

Project Proposal Template

Section-I

Project Summary:

Project Title: Partnership for Resilient Livelihoods in CHT Region (PRLC)	
Total budget of the project (BDT):	
Major Activities of Project: (1-5 Max)	

Section-II

Executive Summary:

Executive summary will provide a brief overall picture of the proposed project and may include the following:

- Context and Rationale [200 words maximum]
- Goal
- Outcomes [300 words maximum]
- Output and Major Activities [300 words maximum]
- Direct and Indirect Beneficiaries
- Major Stakeholders
- Total Budget

Section-III

Project Description:

1. Background, rationale, and problem analysis include key issues and challenges faced by CHT people in securing and sustaining livelihoods, taking into account regional and national statistics, and also mention how poverty issues are associated with this region. In this context, it is essential to provide a gender analysis that examines the various situations, roles, and needs of individuals in different categories, such as the extremely poor, women, men, persons with disabilities, girls, boys, and transgender individuals. Additionally, strategies and approaches to exiting extreme poverty must take into account the unique challenges faced by each group.
2. Relevant experience (maximum five): Relevant experience in implementing projects that focus on livelihoods, nutrition, and social security with the goal of reducing poverty. Please follow the sequence title of project, duration, budget, donor/funding authority, working area, number of staff involved directly, number of direct and indirect beneficiaries covered, major activities and achievements.
3. **Project Brief:**
Please mention output and activities considering given outcomes.

Outcome	Output	Activities (Please add rows as needed)
Outcome 1: Sustained livelihoods and income generation amongst the target households in the CHT districts		

Outcome 2: Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region.		
Outcome 3: Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in the CHT districts		

4. Description of each major activities under each output:

Explain the rationale behind each activities

5. Project Strategies:

Detail the project strategies to address the identified challenges and achieve the outcomes.

6. Gender Equality and Social Inclusion

- Project approach should specify how it will address the gender equalities based on needs and strategic interests
- Identification of gender dimension in proposed project, type of benefits women receives from this project

7. Linkages with relevant national and international instruments including specific goals and targets of SDGs and 8th Five Year Plan

8. Stakeholders involvement with the project (Please write relevant your proposed project)

SL	Targeted Stakeholders	Female	Male

9. Affiliation with other networks/alliances/platforms

SL	Name of the networks/alliances/platforms	Types of representation	Duration

10. **Geographic locations with direct beneficiaries:**

SL	Type of beneficiaries (Bangali/ Ethnic)	District	Upazila	Union	Name of Village (Para)	Total number of HH	Number of beneficiaries (HH members to be distributed here)					
							Boy (0-18)	Girl (0-18)	Male (18+)	Female (18+)	PWD (all age group)	Transgender (all age group)

Note:

The proposed project aims to provide coverage to beneficiaries while maintaining a gender ratio of 67% females and 30% males. The beneficiaries include female-headed households, vulnerable women, pregnant and nursing mothers, adolescent boys and girls for the health and nutrition component, as well as youth. Additionally, the project will consider transgender based on availability (0.5%) and persons with disabilities (2%).

Section-IV

Project Management:

1. Staff Management:

- Organogram of the project staff and describe management and implementation arrangements [pdf format]
- Project office location [regional/district/field]
- Brief description of the project key staff

At Least 30-50% OF THE STAFF MUST BE WOMEN, THIS IS MANDATORY FOR MJF FUNDING

2. Monitoring, evaluation, accountability, and learning (MEAL):

- Monitoring system of the project (Describe the monitoring process including frequency and responsibility)
- Data validation process of the project (describe the process including frequency, responsibility and stakeholders' responsibilities)
- Follow-up mechanism of supervision/monitoring
- Reporting system of project (programmatic and financial reporting including interval, type and responsible person for reporting)

3. Exit Strategy and Sustainability plan:

Describe result sustainability how sustainably the project will gradually phase out. (Maximum 500 words; Key Issues: understanding, methodology, approaches, criteria, strategy from program and finance, activities, timeframe, challenges and way forwards.)

4. Analysis of Risks and Mitigation plan:

(Possible risks that can hinder expected results of the project. Mention the mitigation plan to overcome these risks)

Risk	Likelihood	Mitigation Plan

5. Project Work plan

(Describe what activities will be carried out in what time frame)

Gantt chart (sample)

SI	Name of Activity	Total unit	Q*1	Q2	Q3	Q13

Section-V

Financial Management

Financial Management and Control Effectiveness including the followings:

- Role of Executive Committee and senior staff member in financial management.
- Approved list of policies and guidelines.
- Procurement procedure followed by organisations.
- Asset and inventory management system.
- Internal audit and review system of financial data
- Financial risk mitigation process.
- Policy to address financial irregularities.
- Financial reporting system and accounting software if any.
- Educational background and experience of finance team members.

The following documents need to be uploaded along with application:

- Board approved audited financial statements (scan copy) for the last 2 years (Only PDF file is accepted)
- Most recent annual report
- Organisation budget for the current year (forecast)
- Financial and Operational Policies of your organisation
- Organisational development plan (if you have one)
- Scanned copy of anti-corruption declaration

Declaration:

We solemnly declare that the information and documents provided in the project proposal are completely true and authentic to the best of our knowledge. If needed, we can place the original documents and papers for further verification.

Section-VI

Please attach/ensure below annexures with the application:

Annex

Please provide these as annex with project proposal:

Annex-1: Logical Framework Matrix

Annex-2: Job specification of the project personnel who are involved in management of the project

Annex-3: Project Budget