*Add a classification if required. Please refer to the guide whilst completing this form.*

**Bidding Form  
Section A: Project Concept**

A1: **Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Departmental Strategic Objective | |  | |
| Fund/Programme | |  | |
| Programme Indicator | |  | |
| Country Business Plan Objective | |  | |
| Project Title | |  | |
| Countries covered | |  | |
| Cost to FCO (total from Budget below) | |  | |
| Start of project date |  | End Date |  |

|  |
| --- |
| **Project Purpose** (1 sentence **only**, describing the anticipated change. The direct benefit the project will achieve resulting from the activities and outputs. The reason for doing the project ) |
|  |

|  |  |  |
| --- | --- | --- |
| Indicators of success *(evidence: how we will know the purpose (above) has been achieved)* | Status before project/baseline data *(what is the situation before the project starts?)* | Source of information *(where you obtain the information to demonstrate if the indicators have been achieved)* |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Outputs** *(The results. What remains once the project finishes. These should be sufficient to achieve the project purpose* | 1. 2 3. 4. |
| **Main Activities**  *(List the planned activities to deliver the outputs above)* | 1. 2. 3. |
| **Background** ***250 words max.*** *Please include relevant work conducted in this area by UK and other donors and coordinators)* |  |

|  |
| --- |
| Does the project have local or host government support and **engagement**? Please briefly describe. *(1 or 2 sentences max)* |
|  |

**A2 Project Risk Analysis**

**\*A project risk analysis must be completed either here in Part A or for projects over £30,000 this can wait until Part B. Please consult your Programme Manager if you are uncertain.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk\*** | Likelihood (H/M/L) | Impact (H/M/L) | Management |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**A3 Project Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Has funding for this project been sought from other donors, private institutions or co-funding with the host government?  If **yes**, please complete below: If **no**, go to FCO Costs. | | | | | Yes/No |
| Name of organisation? | |  | | | |
| Have you heard the outcome? Briefly describe the position. | | |  | | |
| Type *(e.g*. in kind or budget) : |  | If budget, amount: | | £ | |

**A4 FCO Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| *Proposed start date of project* |  | *Estimated end date* |  |
| *Please state how costs will be divided in each Financial Year (FY April – March)* | *FY 20\*\*/\*\* FY 20\*\*/\*\* FY 20\*\*/\*\* Total cost to* ***FCO*** | *£ £ £ £* | |

|  |  |
| --- | --- |
| *Total Cost of Project? (****FCO/other donor(s)****.* | *£* |

***A5 Post Contact Information***

|  |  |  |  |
| --- | --- | --- | --- |
| Post |  | Contact e-mail address |  |
| Contact no |  |

**A6 Implementing Organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Implementing Organisation | |  | | |
| Contact Name |  | | e-mail/fax or phone |  |

**A7 Beneficiary Organisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Beneficiary Organisation | |  | | |
| Contact Name |  | | e-mail/fax or phone |  |

**A8 Post Comments Log**

|  |  |
| --- | --- |
| Date | Comment |
|  |  |

**A9 Programme Team Comments**

|  |  |
| --- | --- |
| Date | Comment |
|  |  |

**A10 Programme Panel Comments**

|  |  |
| --- | --- |
| Date | Comment |
|  |  |

**If the total value of the project is less than £30,000 you do not need to complete section B. However, all projects irrespective of cost need to complete the activity based budget at Annex A and the Monitoring and Evaluation Plan below.**

**Section B: Further Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expected Outputs** (as outlined in A1 above) | | | |
| **Outputs** | I**ndicators of success** *(evidence: how we will know the purpose has been achieved)* | **Status before project/baseline data** *(what is the situation before the project starts?)* | Source of information *(where you obtain the information to demonstrate if the indicator has been achieved)* |
|  |  |  |  |
|  |  |  |  |

**B1 Institutions**

|  |
| --- |
| Please briefly describe the implementing organisation’s capacity to deliver the project *(1 or 2 sentences max)* |
|  |
| Please briefly describe the level of participation of the **beneficiary** organisation in planning the project? *(1 or 2 sentences max)* |
|  |

**B2 Project Risk Analysis**

**\*If you completed this question in part A, please ignore this question here. Typically this should be completed here for projects over £30,000.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk\*** | Likelihood (H/M/L) | Impact (H/M/L) | Management |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **B3 Sustainability** *(how will the project ensure benefits are sustained after the project has come to a close?)* |  |
| **B4 Longer Term Impact** *(what long term impact is anticipated?)* |  |

**B5 Monitoring & Evaluation Plan**

|  |  |
| --- | --- |
| How will the project be monitored? |  |
| The project completion report is **due up to 3 months** after the project is over and is linked to the final payment. | |
| All projects require a project completion report. ***In addition***, all projects over £100,000 require evaluation. For projects over £500,000, independent external evaluation is required. **Have you included the cost of evaluation in your budget?** Please carefully note, other projects below these thresholds may also require independent evaluation. |  |

**B6 Procurement** *To access the links type Ctrl + click*

|  |  |  |
| --- | --- | --- |
| External Contracting and Procurement. [Larger projects](http://www.ogc.gov.uk/procurement_policy_and_application_of_eu_rules_eu_procurement_thresholds_.asp) (June 08 over €133,000) should be in line with EU purchasing guidelines. Refer to <http://www.ogc.gov.uk/key_cross-cutting_government_policies_the_policy_and_legal_framework.asp>. FCO Corporate Procurement Group can advise further. | | |
| Have you considered EU thresholds for the project (these might be subcontracts within the project) as highlighted in the box above? | Yes | No |

**B7 Cross Cutting effects of the project.**

|  |
| --- |
| **Does the project have any cross cutting effects? E.g. Environment, Human Rights and Diversity etc.?** |
|  |

**Now go to Annex A below and complete VFM question and the activity based budget before submitting this bid.** If you are unable to access the embedded Excel Spreadsheet, please complete a separate spreadsheet and **attach** this with your bid document.

**Annex A**

|  |
| --- |
| 1. How will you ensure that all procurement is fair and transparent and seeks value for money (VFM)? |
|  |

1. **Activity Based Budget**

Please separate budget into activities and detail when costs are estimated to fall.

Example: If one element of your project is to run 3 workshops, please include the number of participants, and break costs down into key component parts on separate lines, e.g. Consultant Costs (including number and day rate); travel, room hire. Administration costs should not exceed 10% of the total project costs. Planned materials produced for the project, should include the quantity. Include independent evaluation costs.

**Year 1** (*Click in the box to pull up the entire Excel Spreadsheet*)



Multi Year Projects (*Please add rows as necessary*)



Now submit this bid to the Post Project Committee

Signature……………………………………………  
(I confirm that all relevant budgetary details have been submitted with this bid and I am content for this bid to now be considered by the relevant FCO Board)

Name …………………………………………………

Committee Chairperson……………………………………………