

**PROJECT DESIGN FORM[[1]](#footnote-2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project title:** |  | | | | | |
|  |  |  | |  | |  |
| **Region:** |  |  | **Country:** | |  | |

|  |  |
| --- | --- |
| **Partner Name** |  |
| **Project start /end date:** |  |
| **Project Idea Number:** |  |

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# Project Abstract

1. **Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title:** |  | | |
| **Name of Partner:** | *(please mention if there is no partner identified yet)* | | |
| **Country:** | *(if more than one country, please list)* | | |
| **Project Idea Number:** |  | **construction measure included** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeframe:** | *(proposed project start and end date)* | | |
| **Target Group:** | *(Please mention all different target groups benefitting from this project*  *- their characterization (e.g. hearing impaired), estimated number(s), and age group(s)* | | |
| **Overall objective:** | *(Contribution to a long-term change/ impact of the project for the target group and/or area of work)* | | |
| **Specific objective:** | *(intended direct changes/effects of the project for the target group)* | | *(Envisaged* ***indicator/s*** *and related* ***target/s*** *disaggregated by gender, age group and disability)* |
| **Expected Results:** | *(envisaged results to be achieved as output of the activities)*   1. *…* | | *(Envisaged* ***indicator/s*** *and related* ***target/s*** *disaggregated by gender, age group and disability)* |
| 1. *…* | |  |
| 1. *…* | |  |
| **Activities:** | *(main activities and means to achieve the results and envisaged changes*  *- including constructions, investments, capacity developments, services provided, systems strengthened, safeguarding measures etc.)* | | |
| **Applicable for LCDF only:** | *(add potential donor)* | *(deadline for submission of Concept Note or Proposal in donor format)*  **A Concept Note in donor format is available*:*** (please attach) | |

1. **Expected costs and sources of funding**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Currency: EUR** | **or otherwise specify currency:** | | | | | |
|  | **Total** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Amount requested from CBM (total amount of cost plan)**[[2]](#footnote-3)**:** | ***(Total)*** | *(Year 1)* | *(Year 2)* | *(Year 3)* | *(Year 4)* | *(Year 5)* |
| Estimated total project cost[[3]](#footnote-4) and Other sources[[4]](#footnote-5)  *(if applicable - please specify)* | *(Total)* | *(Year 1)* | *(Year 2)* | *(Year 3)* | *(Year 4)* | *(Year 5)* |

1. **Partner information**

|  |  |  |  |
| --- | --- | --- | --- |
| New partner |  | Active/ongoing partnership |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If there is an established partnership with CBM, please provide Partner number/s | *(If applicable)* | If this project is the continuation of a previous CBM project, please provide project number | *(If applicable)* |
| Partnership approved | *Y (year) /N* | | |
| Date of last Partner Assessment (PA) | MM/YYYY *(if no full PA has been conducted yet, please give the date for when it is planned)* | | |
| Major findings of PA which could affect the project delivery |  | | |

1. **Alignment with CBM Member Association and Initiatives**

|  |  |
| --- | --- |
| ***Level of initiative involvement*** | |
| What kind of specialised technical and programmatic input has been sought from the initiative teams | This project will contribute to the following CBM Work Areas:   |  |  |  |  | | --- | --- | --- | --- | | Inclusive Eye Health |  | Community Mental Health |  | | CBID |  | Humanitarian Action |  |   Specialist technical area:  *(Please provide information on the name(s), role and involvement of the Technical Advisor(s) involved in planning and future implementation)* |
| ***Level of Fundraising Team/Institutional Donor Team involvement*** | |
| What kind of input and support has been provided to ensure fit with potential donor requirements and fundraising needs | *(****if applicable*** *please provide information on name(s), role and involvement of the fundraising officer(s))* |

# Full Project Design

*(There is a Guideline to this Project Design Form. It is advisable to read them thoroughly before working on this document. Please fill in this section by answering the questions mentioned under the different points like 1.1, 1.2, etc. only. There is no need to elaborate on the main headings 1., 2., etc. separately. Be brief and concise in your answers and refer to Annexes whenever indicated. In the mentioned Guideline you will find for each question several points to consider.*

*It is recommended to use Verdana 11 as font and font size for your answers. )*

## Relevance of the Project (max. 3 pages)

**WHY is the project necessary?**

### Background and Rationale of this Project

*Please describe the attitude of stakeholders and project partners towards the project idea, which needs are addressed, how the desired short-, mid- and long-term changes have been selected, how will the project’s activities will lead to the achievement of the objectives.*

* *Recommended maximum 1 page -*

### Relevance for country plan(s), National Development Plans, for [SDGs](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) and other international instruments

*Please describe the relevance of the project to key international, national and organisational strategies and key documents. How does the project contribute to their realisation or complements them in important strategic issues that are identified as not sufficiently addressed?*

* *Recommended maximum 1 page -*

### Participation

*Please describe the target group – quantitatively and qualitatively – and explain how they have been and will be included in the different phases of project management.*

* *Recommended minimum 20 to maximum 50 lines -*

## Effectiveness and quality (max. 5 pages)

**HOW will the project bring about the expected changes?**

**WHY is the project necessary?**

## Project Plan

*Please give a narrative outline of the project. In line with the logframe please elaborate on the rationale of the project. How will the activities produce the expected results and how will these lead to the achievement of the objectives? What will the change be? What are the deliverables, and the main inputs required for the key activities[[5]](#footnote-6)?*

Please note: It is recommended not to have more than three to maximum five results in your project plan and to have limited number of both quantitative and qualitative indicators.

* *Recommended maximum 2 pages*

## Technical quality

*Please describe in which way technical expertise is engaged to ensure the project’s quality.*

* *Recommended minimum 10 lines to maximum 20 lines -*

## Disability Inclusive Development (DID), Accessibility and Universal Design

*Please explain how the project promotes the rights of persons with disabilities*[[6]](#footnote-7) *and how accessibility of the project is ensured.*

* *Recommended maximum 50 lines -*

## Safeguarding

*Please describe how children and adults at risk will be kept safe, and which policies and systems your organisation has in place to ensure this[[7]](#footnote-8).*

* *Recommended maximum 20 lines -*

## Environment responsibility

*Please describe how you will address, avoid, or limit any potential negative environmental consequences caused by the project.*

* *Recommended maximum 20 lines -*

## Gender Equality / Justice, Equality and Inclusion

*Please explain how the project plans to analyse and include measures needed to ensure gender equality for all age groups. What measures have been planned to focus on the specific needs of each gender and age group*?[[8]](#footnote-9)

* *Recommended maximum 20 lines -*

## Efficiency (max. 5 pages)

**WHAT investment is required for realizing the changes?**

**HOW will the project bring about the expected changes?**

**WHY is the project necessary?**

##### Monitoring and Evaluation

*Please describe the partner organisation’s internal monitoring procedures and timeframes for follow-up and internal/external evaluation.[[9]](#footnote-10)*

* *Recommended maximum 50 lines -*

##### Resources and Capacities

*Please describe the internal organisational structure of the project team proposed for the implementation of the project[[10]](#footnote-11).*

*Please provide a summary of the most important capacities and resources required and how they will be met.*

* *Recommended maximum 20 lines -*

##### Assessment of Risks

*Please describe the main risks during the implementation of the project, and how the project will manage them[[11]](#footnote-12). Also consider* [*Guidance on Do-No-Harm*](https://cbm365.sharepoint.com/sites/ProMis-Live/GuidanceLibrary/06%20General/Guidance%20Note%20Do%20No%20Harm.pdf) *in CBM projects. [For countries with high or medium risk as per this list](https://www.travelsecurity.com/Page.aspx?pg=2&membershipno=31ACAM672277) please ensure* [*Guidance sheet on planning projects in crisis-prone areas*](https://cbm365.sharepoint.com/sites/cbmnet/HumanResources/Documents/Forms/AllItems.aspx?viewpath=%2Fsites%2Fcbmnet%2FHumanResources%2FDocuments%2FForms%2FAllItems%2Easpx&id=%2Fsites%2Fcbmnet%2FHumanResources%2FDocuments%2FGuidance%20sheet%20on%20planning%20project%20proposals%20in%20crisis-prone%20areas%2EV2%2Epdf&parent=%2Fsites%2Fcbmnet%2FHumanResources%2FDocuments) *is followed*

* *Recommended maximum 20 lines -*

## Sustainability and Contribution to Change (max. 2 pages)

**WHAT investment is required for realizing the changes?**

**HOW will the project bring about the expected changes?**

**WHY is the project necessary?**

**WHICH CHANGES will remain after the project?**

###### Sustainability

*Please describe in which ways the project aims towards sustainability of its outcomes. What is already planned for a responsible exit[[12]](#footnote-13) after finalisation of the project?*

* *Recommended maximum 30 lines -*

###### Accountability

*Please explain how the project will ensure accountability towards Persons with Disabilities and other relevant stakeholders.*

* *Recommended maximum 20 lines -*

###### Advocacy

*If the project has an advocacy component, please explain how the project will use advocacy on different levels to promote its aims.*

* *Recommended maximum 20 lines -*

# Annexes

A. Project Context

While preparing the project plan, please consider the following questions about the project areas and context of the planned project.

* + 1. **Information on the Project Area:**
  1. What is the project area (geographical scope)? Please provide a map (e.g. Google Maps) of the area the activities take place.
* Map + max. 30 words –

Further information on project area, if not yet covered by the CBM Country Plan

* 1. What are the conditions in the project area? Please specify the geographic characteristics and other relevant influencing factors like transport, cultural and political aspects, potential or actual conflict as well as existing services, relevant for the (proposed) project.
* Max. 100 words or hyperlink to ***recent and updated*** sources of information -
  1. Please specify the relevant socio demographic data including

1) total population in the area, (if not available for the project region, please provide that data for the country)

2) gender and age distribution,

3) population growth rate,

4) percentage of population below the poverty line (<1.25 US Dollar per day),

5) life expectancy,

6) prevalence of impairments and disabilities and

7) major forms of income,

8) for education projects provide net primary school enrolment/attendance.

* No narrative; please provide table or hyperlink to relevant sources of Information -
  1. Please briefly explain what is the general situation of people with disabilities in the respective country. If possible, please provide information on
* Signature/ratification and reporting on the UNCRPD
* National disability laws or policies that foster disability inclusion
* National disability plans or policies that resource disability inclusion
* National statistics and data available on disability
* National budget allocations that resource disability inclusion
* National umbrella organisations of Disabled People’s Organisations (DPOs), council, steering group, or other coordination body on disability related issues
* Role and capacities of local DPOs
* Local and international organisations active in country that specifically focus on people with disabilities in their activities.
  1. What are other main governmental development policies and strategies relevant for the project? What is their impact on the project? (Please provide hyperlinks)
* Recommended maximum 50 lines -

##### Stakeholders and Target Group

2.1 Please specify the direct and indirect target group’s socio demographic and economic characteristics and location. Please particularly refer to age, gender, ethnicity, vulnerability or deprivation.

If the project’s activities also address children, please describe the age group.

2.2. Who else will be involved in the project implementation? Which stakeholder groups would or could have an important influence on the project’s implementation?

* Please use a Stakeholder Analysis Matrix[[13]](#footnote-14)

B. Logical Framework / Cost Plan

Please refer to separate [Excel sheet](https://cbm365.sharepoint.com/:x:/r/teams/BudgetProcess/Budget%20Documents%202022/Budget%20Application%202022%20multi-year_ENGL.xlsx?d=w6a215dcf5611449d8649edd6992eb700&csf=1&web=1&e=8CHvvy)

(Most recent budget documents incl. Logframe / Cost Plan in French and Spanish are found [here](https://cbm365.sharepoint.com/teams/BudgetProcess).)

C. Activity Schedule

Please refer to separate [Excel sheet](https://cbm365.sharepoint.com/:x:/r/sites/cbmnet/GlobalProgrammes/Documents/003%20Project%20Design%20Form%20Annex%20C%20Activity%20Planning%20Schedule.xlsx?d=waca33b4b218547ceb4535d90bc27ef83&csf=1&web=1&e=MEvzcn).

*Note: The Activity schedule provides an overview on when during the project implementation which activity will be conducted and how long it will take.*

*The tool provides information and clarity when staff and resources will be needed during the project cycle and helps avoiding bottlenecks, e.g. due to overuse of a certain staff group or a resource in several activities at the same time. Thus the tool contributes to demonstrating and ensuring the feasibility of the project.*

D. Project Risk Register

Please refer to separate [Excel sheet](https://cbm365.sharepoint.com/%3ax%3a/r/sites/cbmnet/GlobalProgrammes/Documents/Project%20Risk%20Register%20Instruction.xlsx?d=wc306331262bd41eb8871797abdce9dba&csf=1&e=1xTfB7). (Instructions on the tool [here](https://cbm365.sharepoint.com/sites/cbmnet/GlobalProgrammes/Documents/Project%20Risk%20Register%20Instruction.pdf?csf=1&e=ccDlvw&cid=f8ca19fc-808f-4874-a830-c26ba7a88604).)

*Note: The risk register provides an overview on identified risks, their perceived relevance and mitigation strategies considered. It is mandatory for all projects.*

E. CBM Standard Indicators

Please refer to [CBM Standard Indicators](https://cbm365.sharepoint.com/sites/INDIC)

**F. CBM’s Quality Criteria for Project Designs**

In keeping with [CBM’s Programme Quality Framework](https://cbm365.sharepoint.com/sites/cbmnet/GlobalProgrammes/Documents/Forms/AllDocuments1.aspx?viewpath=/sites/cbmnet/GlobalProgrammes/Documents/Forms/AllDocuments1.aspx&id=/sites/cbmnet/GlobalProgrammes/Documents/Programme%20Quality%20Framework.pdf&parent=/sites/cbmnet/GlobalProgrammes/Documents), a set of quality criteria has been defined. Any Project Design will be expected to reflect these criteria.

**Relevance**

1. The Project Design aligns with CBM's vision, mission, strategy and the relevant country plan.
2. The Project Design clearly benefits the poorest.
3. The Project Design aligns with CBM disability inclusive development (DID) principles.
4. The Project Design has a clear approach & objectives.

**Effectiveness**

1. The Project Design builds in monitoring and learning.
2. The Project Design demonstrates quality and technical strength.
3. The Project Design has a strong approach to safeguarding children and vulnerable adults.
4. The Project Design identifies and minimises harmful impact on the natural environment.
5. A gender equality approach is evident.

**Efficiency**

1. The Project Design has a strong risk approach.
2. Value for money is evident in the Project Design.
3. Partner resources for this plan and capacity building needs are addressed.

**Sustainability and Contribution to Change**

1. The Project Design demonstrates sustainability of project outcomes, transition plan & potential wider scale implementation.
2. The Project Design shows accountability to local stakeholders.
3. Advocacy, influencing and networking are applied to good effect.

If applicable:

1. The Project Design has a strong approach towards Inclusive Disaster Risk Reduction (iDRR).

1. This Form is to be used for planning of all projects with a total budget of >50,000 EUR. The term “Project” within the document always also refers to Programmes.

   For projects with an overall project budget of <50,000 EUR, the following documents are to be submitted:

   i) [Project Idea and Programmatic Approval Form (PPA)](https://cbm365.sharepoint.com/:w:/r/sites/cbmnet/GlobalProgrammes/Documents/01%20Project%20Idea%20and%20Programmatic%20Approval%20Form%20(PPA).docx?d=wae446a52dc914800b9bdd3fdcfaaec1e&csf=1&web=1&e=GnEGIQ) Section I. A-C + Section II.;   
   ii) [Logical Framework and Cost plan](https://cbm365.sharepoint.com/:x:/r/teams/BudgetProcess/_layouts/15/Doc.aspx?sourcedoc=%7B6A215DCF-5611-449D-8649-EDD6992EB700%7D&file=Budget%20Application%202022%20multi-year_ENGL.xlsx&action=default&mobileredirect=true) [↑](#footnote-ref-2)
2. “amount requested from CBM” refers to the total amount of the cost plan to be uploaded in Navision. Please specify the currency in which the contribution is given. [↑](#footnote-ref-3)
3. “Total project budget” includes **all** project costs, **including** those covered either by partner or funders other than CBM. Please specify the currency in which the budget is indicated. [↑](#footnote-ref-4)
4. “Other sources” could be partner’s own funds, contribution from other national or international donors **not facilitated by CBM**, etc. [↑](#footnote-ref-5)
5. Please limit your description to the **key activities** only. The detailed list of all planned activities is to be given in the **Activity Schedule in Annex C.** [↑](#footnote-ref-6)
6. CBM has produced material to ensure the focus on disability inclusive development in the projects supported by it, such as “[Inclusion made Easy](http://portal.cbm.org/knowledgebase/dates/IAPB%20General%20Assembly/Document%20Library/1/CBM_Inclusion_Made_Easy_complete_guide.pdf)”, “The DID [Toolkit](https://cbm365.sharepoint.com/sites/cbmnet/locations/CBMGlobal/DisabilityInclusiveDevelopment/Documents/CBM-DID-TOOLKIT-accessible.pdf#search=inclusion%20made%20easy)”, or guidelines on [CBM Policy on Accessibility](https://cbm365.sharepoint.com/:b:/r/sites/cbmnet/DisabilityInclusiveDevelopment/Documents/CBM-Policy-on-Accessibility.pdf?csf=1&e=255Ni4). Please contact country office focal points for information. [↑](#footnote-ref-7)
7. CBM has adopted a [Safeguarding Policy](https://cbm365.sharepoint.com/sites/cbmnet/HumanResources/Documents/08a%20CBM%20Safeguarding%20Policy%202018.pdf) clearly stating its position and a [Guide to Children and Adults Safeguarding Risk Management](https://cbm365.sharepoint.com/%3ab%3a/r/sites/cbmnet/GlobalProgrammes/Documents/Guide%20to%20Children%20and%20Adults%20Safeguarding%20Risk%20Management_DRAFT.pdf?csf=1&e=ffOgTQ) for your reference. [↑](#footnote-ref-8)
8. CBM is currently developing a Gender Analysis Tool to assess and monitor gender related aspects of project work. Please contact CBM Country office and CBM advisor on Gender and Equality. [↑](#footnote-ref-9)
9. Since 2021, all projects are to use the CBM standard indicators. Find further information here: <https://cbm365.sharepoint.com/sites/INDIC?OR=Teams-HL&CT=1633334359213> [↑](#footnote-ref-10)
10. Please note that organisations, leadership and management must **not be named on the international sanction lists** or adversely mentioned in local judicial action. The names of leaders and management, including those employed for the project should be checked against the [EU, UK, US Office of Foreign Assets Control (OFAC) and UN sanction list](https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx). Other requirements from the donor might apply and should also be checked. [↑](#footnote-ref-11)
11. This section should refer to the risk analysis documented in the [Risk Register in Annex D](https://cbm365.sharepoint.com/%3ax%3a/r/sites/cbmnet/GlobalProgrammes/Documents/Project%20Risk%20Register%20Instruction.xlsx?d=wc306331262bd41eb8871797abdce9dba&csf=1&e=1xTfB7) and summarize it most relevant findings. [↑](#footnote-ref-12)
12. CBM has developed a [Guidance Note on Responsible Exit](https://cbm365.sharepoint.com/sites/cbmnet/GlobalProgrammes/Documents/Responsible%20country%20partner%20project%20exit%20guidance%20note%20.pdf) for your reference. [↑](#footnote-ref-13)
13. Please see [template for Stakeholder Analysis](http://portal.cbm.org/worldwide/io/programme_development/Programmesupportunit/Projectplanningandapproval/Shared%20Documents/C.%20Stakeholder%20Analysis%203.0.doc) (part of the IPCM resource materials of CBM) [↑](#footnote-ref-14)