designed to provide seed-money grants for catalytic and innovative action, grants generally co-finance rather than cover the entire cost of a proposal; grants recently have ranged from US\$5,000 to US\$20,000 per proposal. Positively-appraised requests for assistance whose resource requirements exceed these amounts may be circulated among potential donors with a view to obtaining special-purpose co-financing grants.

What is a project document?

The trust FUND project document *proforma* is designed to provide the basic information required to appraise a proposal and to prepare a detailed plan of operations once funding is confirmed. The project document *proforma* has five sections:

Background and justification of the project: what is the origin of the proposal - the problem or issue addressed, what is its social and economic setting, and why is assistance required?

Objectives of the project: how does the proposal relate to national development strategies, policies and programmes, and what specifically does the project expect to achieve?

Expected results of the project: what will the proposal produce in terms of specific results, who will benefit and who will pay?

Project implementation and management: how will the project be carried out, in terms of a work plan, schedule of activities, and parties responsible for its implementation management?

Project budget: what will the project cost, how will this be financed, what components are the

United nations being requested to finance, and what is government prepared to finance?

How is a project proposal prepared?

The experience of the FUND suggests that precise identification of the need for development cooperation, careful consideration of options by which that need is to be addressed, and clear and concise formulation of a project plan of operations and budget are all important factors in determining overall project success. Involvement of intended beneficiaries in project planning and implementation represent equally important contributions to project success and sustained operations.

Project proposals which will involve complex, multi-year assistance should be submitted in the standard UNDP project document format rather than on the trust FUND *proforma* so that all information required to appraise a request for assistance from the United Nations system will be available.

1. Preparation of a Project Document Cover Page

A sample cover page format is presented below; the body of a Project Document would begin on its second page.

PROJECT DOCUMENT

FUND:

Project Number:

Project title:

Implementing agency:

Location:

Cooperating agency(ies):

Proposed starting date:

Duration:

Government inputs:

FUND inputs:

In kind:

(local currency)

(US\$)

In cash:

(Currency)

Third party cost-sharing:

(source, currency)

Signed:

(On behalf of Government)

Name:

Title:

Date:

(On behalf of Implementing Agency)

Name:

Title:

Date:

(On behalf of United Nations)

Title: Name:

Date:

Summary of the Proposal:

2. Preparation of a Project Document

A project document has five main parts, which are described below:

PART I. BACKGROUND AND JUSTIFICATION

1. Provide a brief summary of the existing situation concerning the family;
2. Describe the problem or critical issue which the proposed project will address;
3. Describe how the proposed project relates to national development policies and strategies;
4. Are there ongoing programmes and activities which will complement project operations;
5. Indicate how the need for the project came to be determined;
6. How are intended beneficiaries being involved in project planning;
7. Are the concerned governmental authorities aware of the proposal?
8. If so, what kind of assistance are they prepared to provide;
9. Briefly describe the capabilities and experience of the project implementing agency,
10. including resources that it can provide the project.

PART II. OBJECTIVES

A. Development objective

11. What is the link between the concerned family issue and national development strategies, policies and programmes.
12. How does the proposal relate to these.
13. To which national, social and economic objectives will the project contribute, and
14. how will this result in improved well-being and livelihood of the family.

B. Immediate objectives

15. What does the project expect to achieve in terms of effects among intended beneficiaries.
16. Can project operations be extended to other areas, and
17. can the project experience be applied (or adapted) to other sectors.

PART III. PROJECT IMPLEMENTATION AND MANAGEMENT PLAN

A. Expected project results

18. Describe the overall results expected of the project on its successful completion;
19. are unintended effects possible as well.
20. Indicate in quantitative terms, to the extent possible, what the project will produce through its planned activities and budget.

B. Project activities and work plan

21. Describe how each immediate (project) objective will be carried out in terms of activities, planned timing and duration;
22. who will be the responsible party.

C. Project Beneficiaries

23. Who and how many people will benefit from the project - directly and indirectly.
24. How will intended beneficiaries to be involved in project design, implementation and evaluation.

D. Institutional Setting for the Project

25. Where will project operations take place?
26. Who will be responsible for the planning and management of project operations.
27. What other bodies and organizations will be involved in the project, either on a direct or indirect

basis.

28. What arrangements are envisaged to ensure coordination with other programmes and activities.
29. How will project operations continue, or be expanded to other areas or sectors, once the current phase of assistance is completed.
30. Are project operations expected to be self-financing on completion.

PART IV. PROJECT MONITORING AND EVALUATION

31. How will the project be monitored to ensure that project activities are occurring as planned, remain directed towards stated objectives, and
32. that appropriate corrective action is taken, if required?
33. Who will be responsible for preparing project progress reports on an annual basis for multi-year assistance, and the accounting of expenditures made from the grant of the FUND.
34. How will the project be evaluated when it is completed; who will be responsible for this and how will intended beneficiaries be involved?

PART V. BUDGET

The project budget should indicate (1) the total cost of the project, (2) which components will be financed by the project implementing agency and (3) those components for which external assistance is sought.