

Project proposal narrative template

The purpose of this proposal narrative is to build on the project concept document to further define how the project will achieve its intended changes. It will provide specific details on how the project will be implemented.

The proposal narrative should be accompanied by a project workflow diagram.

Project overview

Project name:

Project number:

Country (ies):

Location (region/districts):

Duration of project:

Proposed start date:

Project contact name (country office):

Reviewed by

Country Director(s):

PDA:

Regional Director:

What is the project logic?

(Please provide a diagram of the project logic to accompany the narrative below).

Describe the impact of the project (these are longer term changes to you expect to see continuing after the project funding period has finished).

Describe the intended outcomes of the project (these are the changes that will be achieved by the end of the project funding period) and we envisage these will lead to the longer term changes at the impact level.

What outputs need to be delivered in order to achieve the outcomes?

What activities need to be undertaken in order to deliver the outputs?

What are the risks and assumptions for these activities?

What are the inputs needed both from Sightsavers, partners and governments?

Target beneficiaries

What specific measures are being put in place to address the barriers of people with disabilities accessing services?

What specific gender barriers exist for women and girls that this project aims to address?

Which other marginalised groups will be targeted through this project?

How will input and feedback from patient and service provider beneficiary groups be obtained and used to inform the design and ongoing monitoring and implementation of the project?

Partnership

Has the full Partner Due Diligence assessment been completed and attached as an appendix to this proposal? Yes No

Have the identified risks from full partner due diligence tool been discussed with the Regional Director? Yes No

Has the Partner Due Diligence Tool (PDDT) assessment identified any key weaknesses/risks in the partner organisation(s) that might impact upon the project?

What are these weaknesses, and are they significant enough to require any partner capacity-building to be built into the project activities and budget? If so, please provide details.

Please also list any potential resources available from the partner(s), either financial or in-kind, to help deliver this.

How will input and feedback from partners (NGO, MoH, other) be obtained and used to inform the design and ongoing monitoring and implementation of the project?

Which other organisations are working on similar interventions in the project area?

What plans or opportunities are there to engage/coordinate activities with these organisations?

Research and learning

Are there specific research and learning questions that can be incorporated into this project?

What are the possible approaches to address these questions?

Monitoring and evaluation

What baseline information will need to be collected?

How will the project be monitored over the project funding period?

What are the key questions that should be answered as part of the end of project evaluation?

Briefly explain how you will use the QSAT to ensure the quality of project implementation (eg frequency and location of assessment) and how you will work with partners to ensure action plans are followed up on.

Sustainability

Please build on your comments in the concept note to explain if and how results of the project will be sustained after the project funding period has ended?

What is the exit strategy for this project?

Briefly describe how the project will support the partner, during the project lifetime, to access necessary resources and develop the capacity to sustain the results after the project has ended?

Sightsavers' added value

What is Sightsavers' added value?

What unique advantages does Sightsavers have to deliver this project?

Risks and assumptions

Has the project risk matrix been completed and attached as an appendix to this proposal?
 Yes No

Have safeguarding risks been included in the project risk matrix?
Yes No

Using the project risk matrix (separate document), please complete the table below to summarise the main risks that have been identified and their mitigations.

Risk (ensure you include all safeguarding risks)	Mitigation

Planning for additional funding

How could the project be further developed should additional funding become available from either restricted or unrestricted sources?

Transparency and accountability

What is being done to promote transparency and accountability in the governance structure of this project?

What structure is in place to ensure that Sightsavers takes responsibility for the performance of this project and the impact that it has?

What structure is in place to ensure that the activities and finances for the project are transparent and there is access to timely relevant and clear information about the project?

Value for money

How have you ensured that the costs in your budget are the most appropriate uses of resources to deliver the intended outcomes of the project?

What efficiencies do you expect to make during the project period?

Have you considered options/strategies to reduce unit costs? (eg economies of scale)