



## PROJECT PROPOSAL TEMPLATE<sup>1</sup>

Proposal date & version	23/10/2017 Version Number:
Title	Foreign Affairs Council
Area (such as transport, social affairs, water etc.)	
Name of Promoter(s) (specify lead promoter in case of consortium)	OnetClear
Geographical scope (regional/sub-regional/transnational)	Globe
Location	New York
Countries involved (and regions/towns if applicable)	Mediterranean, U.K. , U.S. , Canada , Hong Kong & Australia
Proposed starting date (04/2021)	
Project duration (in months)	26 Months
Total Cost (in Eur)	800 000.00
Contribution of the promoter (and/or secured from donors)	BIOPOL
<b>PROJECT SCOPE</b>  <i>Include a short summary of 5-6 lines of the project explaining what are the main objectives and activities</i>	EMPOWER WOMEN & NEW ICT ARTS BASED ON PRAXISM OF GENDER EQUALITY FAR OF GENERATION GAP IT WILL INCLUDE YOUTH AND AGAINST HUMAN-TRAFFICKING ACCORDING TO OST AND CURRENT U.N. REFORMS BASED ON INTERESTS..LIBERALISM AND EQUITY SHARING FORTUNE.

<sup>1</sup> The first project proposal should not exceed 15 pages (annexes not included)

## CONTENT

- I. [Background and Rationale](#)
- II. [Objectives and Expected Results](#)
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CONTACT UfM Secretariat: Please return the proposal to: [projects.info@ufmsecretariat.org](mailto:projects.info@ufmsecretariat.org)

Project proposals are treated as confidential. For further information, please refer to our [confidentiality policy](#) or visit us at: <http://ufmsecretariat.org/how-to-submit-a-project/>

## I. Background and Rationale

**LOCATION** | Geographical location of the project implementation (country (ies), region, city as relevant)

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*Describe if project will be implemented in different geographical areas, if it will include pilot cases as well as if there is possibility to replicate the project.*

**BACKGROUND** | sectorial, social, economic, political<sup>2</sup>

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*Detail key features and challenges for the targeted countries and regions with respect to the sector(s), theme(s) of the project.*

**RATIONALE** | Issues addressed, experiences and added-value<sup>3</sup>

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*Explain the rationale for the project as well as the process of its preparation (including any consultation and participatory process) and the efforts that have been undertaken by the participating countries, national organisations and international actors along with the added value that the project is expected to bring.*

*Give an overview of findings and lessons learnt from past experiences.*

*Explain the link to the national strategy to which the project is related (if any).*

**Please note that a letter of endorsement of the project from the relevant administration – sector ministry, regional council etc. – from each participating country must be submitted at the latest prior to the final appraisal**

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<sup>2</sup> This section should not exceed one page

<sup>3</sup> This section should not exceed two pages

**by the UfM Secretariat. Only civil society projects not linked to the development or implementation of public policies are excluded from this requirement.**

## RELEVANCE TO UFM | UfM priority areas, Mediterranean strategies

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1. Describe the compliance with UfM priorities, initiatives and strategies, project guidelines and criteria.
2. Present the link of this project with other UFM labelled projects and initiatives (please refer to <http://ufmsecretariat.org/projects> for more details about the actual labelled projects)

## III. Objectives and Expected Results

### OBJECTIVES | Relevance according to UFM projects or activities

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1. Long-term objectives

*Describe the long-term social and/or economic impact (benefits) to which the project shall contribute, and describe why the project is important for the recipient country and for the region. The overall objective is not expected to be achieved by this project alone; external factors outside the scope of the project are relevant for its fulfilment.*

2. Project specific objectives

*Highlight the specific objectives that the project shall achieve at the end of its implementation*

3. Cross cutting issues

*Assess gender and environmental impact and detail how gender and environment mainstreaming and the capacity building/training activities have been incorporated in the overall project design. Indicate, where applicable any linkages of the project objectives to the Sustainable Development Goals.<sup>4</sup>*

### BENEFICIARIES |

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*Identify and quantify direct and indirect beneficiaries (including female beneficiaries)*

### EXPECTED RESULTS | Impact

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*Explain the quantifiable results at the end of the implementation of the project (e.g.: number of enterprises created, number of students trained etc.) and the impact for stakeholders*

*Please indicate clear result indicators and their respective quantifiable targets. As far as possible, indicators must be gender disaggregated. Indicators should be coherent with the indicators provided in V.2. Monitoring and sustainability*

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<sup>4</sup> <https://sustainabledevelopment.un.org/?menu=1300>

## IV. Project Management and Implementation

### ACTIVITIES and WORK PLAN | Main actions<sup>5</sup>

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*Describe the project components and activities per component*

### DURATION & TIMELINE | Implementation Steps

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*Complete the [annexed table](#) with a calendar of activities*

### PROMOTER(S) | Description<sup>6</sup>

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*Describe the profile of the promoter and his experience in project management, specifically as regards to the issues to be addressed*

### PROJECT GOVERNANCE | Management and coordination mechanisms<sup>7</sup>

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*Outline responsibilities for planning and managing the project operations and explain the roles of associated bodies and organizations within the project.*

*Describe the coordination mechanisms foreseen with other relevant national and international stakeholders, programmes and activities.*

## V. Monitoring and Evaluation

### RISKS and ASSUMPTIONS<sup>8</sup> |

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*Identify the main risks related to the project and give an overview of mitigating measures, including conditions to be met prior to and during the implementation as well as elements evidencing the sustainability of the proposed action.*

### MONITORING AND SUSTAINIBILITY<sup>9</sup> |

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*Briefly give an overview of key indicators foreseen for measuring progress.*

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<sup>5</sup> This section should not exceed three pages

<sup>6</sup> This section should not exceed one page

<sup>7</sup> This section should not exceed one page

<sup>8</sup> This section should not exceed one page

<sup>9</sup> This section should not exceed one page

Once the project implementation ends, the project should be able to continue and the project should be sustainable in the long term. Briefly describe the mechanisms, including financial mechanisms which shall be put in place to disseminate and consolidate the results of the project and ensure its financial sustainability.

## EVALUATION |

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Indicate foreseen evaluation processes whether mid-term, at the end of the project or ex-post.

## VI. Budget and Financial Plan

### BUDGET | Cost and expenses

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Complete the [annexed table](#) (Annex 3) with the project budget. Only relevant cost categories applying to the specific type of project need to be completed – the mention “not applicable” should be inserted if the proposed cost categories are not relevant for the project in question. A short narrative may be added for clarification.

### FINANCING PLAN |

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Complete the [annexed table](#) (Annex 4) for the financing plan.  
Specify amount of self-financing, sources and amounts of already secured funding.  
Describe contacts already undertaken with potential funders and foreseen potential funders to be approached.  
Specify for each category, the nature of funding (grants, loans etc.) A short narrative may be added for clarification.

## VII. Declaration

By submitting this Project Proposal, I acknowledge that I have read I understand and agree with the implications of the UfM label (see Annex 1) and that the information exchanged during the appraisal phase has a restricted distribution and may be used only for the labelling process.

## VIII. Contact details

<b>Contact and signature:</b>			
Promoter	Project Manager	Phone	Email
Khaled Menchaoui	Khaled Menchaoui	+21658907621	men.c.haoui@hotmail.fr
Date Monday October 23 ,2017		Legal representative <sup>10</sup> K.M.	
		Signature	

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<sup>10</sup> Authorized signatory of the Promoter (as an individual legal entity or as leader or member of a consortium submitting the Project Proposal).

## IX. Annexes

### ANNEX 1: UfM labelling implications

This Project Proposal template has been prepared for use by and internal assessment of the Secretariat of the Union for the Mediterranean (UfMS). In completing and sending the Project Proposal, the Project Promoter agrees to have read the information included in the:

- **Project Guidelines of the UfM** available at <http://ufmsecretariat.org/how-to-submit-a-project/>. Project Promoters are advised to comprehend the criteria mentioned in the Project Guidelines, based on which the current Proposal will be assessed by the UfMS.
- In order to obtain and retain the UfM label, the Promoter shall agree to, and comply with the following:
  - a. **Nature of the UfM label:** The UfM label is attributed by the unanimous endorsement of the 43 Member Countries of the Union for the Mediterranean (UfM), providing a political recognition and support to a project with a regional impact, facilitating access to finance for its implementation and contributing to provide solutions in the case of complex regional projects. The UfM label does not entail that either the UfM or the UfMS has any financial commitment towards the Promoter and, vice versa, the Promoter has no financial commitment towards either the UfM or the UfMS with regard to the Project.
  - b. **UfMS involvement:** The UfMS contributes to facilitate the promotion and the implementation of the Project, in collaboration and agreement with the Promoter. In the project template, the Promoter has to establish a financial plan with potential donors with whom preliminary discussions have started. Thus, the UfMS may assist the Promoter in approaching donors throughout the course of the project.
  - c. **Reporting:** The Promoter shall fulfil its engagement of implementing all activities encompassed by the Project in due course and shall inform the UfMS on its state of play by sending monitoring reports (template to be provided by the UfMS) on a regular basis. The Promoter shall submit the reporting as per the intervals described in the letter of labelling notification.
  - d. **Records:** The Promoter shall ensure that all required records necessary to demonstrate implementation and operation of the Project are made readily available for the UfMS, in order to complete any assessment that may be required.
  - e. **Visibility:** The Promoter shall ensure that the mention of the UfM label and, as appropriate, the UfM logo, are included in any communication related to the Project. The Promoter must use the logo and make mention of the UfM label in accordance with the UfMS visibility guidelines.
  - f. **Labelling:** The Senior Officials of the UfM retain sole responsibility and authority for the decisions to approve, extend and remove the UfM label.

The Project Proposal should be completed in either **English or French** using this Project Proposal template.

All documents should be filled in according to the following text specifications (format):

- *Fonts: Calibri, Font Size: 11, Spacing: 1.5 lines*

The Project Proposal shall address adequately and succinctly all those issues that are listed in the Project Proposal template. All supplementary data should be attached as annexes to the Proposal.

Neither the UfMS nor any person acting on behalf of the UfMS is responsible for unauthorized use which might be made of the information provided.

For further information, you can contact the **Projects Directorate**, e-mail:  
[projects.info@ufmsecretariat.org](mailto:projects.info@ufmsecretariat.org)



## ANNEX 2: Calendar of Activities

Description of activity	Month 1	M 2	M3	M4	M 5	M6	M7	M8	M9	M10	M11	M12
	x											





### ANNEX 3: Budget

	Estimated cost Year 1				Estimated Costs Year 2				Total
	Unit	Number of units	Unit cost (EUR)	Total Year 1	Unit **	Number of units	Unit cost (EUR)	Total Year 2	(EUR)
	**	(a)	(b)	(d) = (a)*(b)		(e)	(f)	(g) = (e)*(f)	(d)+(g)
<b>1. Staff costs</b>	<b>A</b>	<b>100</b>	<b>5900</b>	<b>590000</b>	<b>110</b>	<b>100.00</b>	<b>4000</b>	<b>400000</b>	<b>990000</b>
1.1.	Rate	5							
1.2.	Rate	1							
<b>2. Cost of Consumables and Supplies</b>		700000					900000		1600000
1.1 Works		20000					20000		40000
1.2 Equipment		400000					40000		440000
<b>3. External experts</b>		50000					70000		120000
<b>4.Communication/ Dissemination</b>		<b>28000</b>					<b>28000</b>		<b>56000</b>
<b>5. Travel Costs (including accommodation and allowances)</b>		70000					90000		160000
<b>6. Conferences/ Events related to the project</b>		40000					50000		90000
<b>7. Other implementation contracts (specify)</b>		40000					80000		120000
<b>8. Reporting and Evaluation</b>		20000					20000		40000
<b>9. Contingency reserve</b>		50000					70000		120000
<b>10.Other (please specify)</b>		30000					40000		70000
<b>TOTAL</b>		<b>1448000</b>		<b>590000</b>			<b>1408000</b>	<b>400000</b>	<b>3846000</b>

\*\* Units in which these costs are measured, e.g. for staff could be hourly rate, daily rate, monthly rate.

## ANNEX 4: Financial Plan

Sources of Funding		Name of funding Organisation	Type of financial instrument/ Nature of Funding	Timeframe				% of Total	Total
				Year 1	Year 2	Year 3	Year 4		
Secured funding	1. Financial Contribution from Project Promoter (Own resources)	Citi Bank	Loan						
	2. In-Kind contribution from Promoter								
	TOTAL								
	3. Contributions from third parties/Funders (commitment or firm pledge)								
	TOTAL								
Potential funding	4. Potential Contributions from third Parties (Funders already approached)								
	TOTAL								
Envisaged Fundraising activities	5. Envisaged Contributions from third Parties (Funders yet to be approached)								
	TOTAL								
Other	6. Revenues generated by the project (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Remaining	7. Outstanding (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>8. Sources of funding</b>							100%	



## ANNEX 5: Reporting Guidelines for UfM labelled projects

The current template aims to provide guidance to Project Promoters of UfM labelled projects for reporting on progress and state of implementation of the projects.

The project document as labelled by the UfM Senior Officials should serve as main reference point of reporting. Further specific topics may be defined jointly with the UfMS Manager in charge of the project.

Focus: quantifiable results and indicators

Recommended timing: 6 monthly

Length: max 4 pages

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### PROJECT “XXX”

Date xx/xx/2015

#### 1) Fundraising (if applicable)

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*Describe the current progress of fundraising versus secured funding, perspectives and way forward. Remaining gaps or any issues that might put project implementation at risk should be clearly identified.*

#### 2) Progress of implementation

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##### a) Political and institutional context

*Describe any changes in the project environment, deriving from the local, national and/or regional institutional/political context. Highlight any possible advancements/obstacles or necessary new support to be obtained, including the contribution of the UFM Secretariat.*

##### b) Project governance/financial management

*Describe the state of the project governance identifying, if applicable, any opportunities/risks. Highlight evolution of use of available financial resources/any financial management issue.*

##### c) Activities on the ground

*Describe advancement of implementation of project components and main activities on the ground. Specify if this is in line with the original timetable and reasons for possible delays Highlight important progress/difficulties and outline potential solutions. The assessment should refer to the objectives set out in the project as labelled by the UfM.*

### 3) Measuring Impact

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a) **Results and Beneficiaries**

State the results achieved, **focusing in particular on the number of direct and indirect beneficiaries that benefit from the project.** Results should be coherent with project template.

b) **Impact indicators**

Indicate indicators that might point to the overall socio-economic impact of the project, such as the contribution to job creation, economic growth or a cleaner environment. Indicators should be coherent with project template.

c) **Sustainability/Replicability**

Indicate, where applicable, the sustainability of activities beyond the project's lifespan, indicating the potential/demand/need to extend project activities (over x amount of time in order to reach y objective with z budget) or/and its potential to be replicated in a different set of countries (which?).

### 4) Communication, Visibility and Outreach

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Describe the progress on implementation of communication actions and any foreseen outreach activities.

### 5) Any Other comment/ link with UfM

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Note here any additional comments/and or connections to the work of the UfM.  
<https://filmfreeway.com/project/1379490>