

## **ANNOUNCEMENT OF SUBSIDIES & CALL FOR PROJECTS**

### **GUIDANCE DOCUMENT: DETAILED DESCRIPTION OF THE INFORMATION REQUIRED IN EACH SECTION OF THE TECHNICAL PROPOSAL**

#### **A.- COOPERATION FOR DEVELOPMENT PROJECTS (CHAPTER I) and PRODUCTIVE DEVELOPMENT, TRAINING AND TECHNOLOGY ASSISTANCE PROJECTS (CHAPTER II) CARRIED OUT PRIORITARILY IN AN IMPOVERISHED SOUTHERN COUNTRY**

##### **1.- SUMMARISED DESCRIPTION OF THE PROJECT.**

Describe the project in a maximum of 10 lines, explaining its most relevant aspects.

##### **2.- DETAILED LOCATION. (Do not include maps as attachments).**

Give a detailed description of the project location in a maximum of 20 lines.

##### **3.- CONTEXT. (Do not include attachments).**

3.1.- Give details of the population conditions (social, economic, political, etc.), including a global-local perspective (connecting local challenges and problems with global dynamics).

3.2.- Reflect diagnoses and/or analyses (quantitative and qualitative) with respect to cross-disciplinary aspects (gender relations, local capacities, participation, organisation, rights-related approach and ecological sustainability) in the project framework.

##### **4.- BACKGROUND. (Do not include attachments).**

Describe the origin of the initiative and the participatory identification process followed (detailing the role played by the bodies and by the subject population). Indicate the main advances, challenges and knowledge gained from processes previously accompanied by the AVCD.

##### **5.- JUSTIFICATION. (Do not include attachments).**

5.1.- Describe the reasons for making the proposal.

5.2.- Justify its pertinence based on the subject population and its strategy for fighting poverty.

5.3.- Justify the intervention according to the priorities established in the IV AVCD Master Plan.

##### **6.- EXPERIENCE. (Do not include attachments).**

6.1.- **Experience of the applicant body** in the project subject matter in the last five years.

Experience of the applicant body in the project subject matter (2014-2018)					
START/END YEAR	TITLE	SUMMARY	LOCAL BODY (COUNTRY)	AMOUNT IN EUROS	ORIGIN OF THE FUNDS

- Favourable consideration will be given to continued and significant experience: it must have started in the reference year (2014) and have continued until 2018.
- In the event of delegations, only information related to the delegation's experience in the BAC must be included; experiences managed from outside the BAC are not valid.
- In the event of a consortium between applicant bodies, **only** the information related to the head of the consortium must be given.

**6.2.- Experience of the applicant body** in the joint management of initiatives or projects with the local body in the last five years.

Experience of the applicant body with the local body (2014-2018) on joint projects or initiatives					
START/END YEAR	LOCAL BODY	TITLE	SUMMARY	AMOUNT IN EUROS	ORIGIN OF THE FUNDS

- Favourable consideration will be given to projects and other kinds of significant initiatives jointly developed (campaigns, mobilisation actions or research, among others...).
- Favourable consideration will be given to continued and significant experience: it must have started in the reference year (2014) and have continued until 2018.
- In the event of delegations, only information related to the delegation's experience in the BAC must be included; experiences managed from outside the BAC are not valid.
- In the event of a consortium between applicant bodies, **only** the information related to the head of the consortium must be given.
- In the event of a consortium between local bodies, information can be given for each of the bodies in the consortium.

**6.3.- Experience of the local body** with respect to the project subject matter in the last five years.

Experience of the local body in the project subject matter (2014-2018)				
START/END YEAR	LOCAL BODY	TITLE	SUMMARY	AMOUNT IN EUROS

- Favourable consideration will be given to continued and significant experience: it must have started in the reference year (2014) and have continued until 2018.
- In the event of a consortium between local bodies, information can be given for each of the bodies in the consortium.

**6.4.- Experience of the local body** with the project subject population in the last five years.

Experience of the local body with the project subject population (2014-2018)					
START/END YEAR	TITLE	LOCAL BODY	SUMMARY	SUBJECT POPULATION (collective and geographical area)	AMOUNT IN EUROS

- Favourable consideration will be given to continued and significant experience: it must have started in the reference year (2014) and have continued until 2018.
- In the event of a consortium between local bodies, information can be given for each of the bodies in the consortium.

## 7.- SUBJECT POPULATION (Do not include attachments)

7.1.- Identify and characterise the subject population

Collective	Geographical location	Characteristics (capacities/vulnerabilities)	Total no. of people	Women	Men	Age group

--	--	--	--	--	--	--

7.2.- Selection criteria. Describe the specific criteria used to select the subject population. Where appropriate, explain the specific measures implemented to guarantee the participation of women and invisible and/or minority collectives (functional or sexual diversity, reasons of age, culture, religion...).

7.3.- Describe the stages of the project in which the subject population participates and how it does so.

## 8.- INTERVENTION LOGIC.

8.1.- Logical framework approach. (Do not include attachments)

- General objective. Describe the broadest objective to which the intervention intends to contribute.
- Specific objective. Describe the expected positive effect among the subject population with a view to solving the essential problems described in the context analysis.
- Indicators of the extent to which the specific objective is achieved: description of specific, verifiable and measurable indicators, quantitative and qualitative.
- Indicator verification sources: what verification sources – surveys, direct observation, publications, etc. – will be used to verify fulfilment of the indicators.
- Hypotheses or external factors. Describe the hypotheses or external factors to be taken into account which, while not involved in direct control of the intervention, have a high probability of occurring, and which, if they do, may have a determinant influence on success of the intervention.
- Expected results. Describe the changes which will be achieved during the intervention, as a result of the activities carried out and which will make it possible to meet the specific objective.
- Indicators of the extent to which the results are achieved: description of specific indicators, verifiable and measurable, quantitative and qualitative.
- Indicator baseline, if there is one.
- Indicator verification sources. Describe the verification sources – surveys, direct observation, publications, etc. – that will be used to confirm fulfilment of the indicators.

<b>OBJECTIVE</b>	<b>INDICATORS</b>	<b>LB</b>	<b>VERIFICATION SOURCES</b>	<b>EXTERNAL FACTORS/HYPOTHESES</b>
<b>GENERAL OBJECTIVE</b>  XXX				
<b>SPECIFIC OBJECTIVE</b>  XXX	<b>O.V.I.1.E.O.:</b>		V.S.1. V.S.2. ...	H.1.; H.2.; ...
	<b>O.V.I.2.E.O.:</b>		V.S.1. V.S.2. ...	H.1.; H.2.; ...
	....		...	...

<b>RESULT 1</b>  <b>XXX</b>	<b>O.V.I.1.R.1.:</b>		<b>V.S.1.</b> <b>V.S.2.</b> ...	<b>H.1.;</b> <b>H.2.:</b> ...
	<b>O.V.I.2.R.1.:</b>		<b>V.S.1.</b> <b>F.V.2.</b> ...	<b>H.1.;</b> <b>H.2.:</b> ...
	...		...	...
<b>RESULT 2</b>	<b>O.V.I.1.R.2.:</b>		<b>V.S.1.</b> <b>V.S.2.</b> ...	<b>H.1.;</b> <b>H.2.:</b> ...
<b>XXX</b>	<b>O.V.I.2.R.2.:</b>		<b>V.S.1.</b> <b>V.S.2.</b> ...	<b>H.1.;</b> <b>H.2.:</b> ...

8.2.- Explain the intervention logic proposed in relation to the context analysis and possible alternatives.

8.3.- Explain the chosen strategy with respect to each of the cross-disciplinary approaches.

8.3.1.- Gender. **Strategies** focussed on reducing gender inequalities and/or on empowering women; link the strategies to the diagnosis and objectives addressed; identify the participation of feminist bodies, women's organisations and/or incorporation of the feminist agenda.

8.3.2.- Local capacities. **Strategies** aimed at the integral strengthening of capacities – techniques and policies – among the subject population and its organisations; link the strategies to the diagnosis and objectives addressed.

8.3.3.- Participation. **Strategies**, mechanisms and process of participation among the subject population in representation and/or policy-making areas; link the strategies to the diagnosis and objectives addressed.

8.3.4.- Organisation. **Strategies** to strengthen and/or create collective spaces among the subject population – synergies, alliances, networking, etc.; link the strategies to the diagnosis and objectives addressed.

8.3.5.- Human rights. **Strategies** to strengthen the capacity of rights-holders (defence and enforceability) and of obligation-holders (respect, protection and promotion); link the strategies to the diagnosis and objectives addressed.

8.3.6.- Ecological sustainability. **Strategies** to promote more ecologically sustainable development models – use of the appropriate technology, efficient use of resources, priority on local sourcing, consumption models, etc.; link the strategies to the diagnosis and objectives addressed.

8.4.- Anticipated activities. Give a detailed description of the actions anticipated in order to achieve results, specifying methodological, technical and material resources as well as the human resources required for each action and its timeline.

Detailed description:

- Activity
- Methodological, technical and material resources
- HR
- Budget
- Duration

**9.- ACTIVITIES TIMELINE.** List the activities described in the above paragraph in the first column. Indicate the anticipated time required to develop the activity with an X.

Year	YEAR 1		YEAR 2	
	1st	2nd	1st	2nd
Semester				
Result 1				
Activities...				
Result (...)				
Activities (...)				

**10.- BUDGET.** Complete the budget, according to the model, in all of its sections (general budget, by heading and activity). **Attach attachment.**

**11.- VIABILITY.**

11.1.- Justify the viability associated to the available technical, material and methodological resources. Describe, among others: training plans and materials; the methodological approaches chosen and their adaptation to the context and subject population; technical dossiers for works; research work; external contracts.

Only the following attached documents will be analysed:

- Training plans
- Technical dossiers for works / infrastructures (plans, administrative licenses, etc.)

11.2.- Justify the viability associated to human resources. Describe the characteristics of the position and the functions to be carried out by the personnel involved in implementing the initiative (local body, applicant body, expatriate person where appropriate). **Do not attach a CV.**

Only the following attached documents will be analysed:

- Expatriate personnel record (mandatory in the case of an expatriate person).

11.3.- Justify the economic viability (exclusively for income-generating projects): production studies, market studies, etc.

Only the following attached documents will be analysed:

- Viability/market study.

- **Revolving fund report (mandatory if applicable).**

11.4.- Justify the institutional viability. Explain how the initiative fits in with the existing strategic plans of the applicant and local bodies (\*). Describe the backing of authorities (public, traditional, etc.) and/or of other representative institutions for development of the project.

(\*). In the case of a local consortium, this could refer to the strategic plans of any local body belonging to the consortium.

Only the following attached documents will be analysed:

- Guarantees.

## **12.- SUSTAINABILITY.**

Sustainability over time of the objective and results. Describe the factors which guarantee continuity of the project at the end of the grant: explain the capacities installed and the possibility of multiplication, the alliances and networks generated, the forecast of future costs, income and contribution commitments.

Only the following attached documents will be analysed:

- Sustainability commitments.

## **13.- FOLLOW-UP. Do not include an attachment.**

Describe the anticipated development and monitoring mechanisms. Explain the role played by each agent (including the subject population and expatriate personnel where appropriate).

## **14.- LIFELONG LEARNING. Do not include an attachment.**

Describe lifelong learning actions: systematizations, evaluations, etc. In the event of anticipating an external evaluation, give a brief description of the objective, criteria, methodology, mechanisms of socialisation and response to the recommendations or incorporation of knowledge learned.