

Proposal Writing Workshop

MANET+, March 23-24, 2005

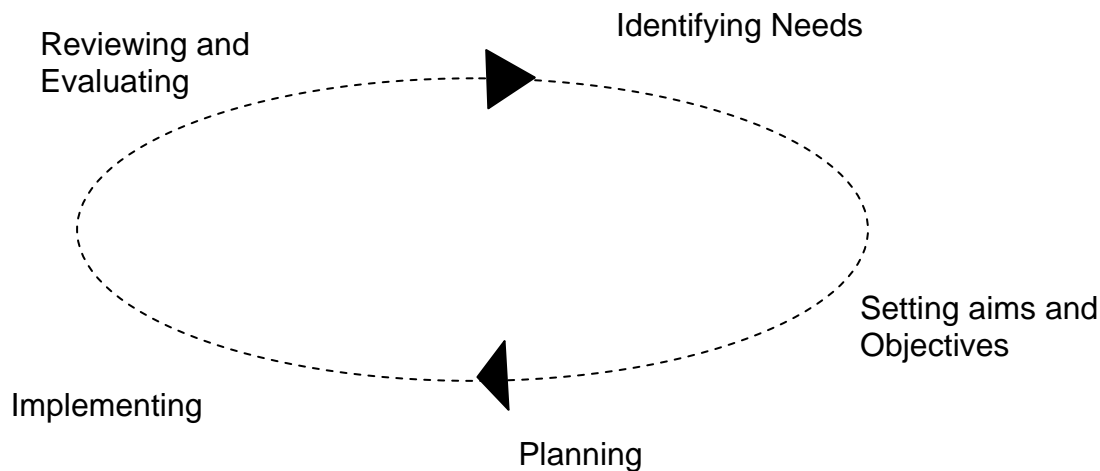
(Presentation Notes based on NAC guidelines)

Before Writing a Proposal

- Obtain the guidelines from your donors
- Understand Goals, Objectives, Area of Focus of the Fund and your donors
- Find out the requirements, application process, priorities of funding
- Know what kind of services or activities that can you propose

Ref NAC guidelines:

Prevention Services/ Care, Support and Impact Mitigation Services, Others



Problem Analysis / Strategy Development

- 1. What is the situation?**
- 2. What is being done to respond to HIV?**
- 3. Is the response relevant and sufficient to the current situation?**
- 4. Is the response working?**

Is it relevant and appropriate?

Is there evidence that the response has made an impact on the situation?

- 5. Why is the response working or not working? Does the response take into account**

potential obstacles?

- *Acceptability of the response to all key groups*
- *Technological soundness of the response*
- *Affordability and sustainability of the response*

6. Does the response take advantage of possible opportunities?

7. Analysis

- *Lessons learned*
- *What is working and needs to be continued?*
- *What is working and can be expanded?*
- *What is not working and needs a new, more strategic approach?*
- *What is not relevant to current needs and should be dropped?*
- *What has not been addressed at all?*

1. Cover Page

1. Name(s) of the implementing organisation(s)
Address
Contact Person
Director
Accountant
2. Name of the project
 - Location of the project
 - Duration (expected start & end date)
5. Amount of funding requested
6. Date of submission

2. Proposal Summary (1 page)

1. Target population
Who are your beneficiaries?
2. Problem statement
What is the situation in your catchment area?
3. Objectives
What do you want to achieve?
4. Activities
What do you want to do? How to help solve the problem?
5. Inputs – Total Fund requested
What are you asking for this project?
Technical/Financial assistance for your activities

3. The Target Population - Problem Analysis

1. Describe overall situation/background of your community

Location, catchment area (size/radius), population, Socio-economic, Infrastructure, demographic and educational situation

2. What are the problems & needs of the target population.

What are the reasons and the history of the problem?

What is the impact of HIV/AIDS in the community?

Focus on your community and not the general situation of Malawi

Focus on problems you plan to address in this project

3. Describe the existing intervention, support mechanism in your community and their challenges and constraints

Examples: Lack of services X and Y

Lack of quality of service X and Y

Lack of support mechanism for service X and Y

3. The Target Population

General Public

Men

Women

Couples to be Married

Commercial Sex Workers

Bar and Hotel Owners

Teachers

Male Students

Female Students

In-School Youth

Out-of-School Youth

Truck Drivers

Mobile Workers

Farmers

Fishermen

Officer Workers

People Living with HIV/AIDS

Families of PLWHA, guardians

Orphans and Vulnerable Children

Old people

HIV-Infected Mothers

HIV-Infected Infants

Military/ Refugees

Politicians

Community Leaders

Religious Leaders

Traditional Healers

Disabled People

Health Workers

Counsellors

4. About you (1 page)

Description of the Implementing Agency

- VERY BRIEF about your background, vision, goals, missions, and structure
(attach constitution, reports, or other documents)

- What is your Experience and Capacity in HIV/AIDS service delivery? - Strength
Highlight Past Achievements / Outputs
- What are your constraints/challenges? - Weakness
Progress made - How did you address them?
Include technical/financial support from others

4. About you (cont)

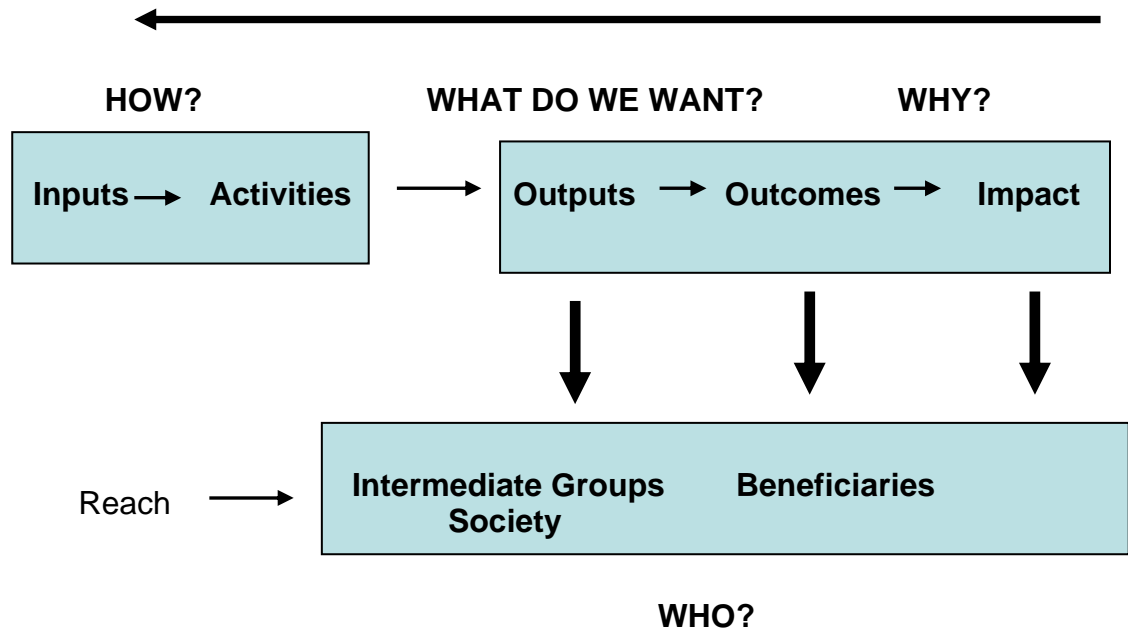
Description of the Implementing Agency

- Describe other existing support mechanisms available.
Have you and how will you plan to collaborate/network/link with them?
Make sure you don't duplicate effort but contribute to or complement the existing interventions.
- How did you involve your beneficiaries/ target population and stakeholders in the project design?
- Will your target population/community participate in the project implementation?
- Do you have the capacity for this project?
Have your capacity building needs been identified and included in this proposal or elsewhere?

5. Addressing the Problems

- How will the proposed intervention address the needs and solve the problems identified?
- What is your strategies and methods?
- Have you taken into account existing inequalities in the project design such as Gender and Income?
- Is there any risks that your project may pose?
Stigma and discrimination, human rights

Fundamental Questions



6. Objectives and Activities

OVERALL OBJECTIVE What changes are anticipated in the long term?	SPECIFIC OBJECTIVES What are the specific expected outcomes over the project period?	ACTIVITIES What has to be done to achieve the objectives?	
e.g. “# number of people in the community use service X”	1. e.g. “Increased demand for service X”	1.1	
		1.2	
		1.3	
	2. e.g. “improved quality of service X”	2.1	
		2.2	
		2.3	
	3. e.g. “Increased capacity of our staff and volunteers”	3.1	
		3.2	
		3.3	

6. SMART Objectives

Specific

Measurable

Achievable

Relevant to the purpose (and Realistic)

Timebound

7. Workplan (example)

No	Activity	Responsible	Month												Output	
			1	2	3	4	5	6	7	8	9	10	11	12		
1.	Provide Training on HBC		x													12 volunteers trained on HBC
2	Procure HBC Kits			x												5 HBC Kits purchased
3	Provide HBC to the chronically ill in 2 villages		x	x	x	x	x	x	x	x	x	x	x	x		20 patients supported per months. Total 80 per year
4	Conduct review meeting					x			x				x			3 quarterly meeting conducted with 12 volunteers
5	Conduct exchange visit								x							5 volunteers received ex. visits

8. Monitoring and Evaluation

Monitoring

- is the routine, daily assessment of ongoing activities and progress.
- looks at what is being done, used to assess programmes, make modifications and improvements, and detect shortfalls.

Evaluation

- is the periodic assessment of overall achievements.
- examines what has been achieved, the degree of the achievement in meeting set goals or what impact has been made.

Why is monitoring important?

- ✓ *Check on progress and report on it to your staff, volunteers, supporters and donors.*
- ✓ *Help in day-to-day management and use of resources.*
- ✓ *Share experiences and lessons learned with others.*
- ✓ *Change what is not working and avoid duplicating what others are doing.*
- ✓ *Plan for the future.*

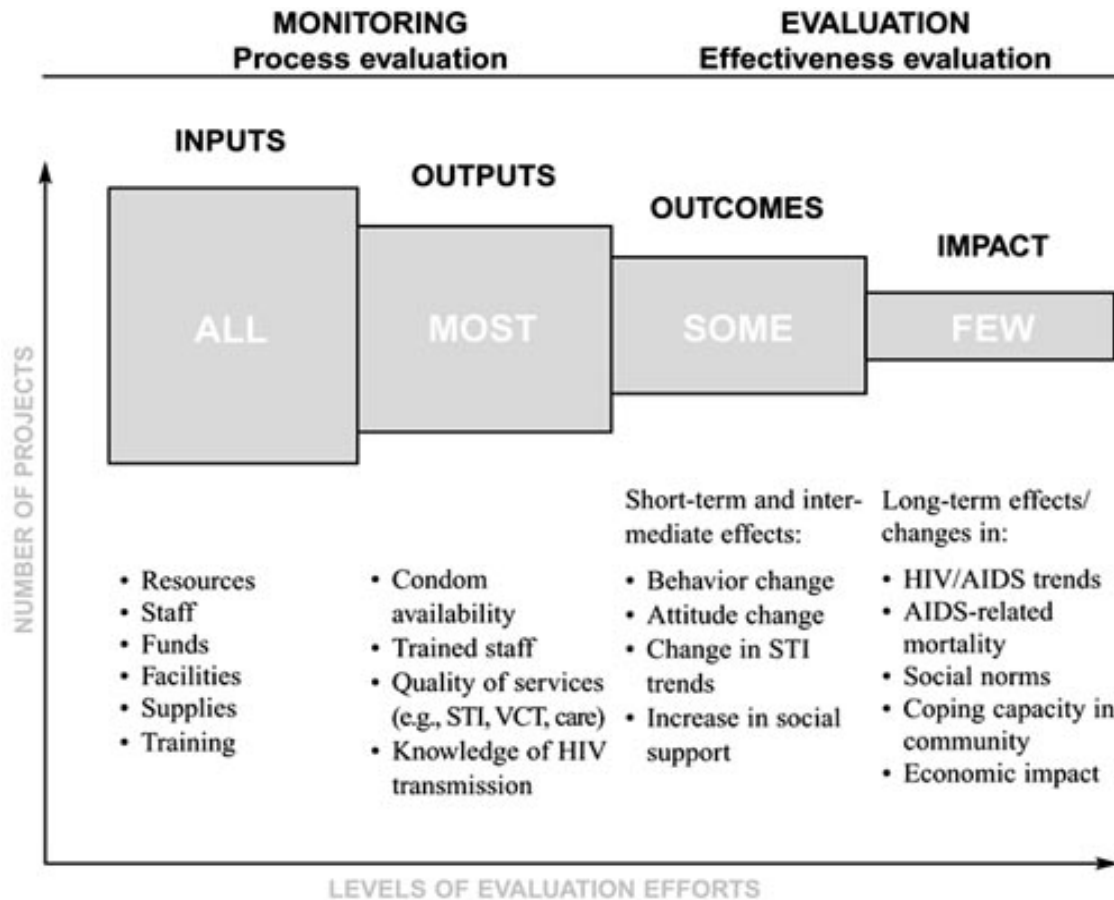
Key Questions for Evaluation

- *What has been achieved?*
- *What difference has the services or activities made to the target population?*
- *How do the achievements match with the organisation's goals?*
- *What has been the cost? Efficiency*

Evaluation Process may involve

- ✓ *Staff and volunteers of the organisation*
- ✓ *People with HIV and other community members*
- ✓ *Other NGOs, CBOs and PLWHA groups*
- ✓ *Donors and decision-makers*

Monitoring and Evaluation



8. Monitoring and Evaluation

- Use NAC Monthly Report (report total for all projects/funds)
- Submit regular Quarterly Project Report (as required by donor)
- Use your Workplan & indicators
Report your Actual Output against Planned. (Target vs Achievement)

8. Monitoring and Evaluation

Documentation and Record Keeping

Inputs:

fund /
own contribution: volunteers (skills & time), donations

Outputs and beneficiaries

(monthly/quarterly/annually and total to date)

Keep Track of your activities and achievements so you can prepare reports for the project's donors. Potential donors normally request for an annual report.

8. Monitoring and Evaluation (example)

Act No.	Output Indicator	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Annual			
		T	A	%	T	A	%	T	A	%	T	A	%	T	A	%	
1	Number of volunteers trained on HBC	12	10	83													
2	Patients received HBC	50	60	120													

T= target, A=Achievement, %= percentage achievement (A:T)

- ➔ Understanding NAC Activity Report Form
- Examples of Output Indicators
- ➔ Group Work on Workplan and M&E

9. Analysis of Sustainability

- Discuss how the **impact** of your project will be sustained after NAC funding runs out. Explain how your organisation anticipated this in the project design.
- Discuss how the **intervention** itself will be sustained after the NAC grant.
- Finally, discuss how your **organisation** will survive financially and organisationally after the grant stops.

10. Project staff and volunteers

No.	Name	Position	% Full time Job	Main Responsibilities	Qualifications/ Experience required

11. Budget Summary (by Cost Type)

BUDGET SUMMARY	Total Costs (MK)	Funds from other sources (MK)	Requested Budget (MK)
TOTAL PERSONNEL			
TOTAL TRAVEL AND TRANSPORT			
TOTAL OFFICE OPERATING COSTS			
TOTAL PROGRAMME DELIVERY			
TOTAL CAPITAL ASSETS			
TOTAL PROJECT COSTS			

11. Budget Summary (by Activity)

BUDGET SUMMARY	Total Costs (MK)	Funds from other sources (MK)	Requested Budget (MK)
Activity 1			
Activity 2			
Activity 3			
Activity 4			
Programme Management			
TOTAL PROJECT COSTS			

Supporting documents

- Constitution of the organisation
- Certification / Record of registration
- List of Board of Directors
- Most recent annual report
- Most recent audited financial statement
- Bank account number and address of bank
- Recommendation or Referral letters from Community Leaders, District Social Welfare Office, DAC

Related Documents:

M&E Tools – MANET+ 2005

NAC Activity Report Form

NAC PROPOSAL WRITING GUIDELINES FOR HIV/AIDS SERVICES IN MALAWI