Guide to Project proposals

The following checklist for project proposals was developed to enhance harmonisation and alignment between the European ACT members and their partners. It presents common minimum requirements and serves as an outline of key topics that the project proposal should at least include. Act Church of Sweden accepts project proposals in accordance with this checklist. Project proposals to Act Church of Sweden assumes a Cooperation Agreement already signed, or that the project proposal will be accompanied by a partner assessment of new partners.

## Policies and commitments of the ACT Alliance and Act Church of Sweden[[1]](#footnote-2)

Irrespective of areas of work, it is mandatory for all partners to have a Code of Conduct and an Anti-corruption policy. If the organisation does not have their own Code of Conduct and Anti-Corruption policies, the ACT policies can be adopted:

* ACT Code of Conduct for the prevention of misconduct including fraud, corruption, exploitation and abuse (including sexual) and to ensure child safeguard
<http://actalliance.org/documents/act-alliance-code-of-conduct/>
* ACT Anti-Fraud and Corruption Policy
<http://actalliance.org/documents/anti-fraud-and-corruption-policy/>

The ACT Alliance believes in an end to gender inequality and injustice, gender-based discrimination and violence, and in closing the gender gap and address unequal power relationships for the promotion of human dignity for all. Gender equality and justice should therefore also be underpinning the work of partners. If the organisation doesn’t have their own gender guidelines and policy, inspiration can be sought from the ACT Gender Justice Policy <http://actalliance.org/documents/act-gender-justice-policy/>

The commitment to human rights-based approach (HRBA) to development is shared among the ACT Alliance members. To overcome discrimination and the lack of access to human rights for people living in poverty, a HRBA is an important approach for organisations to address some of the root-causes of poverty and exclusion, empower the rights holders and advocate towards duty bearers. The HRBA principles[[2]](#footnote-3) should underpin any project intervention supported by the European ACT members.

International standards underpin the work of ACT members. All members have signed up to adhere to ACT Code of Good Practice[[3]](#footnote-4), committed to work with the Istanbul principles for development effectiveness[[4]](#footnote-5) and the principles in the Core Humanitarian Standard (CHS)[[5]](#footnote-6).

# Project proposal cover sheet to Act Church of Sweden

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| --- | --- |
| **Name of the project** | Insert Project name |
| **Name of the applicant organization** | Insert Organisation name |
| **Type of organisation** | Select organisational type |
| **Contact details of contact person** | Insert Name, position, telephone, email, address |
| **Contact details of manager** | Insert Name, position, telephone, email, address |
| **Location of project area** | Insert Location |
| **Thematic areas of work** | Insert Thematic areas of work |
| **Date of submission** | Select date |
| **Planned start date** | Select date |
| **Planned end date** | Select date |
| **Total budget** | Insert amount in SEK |
| **Requested amount** | Insert amount in SEK |
| **Organisational policies submitted** | ☐ **Code of conduct** - Comments…☐ **Gender policy** - Comments…☐ **Anti-corruption policy** - Comments…☐ **Procurement policy** - Comments…☐ **Complaints policy** - Comments…☐ **Other** – Insert list |
| **Additional information** | Insert text |

# Basic information

* Name and address of partner organisation, contact person
* Project title
* Geographic area
* Expected number of beneficiaries (rights-holders and duty-bearers) (if applicable)
* Budget for the whole project
* Financing sources
* Implementation period
* Sub-implementing partner(s) (if relevant)

# Context and problem analysis

## Context analysis

* The purpose of the context analysis is to map and analyse problems the project intends to tackle. The context analysis should be based on verifiable information from the field and data from relevant and verifiable sources (i.e., UN, EU, national references etc.).
* The context analysis should give information about the social, political, cultural, ecological, and economic background in the country/region/project area, national policy framework relevant for the project, identification of those most affected by the problem (rights-holders), actors with power and responsibility for addressing the identified problems (duty-bearers) and other stakeholders.
* Describe how people are affected in general and/or in different ways (gender and vulnerability analysis). To the extent possible, the needs and interests of the affected groups based on different identities (sex, ethnicity, age etc.) should be analysed.
* Describe why you have chosen to work with the selected thematic areas in this context.

## Lessons learnt.

* If the organisation has experiences with similar projects interventions, please explain the lessons learnt and how the learnings have influenced the design and planning of this project.
* If the project is a continuation of a previous project, please explain the lessons learnt from that phase. Briefly explain the main conclusions and recommendations of possible evaluations and justify why the project should continue. What has been impact so far and what is expected in a new phase?

## Problem statement and project justification

* Describe the problem(s) and the causes of the problem(s) that the project will address.
* Justify why you have chosen this specific problem(s). To understand the nature of problems, include analysis of root causes to the problem(s) as well as the main barriers to addressing the root causes, if such barriers exist.
* Who are the right holders and duty bearers in relation to the identified problem(s) and which other stakeholders are relevant to the problem(s)?
* Describe your own organisation’s role as an actor for change in the project setting as well as your added value in addressing the problems through the project.

# Priority populations (rights holders) and other stakeholders

## Detailed information of targeted group(s) of people as rights holders

* Provide information on the total number of people divided in gender and age (if applicable) and identify any vulnerable and marginalized groups. Elaborate on social, economic, and cultural status. Make a distinction between who will benefit directly and indirectly. Justify the selection of this specific group.
* If the rights holders are organized, please explain structure, working methods etc. of the organized group.

## Stakeholder and power analysis

* Provide a list of the key stakeholders involved in or affected by the intervention including an analysis of capacities, interest, and power of the actors for making/not making the needed changes possible.

# Mainstreaming perspectives

## Gender Justice and equality

* All organisations need to relate their work to Gender justice and equality, either through a direct focus; where gender justice is the main objective of the project, or gender justice is mainstreamed into the work.
* Gender mainstreaming is the process of assessing the distinct needs and implications for all gender and ages of any planned action. It is a strategy for making women’s as well as men’s (boys and girls etc) concerns and experiences an integral perspective of the design, from the context and problem statement to the choice of activities, implementation, monitoring and evaluation of projects so that all gender and ages benefit equally, and inequality is not perpetuated. How will the project promote gender justice and address the underlying factors that create and maintain gender inequality?

## Environment and Climate Change

* All organisations should have Environment and Climate Change (ECC) as an integral perspective in their project designs and implementation of activities. Please provide a short description of how an Environmental and Climate Change analysis has guided your project approach.

## Conflict sensitivity

* All organisations should have Conflict sensitivity as an integral perspective in their project designs and implementation of activities. Please provide a short description of how a Conflict analysis has guided your project approach.

## Other cross cutting topics

* There could be other additional project specific topics which should be taken into consideration if relevant for the project. Please include them here.

# Intervention strategy / Project description

## Methodology, intervention logic, project strategy and results framework

* Describe the methodology, intervention logic and project strategy.
* Please provide a short narrative explanation of the project results framework. The results framework captures the essential elements of the expected cause-effect relationships among inputs, outputs, intermediate results or outcomes, and impact. A results framework is an explicit articulation (graphic display, matrix, or summary) of the different levels, or chains, of results expected from an intervention. The narrative explanation should be supported by the Results Framework attached as annex.
* Please also explain which measures do you intend to apply to ensure the sustainability of the outcomes intended. How is the project to continue after the intervention ends (exit strategy)?

# Participation and accountability on project level

## Participation of people in their capacity as target group in the planning process

* Explain the processes used when needs and priorities were identified, and the project designed and describe how people as target group were involved. What methods were used to ensure full participation regardless of gender and age?

## Non-discrimination in access to information, monitoring and learning.

* Please describe how the target group will be involved in follow up, reflection and learning during the implementation of the project including how information will be shared and decisions taken. How will all gender and ages be ensured equal participation?

## Feedback, complaints and response mechanism

* The target groups and other stakeholders have a right to raise a concern, give feedback and if necessary, lodge a complaint when reasonable expectations are not met. Please give a brief description about how feedback, complaints and response will be handled. How is the Code of Conduct implemented and monitored? How do you work with safeguarding issues?

# Project management

## Project management structure

* Describe the management and decision-making structure for the project including, if relevant, the role of rights-holders and other stakeholders in project management and decision-making and risk analysis.

## Monitoring, evaluation and learning

* Please describe how the project will be monitored and by whom. The description needs to include an explanation of tools and methods that will be applied to measure outputs and assess the outcomes of the project.
* Describe how the project will be evaluated and how information and learning from the evaluation will be used to inform future projects and strengthen organizational learning.

## Role of sub-implementing partner(s)

* If you – as the contracting partner – will work with sub-implementing partner(s), please describe their role in the project setting. Rights and obligations should be clarified in a Memorandum of Understanding (or equivalent) from the outset.
* Remember that the contracting partner remains fully responsible for the project and shall ensure and guarantee an effective management and control of the whole project including all activities implemented by the sub-implementing partner(s).

## Risk management

* Describe the risks related to the project and its implementation context. These can be internal and/or external (organizational capacity, political, social, environmental, financial, corruption-related, reputational risks etc.). On what assumptions is the project based? Are there any risks that could threaten the realisation of certain activities and results? How can they be avoided or mitigated? How will they be monitored?
* Describe how the organisation plan for a readiness to act and support individual staff members who face , hate, threats, harassment, surveillance, arrest etc. due to their engagement and work?
* Describe how the organisation address internal risks related to safeguarding issues.

## Implementation plan

* The proposal should include a rough schedule describing the implementation schedule of the whole project period. Detailed work plan needs to be attached as annex.

# Project budget

* The budget for the project needs to be attached as annex, both in PDF and Excel.
* The budget is to be presented for the entire project period and have a budget breakdown for individual years with details for the first year.
* The budget shall contain both income and expenditure.
* The **income budget** shall detail income sources (donors) and amount(s) be both in local currency (the Partner’s reporting currency) and donor currency(ies) equivalent(s) with exchange rate used noted including date and source.
* The **expenditure budget** shall foremost be presented in local currency (the Partner’s reporting currency). The budget needs to include the following headlines: activities, personnel, admin and if applicable procurement, construction, evaluation, reserve.
* If part of the expenditure budget is to be forwarded to sub-implementing partners (Third parties) the total amount shall be clearly stated and distributed per Third party indicating the local currency used by the respective Third party, and the cost of administration of such forwarding.
* If deemed necessary, please provide a short explanation of the budget.

## Procurement procedures and guidelines

* The procurement procedures and guidelines need to be described if procurements will be part of the project. Please make reference to the procurement guideline that will be used.

# Proposal annexes

## The following documents need to be attached as annexes.

* Project budget (PDF and Excel format)
* Work plan (including activities) for 2024 (updated annual plans for the coming years. State who the activities are targeting e.g., women, men, children, people living with disabilities, etc.
* Results framework
* Environmental and Climate Change analysis and Conflict analysis
* Monitoring and Evaluation plan (if necessary to illustrate what is described under “Project management”
* Baseline study (if available)
* Procurement plan and guidelines (if relevant)
1. Applicants to Act Church of Sweden will find additional information, documents and templates for partner and project support on our website – <https://www.svenskakyrkan.se/act/partner-collaboration-and-project-support>. [↑](#footnote-ref-2)
2. Participation, Accountability, Non-discrimination and equality, Empowerment, Link to Human Rights (PANEL). [↑](#footnote-ref-3)
3. ACT Code of Good Practice <http://actalliance.org/documents/act-alliance-code-of-good-practice/> [↑](#footnote-ref-4)
4. <http://actalliance.org/documents/cso-istanbul-development-effectiveness-principles/> [↑](#footnote-ref-5)
5. <https://corehumanitarianstandard.org/the-standard> [↑](#footnote-ref-6)