

PROJECT PROPOSAL FORMAT

(Small Scale Projects)

1. PROGRAMME / PROJECT TITLE

A brief title that characterises the project.

2. LOCATION / TARGET POPULATION

The island atoll or region where the physical activities of the project are to be implemented.

3. IMPLEMENTING AGENCY

The agency responsible for carrying out the project activities.

4. EXECUTING AGENCY

The agency responsible for financial management and co-ordination of the project.

5. START DATE

The expected start date of the project activities.

6. DURATION

The total duration of the project in months / years.

7. PROJECT COST

External Financing Requirement

Proposed budget requested for external financing

Domestic Financing Requirement

Proposed budget requested for domestic financing (government contribution)

Total Project Costs

Total project costs covering the external financing and domestic financing

8. CURRENT SITUATION (PROBLEMS AND NEEDS)

-Give a brief description of the situation, problems and needs that the project would address. Append any report, surveys and feasibility studies, economic or financial appraisals prepared for this project. (Feasibility studies, economic or financial appraisals would be essential for economic projects).

-State whether this project is in anyway related to or is an extension of another project. Or related to a project (completed/ongoing/planned) in the same area.

9. JUSTIFICATION AND BENEFITS

The project justification should include the rationale for the project and how the project will address the problems mentioned in section 8 and meet the objectives stated in section 10.

10. PROJECT OBJECTIVES

State the objectives of the project indicating clearly;

- (a) the relationship to national development objectives,
- (b) sectoral objectives, and
- (c) immediate objectives, which are quantifiable and constitute the basic performance indicators for monitoring and evaluation.

11. PROJECT DESCRIPTION / MAIN COMPONENTS

Describe the main components of the project.

12. PROJECT MANAGEMENT AND ORGANISATION

The organisational arrangements for project implementation including the role and responsibilities of the implementing agency.

13. EXPECTED ENVIRONMENTAL IMPACTS

Explain briefly the possible impact on the environment.

14. MONITORING AND EVALUATION

Describe project-monitoring arrangements, for e.g. Quarterly monitoring reports required by MPND and additional monitoring reports required by donors.

15. FINANCING REQUIREMENTS

15.1 Budget

Table 1: External Financing

Description (Main items eg: Supplies, Travel, Space Rental, etc.)	Unit Cost	Total (USD/Rf)
1.		
2.		
3. Contingencies		
Total (a)		

Table 2: Domestic Financing

Description (Main items eg: Supplies, Travel, Space Rental, etc.)	Unit Cost	USD/Rf
1.		
2.		
3. Contingencies		
Total (b)		

Table 3: Total Project Costs

Description		USD/Rf
External + Domestic Cost (c)		

- USD: US Dollars,
- Rf: Maldivian Rufiyaa

16. COST RECOVERY AND SUSTAINABILITY

- Under cost recovery explain any strategies for cost recovery including user charges etc.
- Explain the financial and operational sustainability of the project. (Operational costs of the first year after completion of the project.)
- The operational sustainability can be explained in terms of adequate organizational, management and human resources capacity.

17. Terms of Reference

- For the consultants