### Project Proposal

[implementing entity]  
[ProPOSAL title]

Implementing period:

Requested budget (US$):

Geographic area:

Contact person: [name, title, e-mail address, phone number]

# DESCRIPTION OF THE PROJECT

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| --- | --- |
|  | Provide an overall description of the project, the rationale and the strategy of the project and 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)

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| --- | --- |
|  | Describe in detail the challenge(s) that the project seeks to address, linking it to the SALW control strategies/Roadmap action plans (as relevant) of the targeted jurisdictions, and present the context in which the project will be implemented. Provide a clear link to the overarching concern of illicit trafficking, possession and misuse of firearms in that jurisdiction. Describe how the proposed project complements other ongoing initiatives and builds on previous interventions, as well as the remaining gaps in the area that the project is proposing to address, as well as the timetable foreseen for its completion. |

## National Ownership

|  |  |
| --- | --- |
|  | Provide a brief description of the consultation/coordination process with the Head of SALW Commission (Heads of the SALW Commissions in case of regional projects) during the development of the project proposal. Describe the partners/responsible parties for the implementation of the project and their roles in the project. Explain how the project will ensure local ownership of the project results. Describe how the project proposal takes into consideration the target jurisdiction(s)’ ongoing activities in support to the implementation of the Roadmap. |

## Project Objective

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| --- | --- |
|  | Describe the objective(s) of the project. |

## Expected Results

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| --- | --- |
|  | Describe the results expected to be achieved within the project, at the outcome and output levels, with the related indicators and targets. A separate project results framework should be also provided as an annex to this project proposal. |

## Activities

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| --- | --- |
|  | Describe in detail the planned interventions of the project, how the intervention approach is appropriate for the identified challenge/s and explain how these activities are best suited to achieve the expected outputs. Provide a timeframe for the implementation of the activities. |

## Sustainability of Results

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

## Risk Identification and Management

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

## Cross-cutting Issues

|  |  |
| --- | --- |
|  | Explain how the project adheres to social and environmental standards[[1]](#footnote-2), and how it will mainstream gender aspects into its activities and interventions. |

## Communication and Visibility

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| --- | --- |
|  | Provide a 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

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| --- | --- |
|  | 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

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

## Summary Budget

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| --- | --- |
|  | Provide a multi-annual summary budget, per project outputs and activities, in USD, as well as the budget as per the UNDG budget categories provided in Annex 6, using the budget template provided.  Clearly indicate if the project proposal was submitted for funding through other funding mechanisms and if so, include the reference to the status of resource mobilization efforts. Mention any in-kind contributions, where existing. |

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

1. *The social and environmental standards require projects to: strengthen the social and environmental outcomes of projects; avoid adverse impacts to people and the environment; minimize, mitigate, and manage adverse impacts where avoidance is not possible; strengthen the implementing organization and partner capacities for managing social and environmental risks; and ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.* [↑](#footnote-ref-2)