# **TITLE OF THE SUB-PROJECT**

Proposal submitted to the International Development Law Organization (IDLO)

Date: Day Month 202X

|  |
| --- |
| **SUB-PROJECT SUMMARY** |
| **1**  | **Name of the Implementing Partner:** | Text |
| **2**  | **Sub-Project Title:** | Text |
| **3**  | **Sub-Project Location:** | Text |
| **4** | **Sub-Project Duration:** | Text |
| **5** | **Sub-Project Total Budget:** | Text |
| **6**  | **Sub-Project Deliverables:** | Text |
|  | **Sub-Project Goal (impact level):** | Text |
|  | **Sub-Project Outcome(s) (specific impact level):** | Text |
|  | **Sub-Project Output(s):** | Text |
| **7** | **Sub-Project Beneficiary(ies):** | Text |

## TABLE OF CONTENTS

[TITLE OF THE SUB-PROJECT 1](#_Toc89938046)

[TABLE OF CONTENTS 2](#_Toc89938047)

[LIST OF ACRONYMS 3](#_Toc89938048)

[I. THE SUB-PROJECT 4](#_Toc89938049)

[1. CONTEXT AND PROBLEM STATEMENT *(max. 2 pages)* 4](#_Toc89938050)

[2. DESCRIPTION *(max. 2 pages)* 4](#_Toc89938051)

[3. SUB-PROJECT OUTPUTS, ACTIVITIES AND METHODOLOGY *(max. 10 pages)* 4](#_Toc89938052)

[4. BENEFICIARIES *(max. 1 page)* 5](#_Toc89938053)

[5. LOGIC MODEL AND LOGICAL FRAMEWORK *(standard text – no additional text needed)* 5](#_Toc89938054)

[6. DURATION AND WORK PLAN *(standard text – no additional text needed)* 5](#_Toc89938055)

[7. BUDGET *(standard text – no additional text needed)* 5](#_Toc89938056)

[II. STRATEGY ALIGNMENT 5](#_Toc89938057)

[III. GENDER MAINSTREAMING *(max. 1 page)* 6](#_Toc89938058)

[IV. RISK ANALYSIS *(max. 1 page)* 6](#_Toc89938059)

[V. SUSTAINABILITY *(max. 1 page)* 6](#_Toc89938060)

[VI. MONITORING AND EVALUATION *(max. 2 pages)* 6](#_Toc89938061)

[VII. THE IMPLEMENTING PARTNER 7](#_Toc89938062)

[1. PROFILE *(max. 1 page)* 7](#_Toc89938063)

[2. COMPARATIVE ADVANTAGES *(max. 1 page)* 7](#_Toc89938064)

[3. CAPACITY AND PAST PERFORMANCE *(max. 1 page for the general description and max. 1 page per each past performance table)* 7](#_Toc89938065)

[ANNEXES 9](#_Toc89938066)

[CONTACTS 9](#_Toc89938067)

## LIST OF ACRONYMS

|  |  |
| --- | --- |
| **IDLO** | International Development Law Organization |
| **x**  |  |
| **x** |  |
| **x** |  |
| **x** |  |
| **x** |  |
|  |  |
|  |  |
|  |  |
|  |  |

## I. THE SUB-PROJECT

### **1. CONTEXT AND PROBLEM STATEMENT** *(max. 2 pages)*

*Provide a detailed analysis of the problems and needs that will be addressed by the Sub-Project and how they are interrelated at all levels. Clearly state the current problems and needs at the global, regional, national and local levels - include authoritative data when possible. Further, indicate any global, regional, national and/ local actions, plans, strategies and/or programmes relevant to the Sub-Project. Explain how the Sub-Project will relate to such actions, plans, strategies and/or programmes – to avoid duplication and identify potential synergies. (max 2 pages)*

*Text text text*

### **2. DESCRIPTION** *(max. 2 pages)*

*Provide a description explaining the relevance of the Sub-Project and how it will address the problems and needs identified under Section I.1. The description should include and elaborate on the Sub-Project’s overall goal (impact level) and outcome(s) (specific impact level). Explain the overall expected results by describing how the Sub-Project will improve the current context stated in Section I.1.*

*Implementing Partners shall refer to the OECD DAC Evaluation Criteria - Relevance, Effectiveness, Efficiency, Impact and Sustainability - when designing the overall goal (impact level) and outcome(s) (specific impact level) of the Sub-Project. IDLO will take into account the OECD criteria to evaluate the Sub-Project when completed.*

*Text text text*

In view of this background and need, *NAME OF THE IMPLEMENTING PARTNER* has the honour of submitting this financing proposal to IDLO, which seeks to generate by *YEAR* a total of *X* key outputs.

### 3. SUB-PROJECT OUTPUTS, ACTIVITIES AND METHODOLOGY *(max. 10 pages)*

*Provide a detailed description of the outputs to be delivered under the Sub-Project, and the activities to be implemented under each of the outputs. Justify the choice of the activities and how they will meet the proposed outputs. Identify and describe the overall role of the Implementing Partner, including the organizational structure, the team proposed for implementation of the Sub-Project (there is no need to include the names of individuals), and the inputs needed for implementation of the proposed activities (equipment, materials, and supplies to be acquired or rented). Importantly, demonstrate the thinking and rationale behind the Sub-Project design.*

*Proposed structure:*

**Output 1:** *Text text text*

Activity 1.1: *Text text text*

*Text text text*

Activity 1.2: *Text text text*

*Text text text*

**Output 2:** *Text text text*

Activity 2.1**:** *Text text text*

*Text text text*

### 4. BENEFICIARIES *(max. 1 page)*

*Provide a description of the Sub-Project direct and indirect beneficiary(ies). Identify the needs and constraints of the beneficiary(ies).*

*Text text text*

### 5. LOGIC MODEL AND LOGICAL FRAMEWORK *(standard text – no additional text needed)*

*The Logic Model (simple) and Logical Framework (detailed) are visual representations of the proposed Sub-Project that will serve as tools to undertake Sub-Project monitoring and evaluation. Please use the IDLO templates.*

Please see Annex X for the Logic Model and Annex X for the Logical Framework of the Sub-Project.

### 6. DURATION AND WORK PLAN *(standard text – no additional text needed)*

*Estimate the duration of the Sub-Project by taking into consideration all relevant factors that might affect its implementation. The Work Plan should specify the duration of the entire Sub-Project and of each of its outputs and activities. Please use the IDLO template available on the dedicated section of the IDLO website.*

The duration of the Sub-Project will be of X months, from Month 202X to Month 202X. Please see Annex X for the detailed Work Plan of the Sub-Project.

### 7. BUDGET *(standard text – no additional text needed)*

The total cost for the Sub-Project, including X% support costs, is evaluated at X EUR/USD/Local currency. See Annex X for the detailed Budget.

## II. STRATEGY ALIGNMENT

*Explain how the proposed Sub-Project is aligned with IDLO’s Strategic Plan, with the strategic plan of the Implementing Partner, and with other relevant global, regional, national and/or local plans and strategies.*

This Sub-Project proposal is aligned with IDLO’s Strategic Plan 2021-2024, specifically its Strategic Goal(s) XYZ.

*Text text text*

## III. GENDER MAINSTREAMING *(max. 1 page)*

*Provide a brief description of how gender will be mainstreamed within Sub-Project components, especially as against the gender analysis undertaken. Describe how the Sub-Project will be gender-informed, gender-sensitive, and gender-responsive. This Section does not replace the need for gender-specific goals, outcomes, outputs or activities.*

*Make sure the findings of the gender analysis are also included in the risk and mitigation plan, and the performance monitoring plan, and that gender components of the Sub-Project are adequately included in the budget.*

*Text text text*

*Refer to* *[Quick Reference Guide: Mainstreaming Gender in Programme Development, Implementation, Monitoring and Evaluation](https://www.idlo.int/sites/default/files/pdfs/subpage/idlo_gender_strategy_2019-20.pdf).*

## IV. RISK ANALYSIS *(max. 1 page)*

*Provide a general description of the main preconditions and assumptions considered during and after the implementation of the Sub-Project. If possible, explain the attitudes of all stakeholders (particularly the beneficiary(ies)) towards the Sub-Project in general. In addition, identify and describe the main risks for the Sub-Project, and propose mitigation measures.*

*Text text text*

*In the Logical Framework, provide a detailed risk analysis and mitigation strategy. Include all the risks associated with the proposed Sub-Project goal (impact level), outcome(s) (specific impact level), outputs and activities; and propose mitigation measures for the identified risks. The risk analysis should include a range of risk types - including physical, environmental, political, economic - and have the risks rated as low, medium or high. Please use the IDLO template available on the dedicated section of the IDLO website.*

*Please see the Risk Register (Annex X) for the detailed risk analysis and mitigation strategy of the Sub-Project.*

## V. SUSTAINABILITY *(max. 1 page)*

*Explain how the results of the Sub-Project will be made sustainable after completion – at the policy, financial, institutional levels. Describe a plan and the possibilities for replication and extension of the results of the Sub-Project, including follow-up activities, strategies, ownership, communication plan, etc.*

*Text text text*

## VI. MONITORING AND EVALUATION *(max. 2 pages)*

*Explain in detail the overall plan and procedures the Implementing Partner will undertake to ensure effective implementation of the Sub-Project. The Implementing Partner should indicate how it will ensure that inputs, timelines and activities are proceeding according to plans and budgetary requirements.*

*Text text text*

*In the Logical Framework, provide performance indicators and means of verification for the proposed Sub-Project goal (impact level), outcome(s) (specific impact level), outputs and activities. Please use the IDLO template.*

*Please see the Logical Framework (Annex X) of the Sub-Project that will serve as a tool for monitoring and evaluation.*

*Implementing Partners will be asked to submit Progress Reports during implementation of the Sub-Project and a Final Report upon its completion.*

*Implementing Partners shall refer to the OECD DAC Evaluation Criteria throughout Sub-Project implementation.*

## VII. THE IMPLEMENTING PARTNER

### 1. PROFILE *(max. 1 page)*

*Provide an overall description of the Implementing Partner, including information on its history, mission, governance, etc.*

*Text text text*

### 2. COMPARATIVE ADVANTAGES *(max. 1 page)*

*Describe the comparative advantages of the Implementing Partner that are relevant to the proposed Sub-Project.*

*Text text text*

### 3. CAPACITY AND PAST PERFORMANCE *(max. 1 page for the general description and max. 1 page per each past performance table)*

*Describe in general the Implementing Partner’s capacity and past performance that are relevant to the Sub-Project. Include detailed information on a maximum of five projects implemented within the last five years. Please complete the tables provided below.*

*Text text text*

|  |
| --- |
| **Past Performance 1** |
| **1**  | **Implementing Organization:** | Text text text |
|  | **Partners, if any:** | Text text text |
| **2**  | **Project Title:** | Text text text |
| **3**  | **Project Location:** | Text text text |
| **4** | **Project Duration:** | Month, 20XX – Month -20XX |
| **5** | **Project Total Budget:** | X EUR/USD/local currency |
| **6** | **Project Origin of Funding:** | Text text text |
| **7**  | **Number of Project Staff:** | X |
| **8** | **Project Beneficiary(ies):** | Text text text |
| **9** | **Project Detailed Description:**  | Text text text |
| **10** | **Type and Scope of Services Provided:** | * Text text text
* Text text text
 |

|  |
| --- |
| **Past Performance 2** |
| **1**  | **Implementing Organization:** | Text text text |
|  | **Partners, if any:** | Text text text |
| **2**  | **Project Title:** | Text text text |
| **3**  | **Project Location:** | Text text text |
| **4** | **Project Duration:** | Month, 201X – Month -201X |
| **5** | **Project Total Budget:** | X EUR |
| **6** | **Project Origin of funding** | Text text text |
| **7**  | **Number of Project Staff:** | X |
| **8** | **Project Beneficiary(ies):** | Text text text |
| **9** | **Project Detailed Description:**  | Text text text |
| **10** | **Type and Scope of Services Provided:** | * Text text text
* Text text text
 |

|  |
| --- |
| **Past Performance 3** |
| **1**  | **Implementing Organization:** | Text text text |
|  | **Partners, if any:** | Text text text |
| **2**  | **Project Title:** | Text text text |
| **3**  | **Project Location:** | Text text text |
| **4** | **Project Duration:** | Month, 201X – Month -201X |
| **5** | **Project Total Budget:** | X EUR |
| **6** | **Project Origin of funding** | Text text text |
| **7**  | **Number of Project Staff:** | X |
| **8** | **Project Beneficiary(ies):** | Text text text |
| **9** | **Project Detailed Description:**  | Text text text |
| **10** | **Type and Scope of Services Provided:** | * Text text text
* Text text text
 |

|  |
| --- |
| **Past Performance 4** |
| **1**  | **Implementing Organization:** | Text text text |
|  | **Partners, if any:** | Text text text |
| **2**  | **Project Title:** | Text text text |
| **3**  | **Project Location:** | Text text text |
| **4** | **Project Duration:** | Month, 201X – Month -201X |
| **5** | **Project Total Budget:** | X EUR |
| **6** | **Project Origin of funding:** | Text text text |
| **7**  | **Number of Project Staff:** | X |
| **8** | **Project Beneficiary(ies):** | Text text text |
| **9** | **Project Detailed Description:** | Text text text |
| **10** | **Type and Scope of Services Provided:** | * Text text text
* Text text text
 |

|  |
| --- |
| **Past Performance 5** |
| **1**  | **Implementing Organization:** | Text text text |
|  | **Partners, if any:** | Text text text |
| **2**  | **Project Title:** | Text text text |
| **3**  | **Project Location:** | Text text text |
| **4** | **Project Duration:** | Month, 201X – Month -201X |
| **5** | **Project Total Budget:** | X EUR |
| **6** | **Project Origin of funding:** | Text text text |
| **7**  | **Number of Project Staff:** | X |
| **8** | **Project Beneficiary(ies):** | Text text text |
| **9** | **Project Detailed Description:** | Text text text |
| **10** | **Type and Scope of Services Provided:** | * Text text text
* Text text text
 |

## ANNEXES

* Budget
* Logic Model
* Logical Framework
* Work Plan
* Letters of Commitment and Exclusivity

## CONTACTS

*Provide the contact details of the Implementing Partner’s focal point(s) for the proposed Sub-Project.*