**Project technical form**

**A.- COOPERATION PROJECT FOR DEVELOPMENT (CHAPTER I) AND PRODUCTIVE DEVELOPMENT PROJECTS FOR TRAINING AND TECHNOLOGICAL ASSISTANCE (CHAPTER II) THAT ARE CARRIED OUT AS A PRIORITY IN A POOR COUNTRY IN THE SOUTH**

1.- BRIEF DESCRIPTION OF THE PROJECT. Summarise the project content in no more than 5-10 lines including the most relevant data.

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2.- DETAILED LOCATION. Describe the project's location in maximum 20 lines. Joindre le/les carte/s avec l’emplacement du projet dans *Annexes Historique, contexte et justification*.

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3 - CONTEXT, BACKGROUND AND JUSTIFICATION

3.1.- Context. Geographic framework, socio-economic features, population, diagnosis of gender relations, local skills, participation, organisation, focus on rights and ecological sustainability, to document the project framework more accurately, mainly covering aspects related to the project goal, territory and sector. Attach additional information in *Background, context and rationale section*.

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3.2.- Background. Origin of the initiative; diagnosis and prior studies; identification process; information on the local entity; relevance of setting up a consortium; relationship between the applicant Basque entity or permanent office in the Basque region and the local entity, local, international organisations, etc.; how this fits into the strategic plans of the applicant entity and the local entity; other initiatives or similar projects in the area and envisaged coordination, when necessary, for running it, etc. Attach additional information in *Background, context and rationale section*.

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3.3.- Justification. Reasons behind the project proposal, relevance for the target population and its strategy to fight poverty, strategy that it aims to follow and its relationship with each of the cross-discipline lines. Attach additional information in *Background, context and rationale section*.

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3.4.- Previous experience of the applicant organization (head office or permanent delegation in the Basque Autonomous Community (BAC) in the last 5 years (2012-2016): (i) in the sector of the project; (ii) in the joint management of initiatives and projects with the local organization. For consortiums, complete the information for each of the member organizations.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Experience of the applicant entity in the sector of the project (2012-2016)** | | | | | | | **START AND END YEAR OF THE PROJECT** | **PROJECT TITLE** | **PROJECT SUMMARY** | **LOCAL ENTITY** | **PROJECT AMOUNT IN €** | **ORIGIN OF THE FUNDING** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Experience of the applicant entity with the local entity (2012-2016)** | | | | | | **START AND END YEAR OF THE INITIATIVE OR PROJECT\*** | **TITLE OF THE INITIATIVE OR PROJECT** | **SUMMARY OF THE INITIATIVE OR PROJECT** | **AMOUNT OF THE INITIATIVE OR PROJECT IN €\*** | **ORIGIN OF THE FUNDING\*** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |    \* Projects and other types of initiative developed together (participation in conferences and / or networks, drawing up of documents…).  In the case of initiatives it is not necessary to provide information about the amount and source of the funds. |

3.5.- Previous experience of the local organization: (i) in the sector of the project in the past 8 years (2009-2016); (ii) with the target population in the project’s geographical sphere in the past 4 years (2013-2016). For consortiums, complete the information for each of the member organizations.

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Experience of the local organization in the humanitarian sector (2009-2016)** | | | | | | | **START AND END YEAR OF THE PROJECT** | **PROJECT TITLE** | **PROJECT SUMMARY** | **TARGET POPULATION (specify collective and geographical sphere)** | **PROJECT AMOUNT IN €** | **ORIGIN OF THE FUNDING** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Experience of the local organization with the target population in the project’s geographical sphere**  **(2013-2016)** | | | | | | | **START AND END YEAR OF THE PROJECT** | **PROJECT TITLE** | **PROJECT SUMMARY** | **TARGET POPULATION OF THE PROJECT (specify collective and geographic sphere)** | **PROJECT AMOUNT IN €** | **ORIGIN OF THE FUNDING** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

4.- TARGET POPULATION

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| 4.1 - Identification and characterisation of the target population (social group, ethnic belonging, age group, etc.)  4.2 - Quantification of the target population (complete the following table depending on the project characteristics).   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Location | Population groups | No. of Women | No. of Men | Total no. of persons | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   4.3. - Selection criteria for the target population  4.4 - Project phases where the target population participates and how it does this. Special attention will be paid to participation among women and different invisible collectives: describe specific measures to guarantee their active participation. |

5.- INTERVENTION LOGIC. Sections 5.1. and 5.5. should be completed. Sections 5.2, 5.3. and 5.4. can be replaced by the Logical Framework Grid (LFG) as long as it contains the requested information. Add the LFG to the *Grid and Timeline Appendices.*

5.1.- Explanation of the proposed intervention logic. Add a brief description of the role of the applicant organization (head office or permanent delegation in the BAC), the local organization and, where applicable, the field organization in the identification and formulation of the project.

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5.2.- General goal. Describe the broadest goal to which the project claims to contribute.

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5.3.- Specific Project Goal

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| 5.3.1.- Specific goal. Description of its expected impact in terms of sustainable human development.  5.3.2.- Indicators of how far the specific goal is achieved. Description of specific process and impact indicators (that can be checked and measured), in terms of quantity or quality, time and target population that help us to compare whether it has made an effective contribution to achieving the specific goal.  5.3.3.- Sources for verifying indicators. Which sources of verification - surveys, direct observation, publications, etc. - are used to check that indicators have been met.  5.3.4.- External factors or hypotheses. Describe the hypotheses or external factors to consider that, because they are outside the project's direct control, have a high probability of occurring and that might have a determining influence on the project's success. They should be formulated in terms that are favourable to the project). |

5.4.- Expected results

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| 5.4.1.- Expected results. Describe the products and services that are going to be obtained whilst the project is running as a result of the activities carried out and that will help to achieve the specific goal.  5.4.2.- Indicators of how far the results are achieved. Description of specific process and impact indicators (that can be checked and measured), in terms of quantity or quality, time and target population that help us to compare whether it has made an effective contribution to achieving the envisaged results.  5.4.3.- Sources for verifying indicators. Which sources of verification - surveys, direct observation, publications, etc. - are used to check that indicators have been met.  5.4.4.- External factors or hypotheses. Description of necessary conditions outside the project to achieve the specific goal once the results have been achieved. |

5.5.- Envisaged activities. Detailed description of actions envisaged to achieve the results, specifying the human, technical and material resources required in each action.

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6.- ACTIVITY TIMESCALE. The activities described in section 5.4 are listed in the first column. The period envisaged for running the activity will be marked with an X.

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| Years | 1st | 1st | 2nd | 2nd |
| Semester | 1st | 2nd | 1st | 2nd |
| Result 1 |  |  |  |  |
| Activities... |  |  |  |  |
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| Result... |  |  |  |  |
| Activities. |  |  |  |  |
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7.- BUDGET. Complete all sections of the model bugdet (general budget, itemized and by activity) and attach it in *Budget* *Annexes*.

8.- FEASIBILITY AND SUSTAINABILITY STUDY. Attach the documentation required to accredit the technical, economic and institutional viability in *Viability and Sustainability Annexes.*

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| 8.1.- Technical feasibility of actions undertaken. Human, material and methodological resources available. Studies and documentation that strengthen feasibility: training plans, methodologies, didactic materials, profile and/or CV and justification of staff suitability, terms of reference for contracts, plans, administrative permits, research, etc. When appropriate, attach the expatriate report in *Annexes for Expatriate report.*  8.2.- Economic feasibility. Exclusively for projects generating income: production studies, market studies, etc. In the event of having a revolving fund, include the explanatory report in *Annexes for Revolving fund report*.  8.3.- Institutional feasibility. Support from public authorities, traditional authorities and/or other representative institutions that are relevant for running the project, inclusion in public and social development plans.  8.4.- Sustainability of the goal and results over time. Describe factors that guarantee future project continuity once the external funding runs out; explain the skills provided and the possibility of multiplication, alliances and networks generated, forecast of future costs, revenue and provision commitments, etc. |

9.- CROSS-DISCIPLINE LINES. Analysis variables that should be included in all actions undertaken. They should form part of any strategy from analysis and diagnosis right up to assessment. How much it is included could vary according to context, the situation of the target population and the type of project, but it will form part of a long term strategic process where the cross-discipline lines become actual goals.

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| 9.1.- Gender focus. Strategies aimed at reducing gender inequalities and/or empowerment of women; linking in strategies to the diagnosis, goals, indicators, planned resources and, when appropriate, assessment.  9.2.- Local skills. Strategies aimed at full skills strengthening among the target population and its technical and political organisations; linking in strategies to the diagnosis, goals, indicators, resources planned and, when appropriate, assessment.  9.3.- Participation. Strategies, mechanisms and processes for participation among the target population in public spaces and/or decision-making; tying in the strategies to the diagnosis, goals, indicators and specific measures for participation from women and the diverse and invisible collectives, planned resources and, when appropriate, assessment.  9.4.- Organisation. Strategies aimed at strengthening and/or setting up collective programmes - synergies, alliances, working in a network, etc.; linking in strategies to the diagnosis, goals, indicators, planned resources and, when appropriate, assessment.  9.5.- Rights focus. Strategies to strengthen skills among holders of rights (defence and requirement) and/or holders of responsibilities (respect, protection and promotion); linking in strategies to the diagnosis, goals, activities and, when appropriate, assessment).  9.6.- Ecological sustainability. Strategies to promote more sustainable development models with the environment - use of appropriate technology, efficiency when using resources, priority for local aspect, consumption models, etc., linking in strategies to the diagnosis, goals, activities, specific measures to prevent and alleviate the negative impact and, when appropriate, assessment. |

10.- MONITORING AND INTERNAL ASSESSMENT. Monitoring and assessment actions planed by the applicant entity (central headquarters or permanent office in the Basque Country), the local partner or other agents.

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11.- EXTERNAL ASSESSMENT OF THE PROJECT. In the event of assessment being contemplated, add the terms of reference in the *Terms of Reference Appendices* which should contain the following sections: background; assessment goal and field; assessment questions; assessment criteria; methodology and work plan; structure and presentation of assessment reports; requirements and profile of the evaluating team; schedule and cost; as well as internal and external socialisation mechanisms for the main findings in the assessment and what can be learnt from it).

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