***All sections (1 to 5) must be filled. Substitute the text in blue with your own text.***

1. ***Details about the organisation and the project***

|  |  |
| --- | --- |
| **Name of the association** | *Name of the applicant* |
| **Name of the project** | *Other than the association name. If possible, something short that describes well the project.* |
| **Contact details**(Name of the contact person in Switzerland)) | ***Family and first name*** *of the person in charge of the project in Switzerland that can be contacted in case of questions.****Adress*** *(street, n°, locality)****Phone******E-mail*** |
| **Summary of the project** | ***900-1’000 letters maximum, blank space included**** *General framework ;*
* *Main objectives and outputs of the project*
 |
| **Localisation** | ***Country, region, district, town,*** *etc.**Provide a* ***map*** *in the appendix in order to locate the project* |
| **Duration of the project** | *Please mention if the project is planned for* ***1 or 2 years*** *and from which month to which it is scheduled (ex: January 2020 - December 2020)**NB. According to the documents “Guide et critères de demandes de contributions”, participation from Valais Solidaire is « limited to a period of one or two years. Additional participation is granted only exceptional cases.”* |
| **Context of the project** | *Framework (political, economic, environmental, social and cultural) related to the project.**Consistency of the project with the strategy of the organisation.*  |
| **Rationales of the project**(Why? For who?) | *Short Explanations on the reasons to start this project (problems and how we can solve it), in this location with that/these partners.* |
| **Link with the 17 Sustainable Development Goals (SDGs)** | *ODD 1 – No poverty* |  | *ODD 2 – Zero hunger* |  | *ODD 3 – Good health and well-being* |  | *ODD 4 – Quality education* |
| *ODD 5 – Gender equality* |  | *ODD 6 – Clean water and sanitation* |  | *ODD 7 – Affordable and clean energy*  |  | *ODD 8 – Decent work and economic growth* |
| *ODD 9 – Industry, innovation and infrastructure* |  | *ODD 10 – Reduced inequalities* |  | *ODD 11 – Sustainable cities and communities* |  | *ODD 12 – Responsible consumption and production* |
| *ODD 13 – Climate action* |  | *ODD 14 – Life below water* |  | *ODD 15 – Life on land* |  | *ODD 16 – Peace and justice, strong institutions* |
| *ODD 17 – Partnerships for the goals* |  |  |  |  |  |  |
| ***Underline or highlight the 3 most relevant SDGs***  |
| **Direct beneficiaries** | *Describe the direct beneficiaries of the project,* ***is possible quantitatively****, as well as the excepted impact (e.g. X women in this village will be able to start income-generating activities with microloans)* |
| **Approach and strategy**(How?)* Consistency with the strategy of the organisation
* Answers to domination and dependency problems
* Gender relation
* Institutional empowerment
* Knock-on effect
* Indirect impacts
 | *We indicate in this section the strategies to be* ***applied within the project****,as well as approaches and methods and their justification relatively to the local context. It would be good to recall the consistency with the overall strategy of the organization.**NB. (see sheet 1): Intervention strategy is the philosophy, values and principles of the organisation in which specifically lie its projects and its activities (e.g. the project of installing sanitary lies in the health-related activities of the organisation, among immunization campaigns, trainings, sensitization, etc.)**Solutions for identified problems must be detailed here :**- domination and dependency between different socio-economic groups**- gender unbalance**- local institutional weaknesses**- climate threats**-…* |
| **Main local partner*** Name
* Mail adress
* Institutional statut

[ ]  *NGO/Local organization* [ ]  *Local branch of an NGO or IO* [ ]  *International organization* [ ]  *Private sector* [ ]  *Educational institutions* [ ]  *Others (churches, social or educational services, etc.)** *Previous collaboration :*

[ ]  *Yes*[ ]  *No* ***Please check what applies!**** *Brief description : What experiences and skills does the local partner have in the project's field? What financial support does the partner usually receive? What connections does the partner have with NGOs, local institutions, or other organizations on the ground (network)?*
 | ***Name, adress and statut*** *of the local partner**Indicate:**- legal relationships between the organisation and the partner (oral or written contract, etc.)**- how the partner operates and its partners with other institutions, its integration in collaboration network, etc.**- other partnership with NGOs in the North**- External funding (past of current)**- Organigram (presentation flyer, organigram to provide in the appendix)**The following details are also welcome (mention if relevant)**- origin of the partner (official recognition, public or private structural support)**- history of the collaboration with the partner**- main goals and action programs of the partner**- its role in the local problematic**- description of its main activities, actions realized, results**- infrastructure and own resources (facility, human resources, volunteer/paid staff, skills, men/women balance)**- operational budget**- strengths and weaknesses* |
| **Other partners*** Name/statut
* Specifc role in the project
 | Other partners if any, their main activities and their specific role in the project. |
| **Ressources*** Human
* Material
* Local participation
 | Indicate available resources for the project:* *Human and material*
* *Nature of the local participation, its contribution to the project. Describe the participation of the populations in the conception of the project*
 |
| **Monitoring and evaluation** | *Indicate the* ***means*** *and the* ***action planned*** *to monitor the project (compliance of the activities with the objectives, respect of timeline) and to evaluate the project (local or foreign experts or by the MA itself)* |
| **Sustainability*** after-project perspectives
* available ressources
* sustainibility actions
 | Indicate the perspectives after the project ends: self-empowerment of the project when the funding ends, ressources available to ensure continuity, measures planned to ensure the sustainability of the project on the longer term |

1. ***Logical framework***

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| --- | --- |
| **Goal** | *The goal is the change that the organisation want to achieve in the mid- long term. The present project contributes to it.****Ex : improvement of living conditions of families in a specific rural area*** |
| **Outcome***The outcome is the* ***positive realization of the main issue*** *that the project aims at solving. This is the situation in which we hope to be at the end of the project. Based on experience, one project cannot really pursue more than one outcome at a time.* | **Indicators***Indicators are* ***parameters*** *(factors or variables)* ***allowing to evaluate the realization of the project****.**They can be qualitative or quantitative. In both cases they must allow to verify if the expected results are met. Often* ***figured****, they must be* ***measurable****.* | **Means of verification***These are the collected data in order to measure the indicator and the documents in which we find them.**It is important to plan in advance where to collect the needed data.* |  |
| ***Ex. : production of vegetable has increased*** | ***Ex. : production of vegetable has doubled after two years*** | ***Ex. : - production report*** **- *annual report*** |  |
| **Outputs***These are the expected results of the planned activities. Each output contributes to meet the outcome and results from one or several activities. It must be measurable through indicators.* | **Indicators***Carefully choose indicators relatively to the means of the organization and available sources**Maximum 3 per output* | **Means of verification***Make sure to have the mean to collect the data, e.g. do you have access to statistical data or do you have the mean to calculate them yourselves?* | **Activities/Inputs***What are the most important activities to undertake in order to reach the outputs?****Quantify them as much as possible (number, volume, frequency, etc.)*** |
| **O1**: *Ex.: Farmers are organized in cooperative* | **Indicator 1:** *cooperative effectively set up***Baseline :** *no cooperative***Target :** *80% of the farmer in the region are member of the cooperative* | *Ex. : List of members of cooperative* | *Ex. :**- train 1-2 leaders**- Organize 4 sensitization and information meetings for the farmer over the year**- organize the meeting for the cooperative and create the structure* |
| **O2 :** *Ex.: Irrigation system is in place on the field* | **Indicator 2 :** *number of acres equiped with irrigation***Baseline :** *no irrigation***Target :** *100 acres have irrigation* | *Ex. : Cooperative reports* | *Ex. :* *- Buy one pump**- Buy the construction material**- Organize local casual labour**- build the canals and the pump* |
| **O3 :** *Ex.: Population is trained on optimal water management and good farming practices* | **Indicator 1:** *Attendance rate of the trainings***Baseline:** *no training yet***Target :** *100% of farmers have attented to training on water management and farming practices***Indicator 2:** *rate of use of the new knowledge***Baseline:** *0%***Target:** *80% use their knowledge within 6 months after being trained.* | *Ex. :**- teachers’ reports**- monitoring sheet**- Intermediary evaluation* | *Ex. :* *- Organize 2 training in water management and farming practices**- Train 5 manager for canals and pump maintenance**- Provide training and follow-up on farming practices**-* |
| **O4 :** Etc. *Add more lines if needed* |  |  |  |

1. ***Chronogram: Tick the relevant checkbox*** *(N.B. Valais Solidaire supports projects for* ***2 years****. However, depending on the execution of the project, first activities can start on year 1 and the last activities can be carried over year 3).*

*Put crosses and fill up the surface of the relevant squares.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outputs:**(according to the logframe)***Copy the outputs*** *from the logframe (2)* | **Activities:**(according to the logframe)***Copy the activities*** *from the logframe (2)* | **Year 1** | **Year 2** | **Year 3** |
| 1st quart. | 2nd quart. | 3rd quart. | 4th quart. | 1st quart. | 2nd quart. | 3rd quart. | 4th quart. | 1st quart. | 2nd quart. | 3rd quart. | 4th quart. |
| **O1**: *Ex.: Farmers are organized in cooperative* | a. *Ex : train 1-2 leaders* |  |  | **X** | **X** |  |  |  |  |  |  |  |  |
|  | b. *Organize 4 sensitization and information meetings for the farmer over the year* |  | **X** |  | **X** |  | **X** |  | **X** |  |  |  |  |
|  | c. *organize the meeting for the cooperative and create the structure* | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O2 :** *Ex.: Irrigation system is in place on the field* | a. *Buy one pump* |  | **X** |  |  |  |  |  |  |  |  |  |  |
|  | b. *Buy the construction material* |  | **X** |  |  |  |  |  |  |  |  |  |  |
|  | c. *Organize local casual labour* |  | **X** | **X** |  |  |  |  |  |  |  |  |  |
|  | d. *Build the canals and the pump* |  |  |  | **X** | **X** | **X** | **X** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **O3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc… |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. ***Risks matrix: a risk is a factor that is likely to hinder or to stop the project to reach its outputs.***

*Proceed according to the following 4 steps: 1.* ***Identify*** *the risks related to the project*

 *2. Evaluate their severity:* ***prioritize***

 *3. Establish a prevention plan and follow it:* ***prevent*** *and* ***act***

 *4. React in case of problem:* ***follow****. It is important to regularly update the risks matrix*

|  |  |  |
| --- | --- | --- |
| **Nature of the risk and description**(non-exhaustive list to be completed if needed) | **Severity****1-4**(not - very serious) | **Risk management:****Preventive and corrective actions** |
| Humans |  |  |
| *Ex.: the project manager, already old, gets sick* | *3* | *Ask the manager to train someone that could substitute him if needed. Ask that person to substitute effectively when needed.* |
| *Ex.: There are strifes among the team* | *2* | *Clearly defines roles and tasks of everyone in the project. Speak about all the issues and solve them through dialog.* |
| *Ex.: Local partner is fragile and may break up* | *3* | *Help the local partner to strengthen its institution. Dialog with them and support them (writing statuts, etc.)* |
|  |  |  |
|  |  |  |
| Legal and political |  |  |
| *Ex.: an already tense situation ends up with war and bombing* | *4* | *No possible action. We need to live with it or stop the project.* |
| *Ex.: needed administrative authorizations are denied* | *2* | *Study other possibilities. Looking for partners who have the authorizations.* |
| *Ex.: we do not own the field and the lease may not be renewed in 10 years* | *2* | *Ask the current owner to sell us the land and buy it.* |
|  |  |  |
|  |  |  |
| Environnemental |  |  |
| *Ex.: extreme drought is persisting* | *2* | *Sensitize the village people to other watering techniques. Build a dripping watering.* |
|  |  |  |
|  |  |  |
| Financial |  |  |
| *Ex.: prices of cereal are skyrocketing* | *3* | *Plan enough cereal reserve with proper storage conditions. Preventively buy x kg of cereals.* |
| *Ex.: the own funds of the MA* | *2* | *Look for other funding sources. Delay the launch of the project.* |
|  |  |  |
|  |  |  |
| Etc. |  |  |
|  |  |  |

1. ***Place and date: Author of the document :***