

## Open Policy Advisory Fund (OPAF) Project

### Mini-Fund for Women Empowerment

#### CALL FOR PROPOSALS

#### PROJECT PROPOSAL TEMPLATE

##### INFORMATION ABOUT APPLICANT ORGANISATION

Organisation's legal name	
Organisation's legal status	
Year of registration	
Web page	
Name of the executive director/head of CSO	
Name of the contact person/s	
Contact telephone	
Contact email address	
Estimated project budget (AFN/EUR)	
Project duration (months)	
The location of project site (as specific as possible)	

## INFORMATION ABOUT PROJECT

### 1. Project's name

Please, describe the essence of your project in one short and precise sentence.

### 2. Problem analysis (maximum of ½ page)

Clearly describe main problem(s) that your project will address and why these issues are important to the target groups.

### 3. Project objectives (maximum of ½ page)

Describe your project's goals and objective. Please, note that innovative projects and/or high impact projects are requested.

### 4. Expected results (maximum of 1 page)

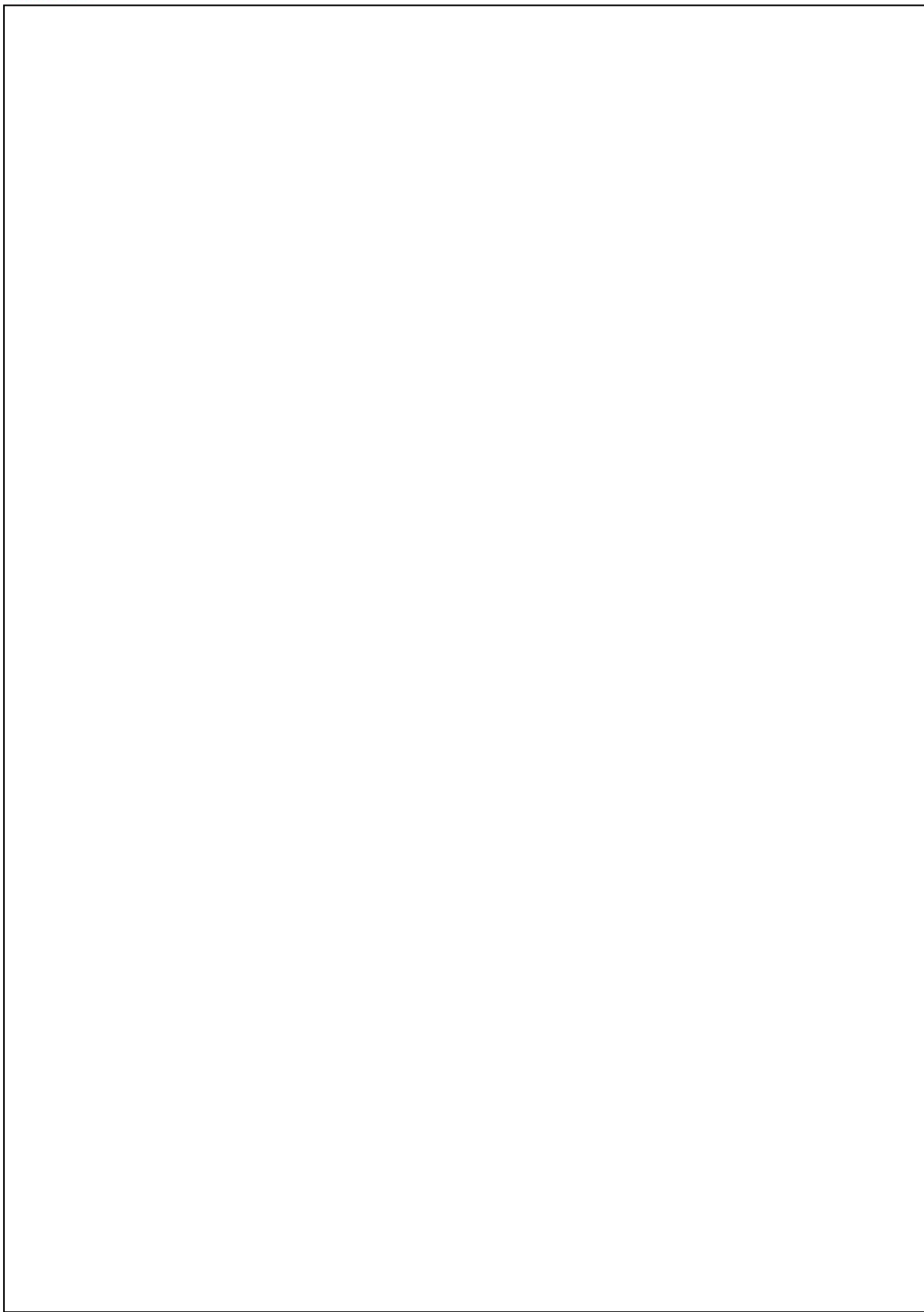
Describe specific short-term and long-term results that you plan to achieve with your project.  
Explain what positive changes in the life of the target groups will be achieved through your project.

#### 5. Target audience (maximum of ½ page)

Describe the project's main target audience as well as other stakeholders. Please also describe how they will be engaged. Specify the group of people whose interests and rights your project will help to promote. Indicate their age and gender when relevant. Please describe your methods for gender mainstreaming.

## 6. Project Activities (maximum of 2 page)

Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives.



#### 7. Future activities and sustainability (maximum of 1 page)

How will your organization ensure sustainability in its support to the issue targeted by your project after its completion? Describe your idea for the project once the funding period has ended.

### 8. Budget (maximum of 1 page)

What is your best estimate of what the project will cost?

Provide an estimated project budget in Afghanis/EUR according to the following format:

#	Description of activity/item	Brief description of expenses	Estimated amount, Afghanis	Estimated amount, EUR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				



15				
16				
17				
18				
19				
20				
TOTAL				

Who will support the project besides GIZ-OPAF (if any)? Support can be money, services, or labor.

#### 9. Team (maximum of 1 page)

Briefly describe education, qualification and relevant experience of each project team member and invited experts (if any)

**10. General information about applicant organisation (maximum of 1 page)**

- Please describe your organization's mission, history, general activities, main competencies and successful experiences
- Please describe main target audiences and partners of your organization
- Please describe the organization's total budget and main sources of funding
- Please provide a brief list of your organization's three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors) - if any
- Please describe your organization's main assets: number of full-time staff, office space, and equipment – if any

#### 11. Partner, consortium or coalition (maximum of 2 pages)

Indicate whether you intend to partner with other organizations to implement your project. If so, please list them and indicate how you will work with them.



## 12. Monitoring and evaluation (maximum of 1 page)

Describe your strategy to ensure monitoring and evaluation (M&E) of your project. This must include a M&E plan with indicators and targets for each activity.

### 13. Do no harm and risk analysis (maximum of 1 page)

What risks to project implementation can be envisaged? What will be done to prevent these risks?

Describe any harm the project could cause and the means to mitigate this (i.e. prioritizing certain groups might lead to conflict with other population groups indirectly)

