**Project Bidding Form: A Guide**

**Introduction**

The Strategic Programme Fund helps the FCO to deliver specific policy results. So this is a diplomatic business or policy delivery tool which contributes to and complements other diplomatic tools such as lobbying. This is a practical diplomatic business tool in exactly the same way as e.g. paid market research, commissioned by UK companies with British Embassy commercial sections (UKTI) is a business tool that helps to deliver their results.

The bidding form should succinctly set out the detail of a project proposal enabling the Programme Board in London to assess whether a project should receive funding. This guidance is aimed at implementing organisations completing the project bidding form, who should liaise with the Post Project Officer at the British Embassy or High Commission.

**Completing the form**:

**A1 Basic Information**

**Departmental Strategic Objective (DSO)**

The FCO has 8 Departmental Strategic Objectives. Four of these are Policy Goals

* Counter Terrorism, weapon proliferation and their causes
* Prevent and resolve conflict
* Promote a low carbon, high growth, global economy
* Develop effective international institutions, above all the UN & EU

Enter the **Departmental Strategic Objective** your project is applicable to. Please consult the Post Project Officer for guidance as appropriate.

**Fund/Programme**: Enter the name of the relevant fund or programme you are bidding to.

**Programme Indicator**: Enter the indicator that you will find in the specific programme strategy. Uncertain what this is? Please consult the Post Project Officer.

**Country Business Plan Objective**: Post Project Officer to complete - enter your relevant Country Business Plan Objective.

**Project Title:** A short and succinct project title.

**Countries covered:** Name the country/countries in whichthe project will be implemented.

**Cost to FCO:** This is the total FCO cost of the budget, taken from the costs section below. The summary total is placed here so the Board can quickly see the costs involved.

**Project Start and End Dates**: Enter the anticipated start and end dates.

**Project Purpose:** This should be **one** clearand succinct sentence describing the anticipated change. What is the direct benefit the project will achieve? Think in terms of the immediate change or overall result that the project aims to bring about. This is the fundamental reason you are doing the project. It should **not** contain project details which can be described elsewhere on the form.

**Indicators of success** *against purpose***:**  List here what you envisage project completion will look like. What might we measure to know the purpose has been achieved? What will the new situation look like? This is very important, as the FCO will use these to measure project performance. You should describe, in **specific and measurable** terms what you would measure to demonstrate that the project has achieved the project purpose.

**Status before project/baseline data**: *Briefly* describe here with specific, factual data what the current situation looks like before the start of the project.

**Source of Information**: Where will you source the information to establish whether the indicators of success have been achieved?

**Outputs:** Please list here all of the outputs you expect the project to deliver, the things to be directly delivered by the project. **Your anticipated results**. What will remain behind once the project has been finished which should be sufficient to **achieve** the project purpose? Outputs are what we deliver directly from the activities (below) and should be within (or just about within) our control.

**Main Activities:** Listtheactivitiesthe project plans in order to deliver the outputs (above). Activities should be ***listed in a logical order and numerically linked*** to the ***relevant output*** (above) so that the Programme Team can assess whether the activities can realistically produce the outputs. Background on the activities should be provided in the next question.

**Background:**  Using a maximum of 250 words please give appropriate background.

**Does the project have local or host government support and engagement?** Yes or no? Provide a briefexplanation. Not all projects will have such engagement but the project may still be considered. If you are uncertain,please clarify this with the Post Project Officer before completing the bid.

**A2 Project Risk Analysis** *(A project risk analysis must be completed here in Part A, or for projects over £30,000, this can wait until Part B. Please consult the Post Project Officer if you are uncertain)*

**Risk:**  Describe the specific risks which would affect the achievement of the project purpose **.**  You should consider risks at all levels of your project; i.e. political, stakeholders, administrative, internal project risks. What might stop you doing the activities and so prevent you delivering the outputs? What might cause delays?

**Likelihood:** How likely is the risk? High/Medium or Low?

**Impact:** If the risk were to happen, what would be its impact on the project? High/Medium/Low?

**Management of the risk:**  How will you address the risk? You might tolerate it, i.e. accept it’s a risk but continue anyway, or do something to reduce the chance of the risk happening or its impact, for instance, by adding some activities into the project plan.

**A3 Project Budget**

**Has funding for this project been sought from other donors, private institutions or co-funding with the host government?** Yes or No. If **yes,** provide details. If **no,** go to A4, FCO Costs.

**A4 FCO Costs**: List what you will spend for each Financial Year (FY). The **FY** runs from 1 April to 31 March.

**A5 Post Contact Information:** Listthe contact details of the Post Project Officer responsible for the project.

**A6 Implementing Organisation:** Listcontact details.

**A7 Beneficiary Organisation**: List contact details.

**A8 Post Comments Log:** This is where the Post Project Officer can add comments as the project develops, allowing them to keep an ongoing record e.g. discussion at the Post Programme Board. These should be succinct.

**A9 Programme Team Comments:** Not for Post**.** Used by the Programme Teams in London only

**A10 Programme Board (Panel) Comments**: Not for Post. Used by the Panel or Board to record comments.

Now send the entire form to the Post Project Officer who will pass it to the relevant Programme Team. You do not need to complete Part B and Annex A at this stage. The Post Project Officer will let you know whether your proposal will be submitted for detailed consideration. If yes, you will then need to complete Annex A, including the Activity Based Budget. For projects over £30,000, you will also need to complete Section B.

**Section B Further Information**

**Have you received a reply from the Post Project Officer asking you to submit a full project proposal bid? If so, you should now complete this section.**

**Is your project over £30,000? Please complete Section B and Annex A.**

**If your project is below £30,000, you need only complete Annex A**

**Outputs:** List your anticipated outputs from Part A1 above

**Indicators of success** *against outputs (above)*: The FCO will use these to measure project performance. This should describe in specific and measurable terms what you would measure to demonstrate that outputs have been delivered. These are indicators against the **outputs** not the project purpose.

**Status before project/baseline data**: Briefly describe here what the situation looks like before the project starts.

**Source of Information**: State the source of the information you will use to establish whether the indicator has been achieved.

**B1 Institutions: Please briefly describe the implementing organisation’s capacity to deliver the project:** Brieflydescribe the implementing organisations experience and expertise to see through and complete the project.

**Please briefly describe the level of participation of the beneficiary organisation in the planning of the project:** Describehow engaged the beneficiary organisation is with the project planning.

**B2 Project Risk Analysis** *(For projects over £30,000 please now complete your Project Risk Analysis)*

**Risk:**  Describe the specific risks which would affect the achievement of the project purpose**.**  You should consider risks at all levels of your project, i.e. political, stakeholders, administrative, internal project risks. What might stop you doing the activities and so prevent you delivering the outputs? What might cause delays?

**Likelihood:** How likely is the risk? High/Medium or Low?

**Impact:** If the risk were to happen, what would be its impact on the project? High/Medium/Low?

**Management of the risk:**  How will you address the risk? You might tolerate it, i.e. accept it’s a risk but continue anyway, or do something to reduce the chance of the risk happening or its impact, for instance, by adding some activities into the project plan.

**B3 Sustainability:**  This is a key question. How will the benefits of the project be sustained after it has come to a close?

**B4 Longer Term Impact:** What long term impact is anticipated from the project? How might it contribute to the Post Business Plan Objectives or the Departmental Strategic Objective? Although the project purpose describes the immediate change, wider impact may take longer. For example; the purpose may be for the government in the host country to sign up to some new legislation. Whilst this may be achieved, the impact will require implementation of the legislation and subsequent enforcement by the courts.

Looking at project **outcomes,** you may wish to comment here on additional changes or benefits the project may trigger, e.g. closer or more cooperative interdepartmental liaison within the country or an enhanced bilateral standing between the country and the UK.

**B5 Monitoring and Evaluation Plan**

**How will the project be monitored?** Give detailsof the systems proposed for monitoring, e.g. progress reports; site visits; spot checks. Who will do these?

**A Project Completion Report is due up to 3 months (3 months is a maximum) after the project is over and is linked to the final payment. A project completion report is required for all projects.**

In addition, all projects over £100,000 require evaluation which can be done by the Post Project Officer or other FCO staff. For projects over £500,000, independent external evaluation should be used. Projects below these thresholds may also be evaluated at the discretion of the Post or Programme Team. **Have you included the costs of this in your budget?**

**B6 Procurement**

The UK is committed to ensuring that we procure goods and services using an open, competitive process that ensures value-for-money. As part of this, implementing organisations should ensure that any procurement of goods and services is fair and transparent. Implementing organisations can consult UKTI staff in Embassy Commercial sections for suggestions of suppliers of goods and services. Procurement should be in line with EU procurement guidelines for goods or services valued over Euros €133,000(June 08 figure). You can access relevant web pages via the link on the form.

**B7 Cross Cutting Effects of the Project**

The UK is committed to promoting human rights, diversity and environmental responsibility. This question gives you the opportunity to describe how your project can maximise positive impact and avoid detrimental effects in these areas.

**Now go to Annex A.**

1. How will you ensure that all procurement is fair and transparent, in line with FCO best practice and seeks value for money (VFM)?

The UK is committed to ensuring that projects we fund are not open to fraud or corruption. Implementing organisations should ensure that procurement of goods and services is fair and transparent. Please provide details of how you will ensure procurement is fair and transparent and give examples of how value for money will be achieved in the project.

1. **Complete the Activity Based Budget**

**Open the Excel Spreadsheet** – you can expand this, once it is open. If you have difficulty opening the embedded spreadsheet, perhaps because the IT you are using is an older version, then please **attach** an activity based budget spreadsheet with your bid.

The budget you are producing here is a carefully considered estimate or forecast. Please strive to ensure this is as accurate as possible.

Consider all of your activities and estimate their individual costs and when you anticipate they will take place. Separate each of your activities and record the cost that will fall in each month for each individual activity, e.g. if the project will run 3 workshops, include the number of participants and break costs down into key component parts on separate lines in the spreadsheet, for instance, consultant costs, travel, room hire. Administration costs should not exceed 10% of the total project costs.

Once you have calculated the Activity Based Budget you should now pass this to the Post. The Post Project Officer will pass this to the Post Project Committee for local consideration. If the project is approved locally, it will then be passed to the relevant Programme Team in London for review by the Programme Board.