**SAHEL REGIONAL FUND PROPOSAL TEMPLATE**

*The template is in English, but the proposal can be submitted in either English or French.*

**SUMMARY TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consortium lead Applicant |  | | | |
| Project Title |  | | | |
| Call  Window | Est Tchad 2024 / East Chad 2024  Fenêtre internationale / International Window | | | |
| Agreement N°(to be provided by FMU for signature) |  | | | |
| Consortium members |  | | | |
| Country | Tchad / CHAD | | | |
| Duration of the activity | [Number of Months + Proposed start and end date.]  **Rappel : Fin de l’activité, Juin 2027 pour cet appel.** | | | |
| Submission Date |  | | | |
| Total Funding Requested in £ |  | | | |
| Other contributions/Matching funds (if any): | Source: | | Pound £ | |
| [Fill out one line for each funding source] | |  | |
|  | |  | |
| Type(s) and Number of Beneficiaries: | [Number of direct beneficiaries and number of indirect beneficiaries + Status (Refugee, IDP, returnee and host community)]  NB: The figures presented must be consistent with the beneficiary annex. | | | |
| Targeted areas | Villages | Refugee / Returnees Camps | Communes | Province |
|  |  |  |  |
| Contact Persons |  | | | |

**Instructions:** Unless information is denoted “as applicable,” all information described below is required. Use Times New Roman, front 11. Do not modify template (margins, orientation, etc). Submit in word format.

**Section 1. Intervention summary** (½ page maximum)

*Provide a succinct description of the strategy, design, and approach of the intervention, including reference to how the differential needs, concerns and priorities of women and girls, men and boys of different ages and disparities such as disabilities will be addressed. Provide a description of the integrated design and the sector approaches and modalities of assistance.*

**Section 2: Situation context and Gap Analysis.** (2 pages maximum):

* *Provide a succinct synopsis of the situation or an update on recent events in the targeted regions, only including information relevant to the activities proposed for funding by the SRF. Do not copy and paste from Country Strategic Plans or humanitarian response plan. Make sure data is specific to the region/commune/localities targeted.*
* *Describe the projected needs (relevant to interventions proposed), by sector if applicable, based on recent context-specific assessments conducted by the partners[[1]](#footnote-2) including needs assessments or protection risk analysis and other relevant background information, figures, and information from previous project monitoring or results. Cite the sources for all relevant figures included in this section and shared all relevant analysis as annexes of your proposal*
* *For Cash & Voucher assistance, the choice of modality should be justified in the section, with reference to the elements that informed this choice of modality, including response analysis and market assessments which should be attached in full to the proposal. State what cash delivery mechanisms will be used, specifying whether the partners have previous experience using cash in the zone, and whether agreements with FSPs exist. Partners should include their CVA Standard Operating Procedures in the annex.*
* *For livelihoods activities, briefly describe the types of activities proposed and the target groups. The activities proposed should be informed by surveys such as market opportunities analysis or a feasibility study, which should be attached in full to the proposal.*
* *Identify particularly vulnerable populations and gaps, such as refugees/IDPs, or by gender, age, disability, socio-economic status, and/or location. Ensure that vulnerabilities presented are aligned with the intended response/ action and targeting.*

**Section 3. Profile and description of target population** (½ page maximum)

* *Describe the anticipated beneficiary population for the intervention including the process of beneficiary targeting and selection; how refugees, internally displaced person (IDP), returnees, host community members will be identified; how cross cutting/mainstreaming elements have been included in the targeting and describe the actions you would take to ensure that potentially vulnerable and underserved groups are included.*
* *Describe how you intervention will manage and reduce double counting*
* *Fill in annex 6 mapping location and capacity*

**Section 4:** **Project Description**

**Section 4a: Description of the intervention** (5 pages maximum)

*For each outcome, please describe:*

* *Objectives/Purposes*
* *Activities and implementation plan,*
* *Implementing partners role and responsibility per activity*
* *Preparedness and response to new emergencies*

*As a multi-year intervention, articulate how the intervention in year one will inform and contribute to*  *outcomes and impacts in years two and three. Please fill in* ***the result framework (annex 5)*** *and develop*  *further*  *your visual* ***Theory of change to be provided as an annex.***

**Section 4b: Protection Mainstreaming** (1 page maximum)

* *Describe how protection, gender, age, disability, conflict sensitivity, social inclusion, other potentially marginalizing factors will be considered and addressed in the project (note that all protection, gender/age and climate should be mainstreamed in all the different parts of the proposal and thus all cross-cutting aspects will be assessed across different sections/documents of the proposal).*
* *As an integrated response, articulate how sector specific activities are necessary to be combined to reach a common outcome, justifying the deployment of all the sectors of the project.*

**Section 4c: Do no Harm & Conflict sensitivity approach (**1 page maximum)

* *Describe the current state of social cohesion in the project's target area, identifying local dynamics, potential or existing tensions between groups, and factors that promote peace and dialogue.*
* *Explain how your project integrates conflict sensitivity and Do No Harm approach, ensuring that interventions do not unintentionally exacerbate tensions. Detail the measures in place to prevent or mitigate risks, strengthen social cohesion, and promote inclusive and equitable engagement among different communities (host, refugee, displaced, returnee, etc.).*
* *If relevant, specify local partnerships, community consultation mechanisms, or referral pathways that will be leveraged to ensure a contextually appropriate, conflict-sensitive, and harm-free implementation.*

**Section 5: Internal Coordination within the consortium & localisation strategy (1 page maximum)**

* ***1. Partnership Structure and Internal Coordination:*** *Describe how the partnership will be organized, including the lines of authority, decision-making processes, and coordination mechanisms across all team members. Clarify the roles and responsibilities between the lead applicant and associate awardees, specifying whether partnerships operate laterally or hierarchically. Ensure the proposal outlines how internal coordination contributes to a coherent and integrated response, rather than a collection of sectoral or partner-specific interventions.*
* ***2. Localisation Approach & Partnership Dynamics:*** *Explain your localisation strategy and the efforts undertaken to strengthen local actors' role within this project. Provide an overview of the existing partnership(s), including its history, past collaboration, and the dynamics between international and local partners. Highlight how the project builds on or enhances existing relationships to foster equitable and sustainable partnerships.*
* ***3. Capacity Strengthening & Sustainability:*** *Present the key elements of the capacity-building plan for local partners in this project, focusing on both technical and organizational strengthening. If relevant, explain how these efforts align with a broader, long-term strategy to enhance local partner sustainability beyond this specific intervention.* ***NB Annex Requirement: Attach the capacity-building plan*** *(draft or completed) for national partners.*

**Section 6: External coordination and synergy with other entities (1 page maximum)**

* *Please describe the project's approach to coordination at both the sectoral and strategic levels.*
* *Sectoral Coordination: Explain how the project aligns with traditional sectoral coordination mechanisms such as clusters, thematic groups, or other relevant coordination platforms. Specify your engagement in these structures and how the project contributes to sector-wide coherence and complementarities.*
* *Strategic and Operational Synergy: Describe the project's efforts to ensure strategic alignment and operational synergy with major initiatives, large-scale projects, local stakeholders and other actors present in the intervention area. Explain how it complements existing programs, avoids duplication, and maximizes collaboration for greater impact. Where relevant, mention any MoUs, referral pathways, or coordination mechanisms that enhance service continuity and operational coherence.*

**Section 7: Access and risk management** (½ page maximum)

* *Describe how partners will ensure and maintain access in general and to hard-to-reach localities if relevant.*
* *Describe how project risks were identified and provide a differentiated risk assessment for INGOs and local partners if their risks differ. Outline the key risks and explain the measures in place to manage and mitigate them, covering operational, security, financial, personnel, and other relevant risks (e.g., aid diversion, money laundering, counter-terrorism financing).*

**Section 8: Sustainability** (½ page maximum)

* *Assess the sustainability of its results.*
* *Describe how your localisation strategy will contribute to the collective outcome of the SRF. Please include the capacity building plan that has been mutually developed with your partners (use your internal template)*
* *Write about how environmental issues will be addressed and the impact of the project and operation on the environment.*

**Section 9: Monitoring and Evaluation Plan** (1,5 page maximum)

*See details in the shared annex “SRF MEAL Framework”*

*This section should demonstrate and describe how your monitoring system will ensure that the project will achieve its objectives. This will require details on:*

* *Monitoring plan of the project (in partners and within the consortium)*
* *Project progress tracking*
* *Monitoring and evaluation tools*
* *Plan for data collection, management, and analysis*
* *Quality insurance*
* *Remote monitoring plan*
* *Staff responsible for monitoring and evaluation*
* *Evaluation plan with details on the thematic areas and sample evaluation*

*To achieve this, consortia should allocate adequate resources. In addition to the project workplan, partners should provide a detailed MEAL workplan that is clearly reflected within the budget (through detailed financial lines or a specific BOQ). For the indicators (Outcome level) to be used in Annex 3, please refer to the GIRS:* [*https://www.sahelregionalfund.org/fr/ressources/documentation/*](https://www.sahelregionalfund.org/fr/ressources/documentation/)

**Section 10: Accountability to affected populations** (1 page maximum)

*In the AAP section, partners should clearly describe:*

* *How the affected population, including marginalized and/or vulnerable groups, will participate and play an active role in decisions related to the activity design and implementation.*
* *Which specific mechanisms will be put in place to make information available and accessible to affected population.*
* *Which mechanisms will be in place to receive and respond to beneficiary feedback and/or complaints throughout the duration of the activity.*
* *How mechanism sets will be safe, accessible, and transparent to collect complaints on a confidential basis;*
* *How feedbacks will be collected, considered, and acted upon in a timely and structured fashion;*
* *How feedbacks will be incorporated into activity implementation, monitoring and evaluation of progress, and designing course corrections as needed;*
* *How mechanisms will be monitored to ensure that they are appropriate, functioning and trusted by the community.*

*AAP activity should also be included in the budget and in the MEAL workplan*

**Section 11. Budget**

* **Value for Money** (½ page) *Partners should describe how they will demonstrate Value for Money throughout project, guided by the following questions:* 
  + *Can you identify 3 of the most significant areas where you may be challenged in demonstrating Value for Money during the project?*
  + *What mitigations will you put in place to overcome these challenges?*
* **Detail budget (in annex**): *This proposal application must be accompanied by a budget with its forecast and narrative according to the provided template.*

**Section 12: Annex requirements.**

* *Annex 1: This submission template.*
* *Annex 2: Consortia lead budget proposal. SRF template provided*
* *Annex 3: Risk register template. SRF template provided*
* *Annex 4: SRF Due diligence self-assessment tool. SRF template provided*
* *Annex 5: Result framework template. P SRF template provided*
* *Annex 6: Mapping location. SRF template provided.*
* *Annex 7: Beneficiary annex. SRF template provided.*
* *Annex 9: Theory of change*
* *Annex 10: Local partner capacity building plan.*

1. If a partner’s own needs assessment is being used as a justification for funding, we strongly recommend that the assessment be included as an annex to the proposal. [↑](#footnote-ref-2)