

Project Proposal Format-2023

Central Tibetan Administration

Note: Please study the proposal format carefully before filling it up. If felt required, you may attach other documents and details.

PART A: BASIC DATA:

1. Title:	What is the most appropriate phrase that represents the core purpose of the project?
2. Location:	Write the name (s) of the settlement / institution where the project will be carried out.
3. Duration:	Start date: month.....year..... End date: month.....year.....
4. Beneficiary Contribution:	What's the amount of the beneficiary's contribution to the project? (if any)
5. Total budget:	The amount requested for the project excluding beneficiary's contribution?
6. Target group:	Describe the primary stakeholder's socio-economic type/identity/group, mention how many direct beneficiaries are there for this project by gender.
7. Executing section /officer:	Who will execute the project at settlement level? Give phone no. & email address.
7. Executing partner/office:	Who will implement the project at departmental level?

PART B: PROJECT CONTEXT

B.1. Problem statement:

Describe briefly the situation in which the core problem or gaps is located along with the causes. Also describe its fall outs/impacts to the affected group if not resolved immediately.

<p>B.2. Objective/s: Some of the causes may well become your objectives -short or longer term.</p> <p>1. What would be your longer-term objective?</p> <p>2. What does it hopes to achieve towards the end of the project? (Specific objective/s). Describe the specific objective/s in SMART form.</p>
<p>B.3. Justification</p> <p>Every project is unique hence, each has to have a unique solution. What solution did it decide from solutions and why?</p>
<p>B4. Risk/s</p> <p>Every undertaking has risk(s). While some risks are internal and others external. What are the risks and how would it like to overcome?</p>

PART C: PROJECT RESULTS:

C.1. Project outcomes: (intended result that contributes overall objective & achieve specific objectives of the project)

Project Outcome/s	Indicator/s
What will be the overall and intended results of the project or what benefits does the target group(s) receive? E.g: an outcomes of a safe drinking water project can be "improved health' as the overall benefit and "decline in incidence of diseases' as an immediate Outcome	How will you quantitatively and/ or qualitatively measure the outcome/s to show to what extent these outcomes are achieved? <ul style="list-style-type: none"> E.g. 20% rise in income level E.g. 50% reduction in water-borne diseases etc...-
Outcome 2,	
Outcome 3...	

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C.2. Project outputs & indicators (expected activities results & how it will be measured):

Output/s	Indicator/s
What kind of tangible goods or services that directly result after completion of the project? E.g: "Construction of 5 overhead tanks" & "supply pipelines laid to every household etc...	How will you quantitatively and/ or qualitatively measure the project output to show to what extent these outputs perform? <ul style="list-style-type: none">E.g "daily reliable supply of 30 liter/head for each HH"
Output 2,	
Output 3...	

C.3. Project activities (work to be performed to achieve project outputs):

Output/s	Activities	Inputs	Person in charge
Copy same output/s from C2	What are the main activities to be carried out in time sequence to produce the outputs?	Cost in Rs	

PART D: PROJECT MANAGEMENT

D.1. Monitoring and evaluation:

How will you carry out the routine checks and when? (Monitoring) How would you like to assess the overall impact of the project against the objectives (Evaluation). Since it is a technical task, how would you like to do this and how is this going to benefit all?

D.2. Sustainability:

How would you ensure the benefits/impact multiply long after the completion? How will similar activities be financed in future?

D.3. Cross cuttings:

Is your project sensitive to equity of gender/ special needs/ disadvantaged group and environmental conservation?

PART E: BUDGET DETAILS

Descriptions	Amount in Rs
1. Personnel Expenses:	
a) Wages and salaries	
b) Expert charges	
c) Others	
Sub total	
2. Project Expenses:	
a) Supplies and Materials	
b) Equipment's	
c) Facilities	
d) Travel and transportations	
e) Others	
Sub total	
3. Miscellaneous	
4. DIRECT PROJECT COST (1+2+3)	
5. Monitoring, Reporting & Evaluation (Max. 3 % of direct project cost)	
6. Administration (Max. 4 % of direct project cost)	
7. Contingencies (Max. 5 % of direct project cost)	
8. INDIRECT PROJECT COST (5+6+7)	
9. TOTAL EXPENDITURE (4+8)	
10. Beneficiary's Contribution (Min. 15 % Of total expenditure)	
11. AMOUNT REQUESTED (9-10)	

Project/Settlement Officer