

Annex III

DETAILED NARRATIVE PROPOSAL – GUIDING NOTE

Please note that this document should serve as internal working document and guiding note for the preparation of the Detailed Narrative Proposal. The Detailed Narrative Proposal is to be submitted to PATRIP Foundation via email, after funding confirmation has been received based on the Concept Note. The bullet points under each heading are to ensure that all the required information have been considered and are available for the official submission of the Detailed Narrative Proposal.

The document submitted must build on the project information submitted in the Concept Note.

1. Profile of Implementing Organization

(not more than 300 words)

- Nature of implementing organization (national, regional, international NGO).
- Previous relevant experience to the proposed project / activities.
- Track record in community-based work/experience with participatory approaches (where applicable).
- General details of the organization: history, governance and funding of the lead organization, i.e. when established, how structured and organized, number of staff (male /female) and their expertise, membership, and total annual budget.
- Details on country experience (since when is the organization present in the country/ies of project implementation, and its registration status).
- Information on local-, country- and regional offices, including number of staff in those offices (male/female, international/national).
- Capacity to carry out the proposed project / activities (other ongoing projects in the country or in the region, similar projects worldwide, staff capacity etc.).
- Does the organization have all relevant Non-objection Certificates (NOCs) required to operate in the target area and to implement the project?
- Does the organization has an Environmental and Social Policy?
- Briefly describe track record and experiences on environmental and social practices.

2. Context/Baseline

(not more than 300 words)

- Provide the context of the project and its activities such as location, background and proposed duration, including a map/ Google Earth image of the project area and photographs depicting the proposed activities, where applicable. Also include GPS coordinates, if available.
- Describe how the problem was identified (consultations/case study/survey), mention the source and web-link in the foot note.
- Assess and describe existing conditions in the project area.
- Provide reference to other studies relevant for the project if available.

- Provide details on the ownership of the proposed land to be issued under the project. It should be noted that projects on private land, unless the ownership is officially handed over to the community, cannot be considered for implementation.

3. Justification

(not more than 600 words)

- What are the principal reasons why the project is needed? Clearly identify the problem the project aims to solve.
- Context and conflict assessment.
- Reference and source to any statistical information shall be mentioned in the foot note with a web link.
- What is the regional and local significance of the proposed project interventions, especially with regard to cross-border impact on communities?

4. Project overall and specific objective, expected results and proposed activities

(not more than 600 words)

- Introduce this section by describing the Theory of Change for this project: What change are you aiming for and how do you expect this change to happen in the specific context of this project? The assumptions outlined in your Theory of Change should justify the main logic of the results chain that is to be described further in this section.
- Describe the overall and specific objective(s) of the proposed project.
- Describe expected project results/outputs.
- Describe the proposed activities under each result and required to realize the project's specific objective(s) by clearly indicating the sequence of activities such as Result 1, A1.1, A1.2,..., Result 2, A2.1, A2.2, etc. The results are to be based on the proposed results of the Concept Note. The nature and number of proposed activities per result can be divided into sub-activities compared to the Concept Note.
- Include the estimated covered area on the basis of which the construction cost is calculated and budgeted against the respective activity.
- Provide a brief analysis of the target beneficiaries segregated by direct and indirect beneficiaries per country and sex, and describe the socio-economic status, geography, gender and other parameters relevant to the project. The number of beneficiaries cannot be less than the number proposed in the Concept Note. However, if the number of the beneficiaries increase significantly compared to the number proposed in the Concept Note, please provide a justification for this increase.
- Develop (qualitative and quantitative) indicators to assess project progress and achievements for each level of results/outputs and objective(s). The indicators must be Specific, Measurable, Accurate, Realistic and Time-Bound (SMART).
- How is the proposed project linked to the objectives of the PATRIP Programme / donors priority? Please note that PATRIP funded projects shall contribute to overall Programme objectives. These objectives and related Programme impact, outcome and output indicators are defined in line with

PATRIP donors' priorities ("PATRIP Programme"). To ensure that each individual project aligns with one or more of these objectives, respective indicators should be included in the project design, as far as possible. Relevant PATRIP Programme indicators will be communicated to Implementing Partners timely and could exemplarily include:

- Percentage of the population in the project regions indicating that their living conditions and prospects have sustainably improved.
- Number of youth participants who believe the use of violence in support of a social, political or religious cause is never justified.
- Percentage of the financed measures and services of the project that are used as foreseen and accepted by the target group at the end of the project.
- Percentage of the population in the project regions indicating that the (cross-border) exchange and cooperation between different social groups of the local population has improved.
- Number of infrastructure-related training measures and training on conflict prevention were conducted for the selected individual projects.
- Number of trainings related to the implementation of the Environmental and Social Policy of PATRIP Foundation (as appropriate training on the E&S Policy for project staffed of the Implementing Partner, and training on occupational health and safety (OHS) for the staff and contractors).
- Percentage of the population in the project regions indicating that relevant state and civil society actors work together (cross-border) to achieve common goals.

5. Project Implementation Strategy

(not more than 750 words)

The Implementation Strategy, describing how the proposed project will be carried out, must include at least:

- Institutional mapping/identification of stakeholders (such as government departments and their deconcentrated or decentralized technical services, local authorities, CSOs and opinions leaders, academia, consultants, private sector, local communities, ...).
- Foreseen consultation with key stakeholders during project implementation.
- Role of implementing partner organization(s).
- Role of other stakeholders if applicable.
- Anticipated dialogue and networking with NGOs and community groups.
- Inclusion and gender perspective: Who are the vulnerable groups in the context of the project? What are the reasons for their vulnerability / marginalisation? How are women and vulnerable groups (e.g. young children, elderly, disabled, or internally displaced persons) included?
- How will the sustainability of the project (including operation and maintenance of infrastructure) be secured after funding is ended?
- How will local ownership be ensured throughout and beyond the project?
- What is your contingency plan? How will you adapt your approach in case a crisis emerges, while making sure to maintain the gains achieved throughout the project?

- What is the post project strategy and exit strategy?
- Status of MoUs and NOCs required to implement the project.
- Please provide a staffing plan for the project, describing how many staff will be required for the implementation of this project, whether new staff will be recruited or existing staff will be mobilized (dedicated partly or full-time), and the different roles and positions envisaged (at the different office levels) by the implementing organization(s) (including local partner organizations).

6. Coordination, Harmonization and Alignment

(not more than 300 words)

- How is the proposed project aligned with the host country's strategy and policy (including local development plans) on the issue?
- How will this project complement existing projects that are currently being implemented (or planned) by other organizations/partners in the same area(s) and field of intervention? Relationship, if any, to other development projects, especially with other PATRIP Foundation partners and projects in the region?
- Please provide a brief description of these different projects and how synergies and coordination will be sought.

7. Anticipated Impact

(not more than 400 words)

- Indicate anticipated impacts on participants/beneficiaries, in particular related to:
 - health, social, economic and financial impacts, but also cross-border and peace building aspects and capacity development of the beneficiaries;
 - the environment such as land, water, air; including aspects of climate change adaptation and/or mitigation.
- Describe the potential demonstration value of the project as a learning experience / best practice project and any other anticipated impacts.
- Identify potential risks/bottlenecks during project implementation and how these will be addressed.

8. Environmental and Social (E&S) Impact and proposed mitigation Measures

(narrative description) not more than 500 words)

- Elaborate on how the 'Do no harm'-principle and the human rights-based approach will be adhered to.
- Describe the relevance of the following documents to your project¹:
 - PART I & II of the E&S checklist and Appendix 1 – UXO/EWR Risk Assessment Checklist, which is part of Annex C of the PATRIP Foundation E&S Policy as per respective project Category.

¹ All annexes mentioned under this point refer to Annexes of the PATRIP Foundation Environmental and Social Policy.

- 'Category C' projects: This category involves only soft skill interventions, such as capacity building and training projects. These projects do not require any particular E&S management but should aim to include relevant environmental, social, health and safety requirements in the training and capacity building programs, for example on the safe handling of certain equipment or machinery. As a minimum, the stakeholder documentation (Annex D Appendix 1) including grievance mechanism (Annex G) should be developed and implemented.
- 'Category B' projects: Site reconnaissance and assessing the suitability of site from E&S perspective establish an environment and social baseline and develop respective Annex D (Generic ESMP) according to the type of project and adopt occupational safety and health measures.
- 'Category B+' projects: Conduct Environment and Social scoping study and establish an environmental and social baseline, identify all developments and external natural and social stressors affecting the valued Environmental and Social Component, identify potential impacts of the proposed project and suggest mitigation measures in the focused ESIA by developing the Annex E (Specific ESMP) and also the respective Annex D (Generic ESMP) according to the type of project.
- Other Relevant Annexes: A Stakeholder Engagement Plan (Annex D Appendix 1) and the elaboration of Workers Code of Conduct (Annex D Appendix 2) attached to a generic ESMP are necessary for all Category B. Projects consisting in the construction of health centers or hospital dealing with medical waste need to implement a Medical Waste Management Plan as per Annex D Appendix 3. However, projects that include the rehabilitation of irrigation systems and agriculture lands will require an Integrated Pest Management Plan (IPMP) as per Annex D Appendix 4. For all projects that require land which is not voluntary donated a Land Acquisition Compensation Plan (LACP) should be developed, as provided in Annex H. All construction projects must achieve compliance with international labor standards and following minimum standards.

* As per the PATRIP Foundation E&S Policy (Chapter 1), all activities supported by PATRIP Foundation need to be compliant with provisions of the legal framework of the host countries. It is the implementing Partners' responsibility to demonstrate that the projects are in line with national obligations.

9. Technical/Infrastructure Measures

(not more than 400 words)

- Provide a detailed narrative description of the technical infrastructure components to be provided through the project.
- Describe the relevant experience which the NGO has gained in undertaking similar projects, the technical expertise the NGO has to undertake the project, and which additional technical assistance is required to be provided/procured through PATRIP Foundation funding.
- Describe local expertise such as NGOs, Govt. departments and academia etc., and how their expertise can be used in the project.
- Detailed technical documents and plans, BoQs and bidding documents are to be submitted during the course of the project for approval by PATRIP Foundation and prior to commencing physical

implementation. If already available, these documents shall be submitted with the Detailed Project Proposal.

- Please note that at the end of the project, as-built documents have to be prepared and submitted to PATRIP Foundation.

10. Reporting, Monitoring and Evaluation

(not more than 450 words)

- Describe your monitoring tools (including remote monitoring instruments if any) and how you will set up a monitoring system/plan and the basic mechanisms that will be used to monitor and evaluate the project, and provide a schedule for when these monitoring actions are to be carried out and who is responsible.
- Baseline data is required for internal and external monitoring and evaluation of each project. Describe how a baseline study will be carried out in the first months of project implementation and how stakeholders will be included.
- Reporting: describe reporting procedure, taking into account PATRIP Foundation's requirement of Monthly Implementation Progress Sheets, Quarterly Progress Reports and Quarterly Statements of Expenditures.
- Describe your approach and staff in the implementation of the Environmental and Social Management Plan of the project;
- Endline data/Evaluation: describe how project evaluation(s) will take place, in particular to measure the achievement of objectives at the end of the project (based on the indicators as defined in the Logical Framework), and how stakeholders will be included in the M&E activities altogether.

11. Communication and Visibility Strategy

(not more than 300 words)

- What type of visibility measures are foreseen and what type of communication material and reports (incl. high quality project photos and success stories) will be prepared and distributed as part of the project?
- How do you make sure visibility on OHS are in place and implemented on project site?

12. Budget

(narrative description) not more than 600 words)

The project budget is to be set-up as an activity-based budget, based on the same logical sequence of activities as defined in the Logframe. The budget template is structured to differentiate between activity-related costs or direct costs (Category A - Direct Costs) and Implementing Partner-related costs or indirect costs (Category B - Indirect Costs/IP Costs). Please refer to the read me section of the Project Budget for further details.

- Describe projected total project costs and proposed sources of funding.

- Information on whether, and if so, what the community and/or NGO will contribute to the project, in cash, kind and/or services.
- Funds already obtained from, or committed by, other sources (if any), including the details of the other sources.
- Amount requested from PATRIP Foundation.
- Amount sought from other sources (if any) and the names of potential sources.
- An appropriate percentage shall be budgeted for the provision under the budget category Activity Cost Contingency (5% Direct Activity Cost AC1.1:AC3.1). Please note that the Activity Cost Contingency must only be used after prior approval of PATRIP Foundation.
- Activity Support Costs under Budget Categories AS1, AS2 and AS3 must be reasonable. The number of units and months related to the cost items are to correspond with the duration of activities planned in the Work Plan.
- The allowable limits of the Indirect Costs, comprising the Budget Categories B1, B2 and B3, are calculated based on the total approved project volume according to the following percentages:
 - Project volume of up to EUR 0.5 million: up to 15% of the approved project budget;
 - Project volume between EUR 0.5 million and EUR 1.0 million: up to 13% of the approved project budget;
 - Project volume above EUR 1.0 million: up to 12% of the approved project budget.
- A descriptive note in the Project Budget file and also in this narrative section is to be added to justify the Activity Support Costs (Category A) and Indirect Costs (Category B or “IP Costs”). This applies especially to staff positions for which new staff is hired or where existing staff will be transferred to the project. Please also describe the responsibility of the staff members under the project and why the position is required.
- Project staff (including indirect project staff under budget category B1) budgeted full time shall be shown as 100% charged to the project. Those staff charged partially shall be shown percentage-wise, such as 5%, 10% etc.
- For E&S ‘Category C’ projects Implementing Partners do not need to appoint a staff responsible for E&S topics. For ‘Category B’ and ‘Category B+’ projects however, which are subject to E&S Assessments, it is required that at least one staff of the Implementing Partner is responsible to monitor ESMP implementation. In any case, the Implementing Partner should always involve at least one monitoring person who is familiar with PATRIP Foundation’s ESMS requirements. This person should be responsible for E&S related topics to PATRIP Foundation.
- For ‘Category B’ and ‘Category B+’ projects, which are subject to E&S Assessments, it is further required to consider budget allocation in case if the Implementing Partner is planning to outsource the assessment to external parties, and include it as part of the Procurement Plan.
- PATRIP Foundation recommends that if two or more projects are funded by PATRIP Foundation that NGOs consider nominating a dedicated focal person (project officer) for the PATRIP Foundation projects.