Thematic NGO Call for Proposal on

***Reducing vulnerabilities for refugees and internally displaced persons in   
xxx and affected neighbouring countries***

Project document

(Max. 20 pages excl. annexes)

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| --- | --- |
| Information about Organisation applying | |
| Name: |  |
| Address: |  |
| Contact person:  Name  E-mail  Phone |  |

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| --- | --- |
| Basic INFORMATION ABOUT THE PROJECT | |
| Project title |  |
| Total amount (DKK) |  |
| Amount per year (DKK) |  |
| SDG-alignment |  |
| Main partners  *Please specify relevant targets and indicators* |  |
| Geographical location |  |
| Main objectives |  |
| Start date and duration (months) |  |

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| Detailed information about the project |
| 1. PROJECT Description |
| * How is the project aligned with the purpose, objectives and priority issues described in the CfP? * How does the project relate to the needs of the recipient country and beneficiaries as reflected in local strategies, plans and policies? * How is the project harmonized with other relevant humanitarian and development initiatives and investments? What is the potential for synergy benefits? * How is the project aligned with the overall priorities and strategic planning of the applying organisation? |
| 2. Project Design |
| * What is the Theory of Change/intervention logic behind the project? * How does the project Results Framework reflect the causalities and logic of the ToC/intervention logic? * What are the innovative aspects and elements (ToC, partnerships etc.) of the project? * Analysis of the problems involved and the capacities of the relevant stakeholders. * What are the consideration with regard to environment and climate change, gender equality, human rights, youth etc? * What considerations have been made with regard to the selection of beneficiaries * How does the project present and analyze risk and risk mitigation? * A clear presentation of the budget (output based), making it possible to discern how efficient the project is in achieving its objectives and targets. * Sustainability of the project in terms of continuation of intervention benefits? * How will the project results be monitored, documented and evaluated? * How will project learning be collected and disseminated to relevant stakeholders? * Description of the exit strategy in relation to project activities. * Clear and detailed description of project management set-up, including division of labour and flow of funds with and to local partners. |
| 3. Local PARTNERSHIPs |
| * Presentation of proposed roles and division of labour between the organization applying, the local partner and other stakeholders. * Strategies for capacity development of local partners. * Preliminary figure and description of the proportion of the budget to be transferred to partners and used locally. * Documentation of commitment to participate in relevant coordination frameworks.   *(Presentation of project partners, partnership approach, capacity and area technical expertise and justification for choice of partner to be annexed)* |
| 4. CAPACITY (Operational and Financial) |
| * Presentation of lead applicant’s capacity, including compliance with relevant Danida Aid Management Guidelines (link) * Presentation of other projects/programmes with relevance to the project. * Description of the comparative advantage of the organisation applying in relation to the project and geographical area, including previous experience with the proposed type of actions as well as documented relevant experience, capacity and expertise. |
| 5. INFORMATION ACTIVITY |
| * Presentation of planned information and outreach activity in Denmark. |

Annexes:

1. An output based Budget (see annex 1 and 1 a).
2. A Results Framework (see annex 2), detailing outputs, outcomes and impact and their corresponding targets (yearly and end-of-project), indicators and means of verification (maximum three outcomes with maximum three outputs each).
3. A Risk Management Matrix (see annex 3).
4. A Partner Description (see annex 4).

[Only for single application process]

1. Documentation clearly confirming that the Lead Applicant has undergone a formal Danida partner capacity assessment within the last five years and thus live up to the Danida Aid Management Guidelines.
2. Documentation demonstrating selected relevant examples of communication and information activities undertaken by the Lead Applicant within the last five years
3. Certification against Core Humanitarian Standards (CHS) or proof that such certification is in process to be obtained.