



EC – PNG Rural Water Supply and Sanitation Programme

Proposal for Rural Water Supply & Sanitation (RWSS) Project

Grant Funding Application

EuropeAid/128580/C/ACT/PG

International Open Call for Proposals

9th European Development Fund

Name of organisation:	
Title of Project:	
Location of Project:	
Call for Proposal Reference No.	

Proposal Reference No	
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(for RWSSP use only)

I. THE APPLICANT

Full legal name of organisation:	
Acronym:	
Legal Entity Sheet number¹	
Nationality:	
Legal status:	
Official Address	
Postal Address	
Office Address in PNG (if different from above)	
Postal Address in PNG (if different from above)	
Name of the (in-country) head of the organisation:	
Contact telephone number	
E-mail	
Fax number	
Contact person for this proposal	
Position within the organisation	
Contact persons email address	
Contact persons telephone number	

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the RWSSP. The RWSSP will not be held responsible in case it cannot contact an applicant.

¹ If the Applicant has already been assigned a number by the European Commission

II THE ACTION

INTRODUCTION

This project proposal should be a collaborative effort between the key stakeholders (including the community). In order to complete this proposal form effectively there will need to be considerable consultation between these stakeholders using inclusive participatory techniques.

1. DESCRIPTION

1.1 Project Title

1.2 Implementing Organisation (& Partners, if any)

1.3 Project location

Proposed Location(s) of the Project(s) Province(s), district(s), ward(s), village(s) ² ,GPS location of village	
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1.4 Proposed start date and duration

Proposed start date and duration	
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1.5 Total cost of the project and amount requested from RWSSP

Total cost of the project	Amount requested from the Contracting Authority	Contracting Authority % of total cost of project
Kina	Kina	%

Explain the source of any non-Contracting Authority funds (NB this should include the community cash contribution of 10% of budgeted material costs):

² A map showing the location of the communities to be targeted should be included.

1.6 Proposal Summary

1.6.1 RWSSP has a clearly established Programme Purpose “ *Sustainably enhanced access to safe water, improved sanitation use and hygiene behaviour for participating rural communities* “ which aims to contribute towards the Overall Objective “*To improve health of selected rural communities through provision of increased access to safe water supply and sanitation facilities*”

Improved Health is seen as the overall development objective; improved water supply, hygiene and sanitation as the means by which to achieve this

To achieve this clear Results are required ,examples of which could include.

1. *Increased access by the final beneficiary community to safe water supply delivered through a locally appropriate and sustainable system.*
2. *Increase in the availability and use of improved sanitation facilities.*
3. *Increase in the construction and use of hygiene facilities.*
4. *Improved linkages between communities and service providers to promote greater sustainability.*
5. *Increased understanding within the community of issues relating to gender and empowering women in society.*
6. *Increased awareness on prevention and treatment of HIV/AIDs.*
7. *Establish effective Finance and Administration and management procedures to implement project.*

The table below asks you to record the results you have identified in order to achieve the project purpose. (Please note that to be successful there should be a very clear logic between completing the outputs and achieving the purpose, you may wish to select/improve upon those outlined above in section 1.6.1).

In addition please state your Organisations Goal.

Table 1

Your Organisational Goal³	
Overall Objective	<i>Improved health of rural communities through provision of increased access to safe water supply and sanitation facilities.</i>
Project Purpose⁴	<i>Sustainably enhanced access to safe water, improved sanitation use and hygiene behaviour for participating rural communities</i>
Expected Results to achieve Purpose	1 2 3 4 5

³ Your organisational Goal to which this project purpose contributes.

⁴ That will be achieved by the end of the project.

2. JUSTIFICATION AND RELEVANCE OF THE PROJECT

Identified projects need to be relevant to the Objectives of RWSSP, addressing real needs, in partnership with government and other key stakeholders, within the national policy framework.

2.1 Describe the final beneficiaries⁵, provide estimates on the numbers of individuals as well as households. Describe tribal/clan groups, numbers, and their historical relationships

2.2 Describe how you have selected the final beneficiary communities, and the process' adopted for identifying their needs .

2.3 Justify your community selection by clearly describing the identified needs and current hardships, including health problems, faced by the communities you intend to be working with. As far as possibly try to quantify the health issue you hope to address.

2.4 Identify any additional reason's/benefits for selecting these communities

2.5 RWSSP describes some Results intended to improve health in target communities (1.6.1 above) We consider these essential areas to achieve the Project Purpose. Your project may have included these and/or others. Describe how your project results will result in achieving the Project Purpose.

2.6 How does your Project Purpose and Overall Objective contribute to your organization's Goal

⁵ Final Beneficiaries are those who will benefit from the project in the long term

2.7 Highlight any added value of the project with reference to local government actions and other actions implemented by non state actors. Does your project contribute to District Development Plans?

2.8 Where the project is the extension/prolongation of another project, explain how the proposed project is intended to complement/build on the results of the other project.

3 METHODOLOGY AND IMPLEMENTATION PROCESS

3.1 What is your proposed methodology/approach to promote community mobilisation and participation, including women, throughout the project? How will you ensure meaningful dialogue with the community, to identify their detailed needs at the start of the project and to ensure their ownership and participation through implementation (exclude here issues of community cash and in kind contributions)

3.2 What issues do you expect to arise between tribes and clans during or as a result of this project, and how do you anticipate dealing with this?

3.3 What are your procedures for monitoring and evaluating the project (including the participation of the community) of the project.

3.4 Describe the key stakeholders in the project (final beneficiaries, tribal groups, clans, local partners, associates, local authorities etc) and the nature of their interest in the project⁶. How have they been involved in the planning of this project? What will their respective roles be in various stages of the project implementation, monitoring and evaluating and long term support?

⁶ Stakeholders refers to those groups or individuals who have a stake in the outcomes of the project – whether positive or negative

Stakeholder	Interest in the project	Expected role

3.5 What is the team proposed for implementation of the project and the function of the proposed positions in the team.⁷ Please note that these should match the staff listed in the Human Resource section of your budget. Include volunteers as well as paid staff

4. TECHNICAL FEATURES OF THE PROJECT

Detailed technical drawings showing final project designs will need to be developed in partnership with key stakeholders, and should be submitted as part of your first interim report. At this stage please provide the following information for each target community⁸:

4.1 Features of the sanitation component proposed to address the needs/problems identified.

4.2 Type(s) and main features of the anticipated water supply scheme(s) proposed to address the needs/problems identified.

4.3 Describe any other technical features of the project.

⁷ Job descriptions and the CVs of the key team members can be submitted as separate supporting documents.

⁸ If the proposal covers several different target communities but the water supply scheme and sanitation options proposed are the same for each then this can be explained without detailing each village separately.

5. DETAILED DESCRIPTION OF ACTIVITIES

5.1 What are the specific activities to be implemented in order to achieve each Result. Specify where applicable the role of any partners/associates / stakeholders in the activities.

Complete the table below as appropriate with the Results and expected activities to achieve them. (The numbering in the table below is indicative of the format rather than the number of activities that need to be identified)

Ensure that activities are quantifiable eg number of training events and number of expected participants, number of leaflets distributed, number of latrines etc

Table 2

Results	Activities to achieve result	Staff responsible. Role of partners/associates/stakeholders
1 (<i>As per Table 1</i>)	1.1 1.2 1.3 1.4.	
2	2.1. 2.2. 2.3. 2.4.	
3	3.1 3.2 3.3	

	3.4	
4	4.1 4.2 4.3 4.4	
5.	5.1 5.2 5.3 5.4	
6.	6.1 6.2 6.3	
7.	7.1 7.2 7.3	

6. DURATION AND ACTION OF THE PLAN

6.1 Complete an implementation schedule for the proposed project using the format detailed below. The table should include all activities identified in the section 5.1 above. In addition indicate when you expect to complete key project milestones, included the key miles stones listed. The action plan must not mention real dates, but must simply show month 1, month 2 etc

You are advised to consider carefully realistic time schedules for each activity (bearing in mind seasonal constraints for example), and leave a certain amount slack as a precaution. Also to consider your cash flow from the pre-financing schedule when planning activities.

Table 3

Proposed Results and Activities from table 2.	Anticipated time frame from start of project (months)																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Etc	Etc	Etc
Key Milestones																								
Final detailed technical designs for water supply and hygiene and sanitation structures agreed with community, specifications																								

6.2 Risks and Assumptions. What risks do you anticipate might effect implementation of activities identified above and how have you accounted for these. What assumptions are you making that could effect implementation? (include for example access to the project site, logistics etc)

7. COMMUNITY CONTRIBUTIONS TO THE PROJECT

7.1 Community cash contribution

RWSSP requires that all partner communities contribute at least 10% of the cost of materials for the project. Describe the current economic situation in the communities you plan to work in. What cash crop or other cash making activities currently exist. Based on this, how does the community plan to raise the required 10% community contribution? Confirm here that communities are willing to make their 10 % contribution.

7.2. Community in-kind contribution

It is a condition of accepting project proposals that all unskilled, and where possible skilled, labour is provided by the community as an in-kind contribution. In addition we would expect communities to collect locally available resources for construction, which may include for example sand and gravel, building materials etc.

Provide details of the in-kind labour required for this project

Provide details of the locally available materials which will be provided by the community for this project

8. EXPECTED RESULTS

8.1 Quantified Outputs. Indicate expected measurable achievements against each output, and how this information will be collected.

(The first row has been completed as an example only and should be omitted from the final application)

Objectives	Indicators of achievement (eg. How many, by when, to what standard) by end of project	Means of Verification
Project Objective	▪	
Expected Results (from table 1) <i>e.g. Increase in the availability and use of improved sanitation facilities</i>	<ul style="list-style-type: none"> ▪ 300 improved latrines built in XX community. ▪ No more open defecation. ▪ 100% of pigs fenced 	<ul style="list-style-type: none"> ▪ Site survey after project completion
2		
3		
4		
5		
6		
7		

8.2 Activities. In addition record the main targets/indicators of achievement for each of your key activities identified in Table 2

8.3 Expected Impact. Explain how the project will impact on the following:

8.3.1 the living conditions, e.g. health, environment, income, domestic workload, etc, of the final beneficiaries;

8.3.2 the knowledge, attitudes and practices of the final beneficiaries with regards to improved hygiene and sanitation.

8.3.3 the technical and management capacities of the final beneficiaries and/or other stakeholders where applicable.

8.3.4 empowering communities to take a more direct role in future development initiatives

8.3.5 Do you anticipate any multiplier effect, ie replication and extension of the actions outcomes

8.3.6 Do you expect any capacity benefits/impact for your organisation?

9. SUSTAINABILITY

Explain how you will develop sustainability during the project process. Distinguish between the following three dimensions of sustainability:

9.1 Financial level (how will activities, in particular operation & maintenance, be financed when the project ends?)

9.2 Institutional/community level

9.2.1 How will you develop true ownership by the community of the project and its outputs?

9.2.2 What community management structures (eg water and sanitation committees) will continue the water and sanitation initiatives?

9.2.3 How specifically do you intend to develop the capacity of these structures in order to promote sustainability of the project?

9.2.4 How will you promote partnership between the community and other local relevant service providers (including on-going technical support)

9.3 Technical level (how sustainable and appropriate is the technology? How will the constructed RWSS be operated & maintained? How will replacement parts be obtained?)

10. LOGICAL FRAMEWORK

If the budget for this action exceeds €100,000 please complete the logical framework, annex C.

11. BUDGET FOR THE PROJECT

Use the spreadsheet format given in Annex A to present the budget for the proposed project.

BANK DETAILS

Before a grant contract can be signed, the applicant will have to supply a financial identification form using the model in Annex B, certified by the bank where the payments are to be made. This should be an account opened specifically for the project.

III CAPACITY TO MANAGE AND IMPLEMENT THE ACTION

The following information is needed to complete a Capacity Profile for each applicant organisation. The Capacity Profile is necessary as part of the assessment of the organisation in connection with its application for grant funding from RWSSP for a rural water supply and sanitation project.

Suggestions of possible supporting documentation are given. Not all supporting documents listed must be provided but the information & documentation provided should be sufficient to indicate that the agency meets a particular criterion. Any supporting documentation should be submitted together with the completed Capacity Profile. Footnotes are given where necessary for clarification.

The information needs to be provided in the following sections. Please do not leave any sections blank. If no information is available please indicate that the requested information is not applicable or does not exist.

1. ORGANISATIONAL ACTIVITIES

1.1 When was your organisation founded and when did it start its activities here in PNG?

1.2 What are the main activities of your organisation at present.

2. CAPACITY ASSESSMENT

2.1 Capacity Area 1: Organisational Capacity.

Criteria	Examples of supporting documentation
i. General organisational capacity to implement RWSS projects using established admin/mgmt structures, systems, procedures and resources.	<ul style="list-style-type: none"> • Organisation chart. • Manuals or policies for administrative procedures, information management, human resource development, etc. • Asset register • Job descriptions/profiles of staff.
ii. Financial management resources, systems and procedures.	<ul style="list-style-type: none"> • Annual financial reports, Balance Sheets • Audit reports or evidence of the existence of an auditable accounting system and separate procedures for the presentation of accounts. • Manual/documentation of financial procedures.
iii. Governance issues considered.	<ul style="list-style-type: none"> • Documentation of some regulatory mechanism/system that applies to the organisation.

GENERAL ADMINISTRATION & MANAGEMENT

Details of organisation's current staff indicating for each position; title, location, gender, employment status⁹ and any vacant positions:	
Are administration or other management procedures manuals available¹⁰:	
Are job descriptions available for all key posts¹¹:	
What systems for managing project and organisational information do you use (MIS systems)¹²:	
Details of physical assets available¹³:	

⁹ Full-time or part-time. Paid or voluntary.

¹⁰ If 'Yes', please list and attach copies.

¹¹ If 'Yes', please list and attach copies.

¹² For example, paper filing system, IT system, LAN, etc.

¹³ For example, office space (indicate whether owned or rented), transport, IT equipment, etc.

FINANCIAL MANAGEMENT

Details of funding and funding sources for the past two financial years.				
Source of fund (e.g. name of donor, membership fees, fund-raising activity)	This year (200__)		Last year (200__)	
	Kina	%	Kina	%
TOTAL FUNDS RECEIVED				

Do you prepare an annual budget¹⁴	
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Details of organisation operating expenditure ¹⁵ for the past two financial years				
Expenditure	This year (200__)		Last year (200__)	
	Kina	%	Kina	%
a. Operational Costs¹⁶				
Total operational costs				
b. Project Costs¹⁷				
Total project costs				
TOTAL FUNDS EXPENDED				

Are audited accounts available, provide details on the company who audits your account¹⁸:	
Details of the system used for financial management and accounting¹⁹:	
Details of procedures to reduce the risk of misuse of funds:	

¹⁴ If 'Yes', please attach the latest one.

¹⁵ For example, staff, office operating cost, equipment purchase, etc.

¹⁶ Please provide a breakdown, for example, office rent, staff costs, utilities, maintenance/repair, etc.

¹⁷ Please provide a breakdown, for example, materials, transport, printing, specialist services, etc.

¹⁸ If 'Yes', please indicate for which years and attach a copy of the last audit report.

¹⁹ For example, cashbook, double entry book keeping, Excel spreadsheet, special financial/accounting software, etc.

Who has the overall responsibility for financial management and who is this person accountable to:	
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GOVERNANCE

Is there a governing body for your organisation?	
Describe its role/function?	
Name, position, occupation and date and method²⁰ of appointment of the member of the governing body:	
Are there any restrictions²¹ on how long can an official can hold a position on the governing body?	
Date of last meeting of governing body:	
Does your organisation have any of the following regulatory documents²²: <ul style="list-style-type: none"> • Articles of Association including IPA registration • Constitution • Governance Policy • Other (please specify) 	

2.2 Capacity Area II .Project implementation capacity

Criteria	Examples of supporting documentation
i. Track record of successful project implementation. ii. Track record of previous donor funding.	<ul style="list-style-type: none"> • Completion/Final Evaluation Reports for projects. • Contracts/Project Agreements for donor-funded projects. • Letters of reference for completed donor-funded projects.

²⁰ Appointed or elected.

²¹ If 'Yes', please indicate the time period.

²² If 'Yes', please attached a copy.

Criteria	Examples of supporting documentation
iii. Capacity to plan, implement and manage participatory community based RWSS projects with an emphasis on sustainability.	<ul style="list-style-type: none"> • Contracts/Project Agreements for donor-funded RWSS projects. • Completion/Final Evaluation Reports for RWSS projects. • Letter of reference for completed donor-funded RWSS projects. • Manuals, guidelines and other documents produced in connection with RWSS projects. • Technical RWSS scheme design and construction documentation. • Documentation demonstrating an ability to source assistance for RWSS design and construction.
iv. Capacity to plan and implement other types of projects with features relevant to RWSSP ²³ .	<ul style="list-style-type: none"> • Contracts/Project Agreements for donor-funded projects. • Completion/Final Evaluation Reports for projects. • Letter of reference for completed donor-funded projects. • Technical documents produced in connection with previous multi-disciplinary projects.

Details of current/completed projects implemented by the organisation over at least the past two years; project name, objectives, activities, achievements, time period, location, budget and funding source(s).

1.

2.

3.

Etc.

List of supporting documentation provided to verify project implementation capacity of the NSA:

1.

2.

Etc.

Statement of specific strengths/areas of expertise relevant to RWSSP:

Statement of specific areas in which support/capacity building might be needed from RWSSP:

²³ Projects that include one or more of the following: community mobilisation/organisation, community participation (including planning, implementation, monitoring and evaluation), capacity building, awareness and training on HIV/AIDS and gender issues.

IV OTHER APPLICATIONS MADE TO THE EUROPEAN UNION (EU) AND EU MEMBER STATES

Grants, contracts and loans obtained over the last three years from EU and EU Member States.

Location of intervention	of EU or EU Member States (specify budget line if known)	Amount (specify currency)	Year obtained

(If none state 'Not applicable'.)

Grant applications submitted (or about to be submitted) to European Institutions, the EDF and EU Member States in the current year.

Location of intervention	of EU or EU Member States (specify budget line if known)	Amount requested (specify currency)

(If none state 'Not applicable'.)

The applicant is required to inform RWSSP without delay if a similar application for RWSS project funding made to any other donors is approved AFTER submission of this grant application

V. PARTNERS OF THE APPLICANT PARTICIPATING IN THE PROJECT

1. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation**. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar projects, in relation to role in the implementation of the proposed project	
History of cooperation with the applicant	
Role and involvement in preparing the proposed project	
Role and involvement in implementing the proposed project	

Important: This application form must be accompanied by a signed and dated partnership statement from every partner, in accordance with the model provided on the next page.

2. PARTNERSHIP STATEMENT

Important: This declaration must be provided by **each Partner**.

A Partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the project funded by the RWSSP. To ensure that the project runs smoothly, RWSSP requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

- 1. All partners must have read the application form and understood what their role in the project will be before the application is submitted to RWSSP.
- 2. All partners must understand what their respective obligations are in the proposal. These will be elaborated in the standard grant contract if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the project's implementation.
- 3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the project.
- 4. All partners must receive copies of the reports - narrative and financial - made to RWSSP.
- 5. Proposals for substantial changes to the project (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the RWSSP. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the RWSSP.

I have read and approved the Description and Expected Results of the proposal submitted to the RWSSP. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

VI ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE ASSOCIATES

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
Full legal name (business name)	
Nationality	
Legal status	
Official address	
Contact person	
Telephone number	
Fax number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

VII LOCAL LEVEL GOVERNMENT ENDORSEMENTS

In order to promote and strengthen linkages between key stakeholders and to encourage a sustainable development process it is important that local government is aware of and supports your project. This helps ensure that RWSSP activities become included in the broader District wide development process. Furthermore, encouraging these relationships during this project can lead to additional development interventions between stakeholders in the future.

This section should be completed by a member of the Local Level Government and is intended to ensure that the LLG is aware of your activities and are prepared to endorse your proposal. Endorsements will significantly strengthen the quality of your proposal.

1. Comments supporting this application from the Local Level Government member

Signed:

Date:

2. Comments supporting this application from the District Health Officer

Signed:

Date:

VIII DECLARATION BY THE APPLICANT

A. The applicant declares that:

- It has sufficient and stable sources of finance to maintain its on-going operational activities throughout the period during which the proposed action is being carried out.
- It has the professional competencies, management capacity, human resources and qualifications required to successfully complete the proposed action.
- It undertakes to comply with the principles of good association foreseen in section III.2 of the grant application form.
- It is directly responsible for the preparation and management of the project with its partners, and is not acting as an intermediary.

Furthermore, the applicant declares that :

	To be filled in by the applicant		To be filled in by the RWSSP	
	Yes	No	Yes	No
1. It is eligible in accordance with the criteria set out under point 2.1.1 of the guidelines.)				
2. Partner 1 is eligible (in accordance with the criteria set out under point 2.1.2 of the guidelines.) (if any)				
3. Partner ... is eligible (in accordance with the criteria set out under point 2.1.2 of the guidelines.) (if any) NB: add as many rows as partners				

B. SIGNATURE:

I, the undersigned and person responsible in the applicant organisation for the proposal, certify that the information given in this Declaration is correct.

Date:

Name:

Signature:

Position:

IX CHECKLIST

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the applicant		To be filled in by the Contracting Authority	
	Yes	No	Yes	No
1. The correct grant application form, published for this call for proposals, has been used				
2. The proposal is typed and in English and all sections have been completed				
3. One original and one copy is included				
4. A floppy disk or CD-Rom is enclosed				
5. Each partner has completed and signed a partnership statement and the statements are included (if any). Please indicate “Not applicable” (NA) if you have no partner				
6. The budget is presented in the format requested, is expressed in Kina and is enclosed				
7. The logical framework has been completed and is enclosed (for proposals exceeding €100,000				
8. Financial Identification form completed.				
9. Legal Entity Form has been completed, including any supporting documents such as IPA, GST registration.				
8. The duration of the action is appropriate to the call for proposals				
10. The requested contribution is equal to or higher than 25,000 EURO(the minimum allowed)				
11. The requested contribution is equal to or lower than 800,000 EURO (the maximum allowed)				
12. The requested community contribution is equal to or higher than 10% of the total material costs				
13The Declaration by the applicant has been filled in and signed				

X SUPPORTING DOCUMENT

Please record here any additional supporting documents included with this proposal (such as details on staffing positions, organisational finances etc)

Documents Included	Confirmed By Contracting Authority
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	