### Project Proposal

[implementing entity]  
[ProPOSAL title]

Implementing period:

Requested budget:

Geographic area:

Contact person:

# Project Overview

|  |  |
| --- | --- |
|  | Briefly state the purpose and the rationale of the project proposal (max. 150 words). |

# Project Details

## Alignment with the Roadmap Goals

|  |  |
| --- | --- |
|  | List the Goals of the [Regional Roadmap for SALW Control in the Western Balkans](http://www.seesac.org/f/docs/News-SALW/Roadmap-for-sustainable-solution.pdf) that the project contributes to. |

## Project Background (situation analysis)

|  |  |
| --- | --- |
|  | Describe the challenge that the project seeks to address, linking it to the SALW control priorities of the targeted jurisdiction, and present the context in which the project will be implemented. Please demonstrate the project’s complementarity with other relevant initiatives in the area targeted by the project. |

## Project Objective

|  |  |
| --- | --- |
|  | Mention in one or two sentences the objective of the project. Please also mention how is the project objective in line with the priorities of the targeted jurisdiction(s), such as the Action Plan. |

## Expected Results

|  |  |
| --- | --- |
|  | Mention the results expected to be achieved within the project, at the output levels. |

## Activities

|  |  |
| --- | --- |
|  | Describe the planned interventions of the project, explain how these activities are best suited to achieve the expected results. Please provide a timeframe for the implementation of the activities. |

## Sustainability of Results

|  |  |
| --- | --- |
|  | Explain how you will ensure that the project results will remain relevant and be sustained after the project ends. |

## Suggested Partners

|  |  |
| --- | --- |
|  | Mention the partners/responsible parties required for the successful implementation of the project and their roles in the project. Explain how the project will ensure local ownership over the project activities and results. |

## Cross-cutting Issues

|  |  |
| --- | --- |
|  | Explain how the project adheres to social and environmental standards, and how it will mainstream gender aspects into its activities and interventions. |

## Communication and Visibility

|  |  |
| --- | --- |
|  | Provide a brief project visibility plan that should concisely elaborate the key visibility and communications materials, lay out key audiences, key messages and expected deliverables throughout project implementation. Implementing organizations will report on the implementation of the visibility plan. |

## Knowledge Management

|  |  |
| --- | --- |
|  | Elaborate on how knowledge management will be ensured during project implementation and beyond and list the knowledge products to be elaborated within the project (e.g. analytic report, study). It is expected that implementing organizations produce at least one knowledge product per year. |

## Project Management Structure

|  |  |
| --- | --- |
|  | Explain the roles and responsibilities of the human resources involved in managing, monitoring and delivering the project. |

## Risk identification and management

|  |  |
| --- | --- |
|  | Provide a list of risks identified and the risk mitigation modalities proposed |

## Summary budget

|  |  |
| --- | --- |
|  | Provide a multi-annual summary budget, per project output, in USD. A separate detailed budget should be provided as an annex to this project proposal. |

*Please send your project proposal with the accompanying annexes to the following email addresses:* [*seesac@undp.org*](mailto:seesac@undp.org) *and* [*bojana.balon@undp.org*](mailto:bojana.balon@undp.org)*.*