

Instructions: Project Summary, Application Questions and Budget

Introduction

Below are instructions for the Project Summary and Application Questions. A more in-depth information you will find in ForumCiv's *Essential guide to project planning*. We at ForumCiv understand that it is not always easy to explain the complexity of your rights-based project by answering standardized questions and filling in a matrix. The purpose of these instructions is to assist and guide you to give answers that are relevant and precise.

Abbreviations

SvEO refers to **Swedish non-profit associations**, foundations and **Diaspora organisations** that have a non-profit mission and promote democratic development and the dignity and worth of all people, women and men. SvEOs must have their headquarters in Sweden and their statutes or memorandums must indicate which activity SvEOs engage in and the way in which the Board or management foundation are elected. SvEOs must be registered in Sweden and have its own corporate identity.

LEO refers to a **local partner organization** that complies with local laws of the country they are based or registered in.

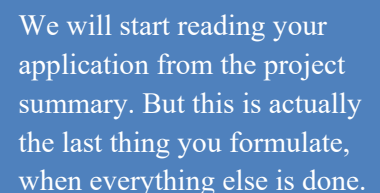
Instruction: Project Summary

In the project summary you describe with your own words how you will achieve the desired change. Remember to keep it short – it is meant to be a sort of informative teaser to awake an interest to your ideas and methods of work.

What do you need to have at hand?

You will need your goal- and risk matrix, and other relevant documentation you have collected during the planning of the project, for example: analysis and baseline data from a pre-study, lessons learned and evaluations from previous projects.

Follow the seven steps below to summarize your project. You can switch the order of the steps to suit your story. However, no steps can be omitted.



We will start reading your application from the project summary. But this is actually the last thing you formulate, when everything else is done.

The 7- step method:

1. WHO

Name the partner organisations.

2. WHERE and WHEN

Name region, area or town where the project will be implemented and when the project will start and finish.

3. WHAT

What change will your project bring about? Refer to the project goals and the project's target groups.

4. WHY

Give a reference to the present state of human rights situation, in other words, the reason why the project is needed.

5. HOW

What will be done during the project in order to achieve the change? Mention your key methods and activities.

6. VERIFIABILITY

How will you verify your achievements? Mention your methods for monitoring and evaluation.

7. LESSONS learned

Refer to lessons learned from previous experiences and how they influenced this project's design and methods.

See example of the project summary on the next page

Example of Project Summary

1. Who? Partner organisations

The Swedish Marine Conservation Society (SvEO) will together with COMFISH, South Africa (LEO) strengthen the fishing communities' own organisation "Fishing Links" during 2015 – 2016.

4. Why? Human rights situation now

2. When and where

Fishing communities in Bhisho – Eastern Cape, South Africa – with small-scale fishing as their main livelihood don't have an approved status as legal actors, nor have legal rights to their fishing areas.

7. A little bit of lessons learned

The previous projects, in collaboration with COMFISH, showed the importance of strengthening local fishing communities and establishing a unifying voice for the demands of the communities; in order for them to influence local and national authorities in relation to their rights on fishing issues. It also showed that special activities targeting women are needed in order to ensure their participation in decision-making.

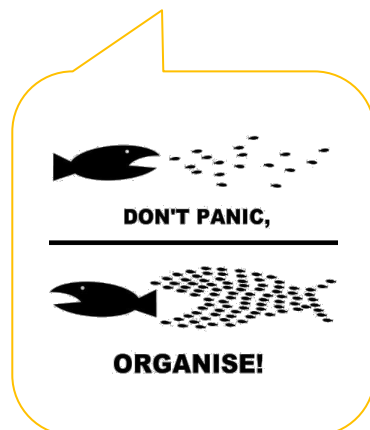
5.How?

COMFISH will strengthen the capacity of 20 local leaders – 9 women and 11 men – to represent their communities in decisions affecting livelihoods in the reference group for a new policy draft recognizing the role of small-scale fishing communities in the preservation of marine resources. This will result in increased legitimacy of "Fishing Links" as an organisation.

6. Verification

An external evaluation will assess if the fishing communities are more recognised as actors by the local fishing authority in Bhisho; that "Fishing Links" acts as a unifying voice for the rights demands of the communities; and whether they influence local and national authorities in relation to their rights on fishing issues.

3. What? The change



Instruction: application questions

Planning process

Rights-based approach aims to increase people's capacity to claim their rights. It is important to show that your project has a clear connection to the rights-holders, even if you have chosen to work with other actors for change, duty-bearers or civil society.

Question 1. *How has the project been planned?*

Here we are interested in getting a clear picture of the planning process. One key aspect is to describe how the **rights-holders** have been engaged. Another, to show what kind of contact you have taken with the **duty-bearers** (responsible authorities on relevant levels) if the realization of the project requires permissions, memorandums of understanding etc.

Describe project planning **methods** you have used, for example, conducted a Logical Framework Analysis -workshop. Specify **who** from the partner organisations have been involved at what stages in project planning process.

Question 2. *Describe contacts and partnerships that SvEO and LEO have with other civil society organisations working with similar types of issues and projects in the region.*

A contribution of a single project is seldom enough to achieve a change in terms of improved human-rights situation. Networks of civil society actors who contribute to each other's efforts are an efficient way to achieve a desired change.

Here we would like to know if your project is part of a greater work that is underway in the region where you plan to work. Do you expect any synergy effects from others' work that will help you to achieve your goals?

If your organisations are the only ones who work with your issue in the region, what challenges does it create for achieving your project's goal?

Question 3. *Describe lessons learned from possible previous projects and how they have influenced the design of this project.*

Is your project building on to the results of previous work done by your organisations? You can draw on experiences from projects done by SvEO and LEO in cooperation or separately. Clearly show what is different for this phase of your cooperation compared to what you previously done. What have you changed in your approach, goals, choice of target groups?

One way of describing how you have assessed and used lessons learned is by referring to road maps, evaluations and other materials.

A success factor in all projects is to build on past experiences and be a learning organisation. It shows the capacity of your organisation to adjust to challenges, learn and stay relevant.

The human rights based analysis

A development cooperation project is implemented in order to change a concrete problem. The problem is always connected to one or more human rights that are violated or ignored. Who is the rights-holder in regard to the problem your project wants to solve? Who is the duty-bearer? What is the role of civil society?

Question 4. *Describe the main problem or situation where human rights are violated that your project will contribute to change.*

The answer to this question should be based on conclusions from three types of analysis: **context, problem and actors**. ForumCiv recommends LFA as a basic planning tool which combines all three. Motivate the choice of the problem and target groups.

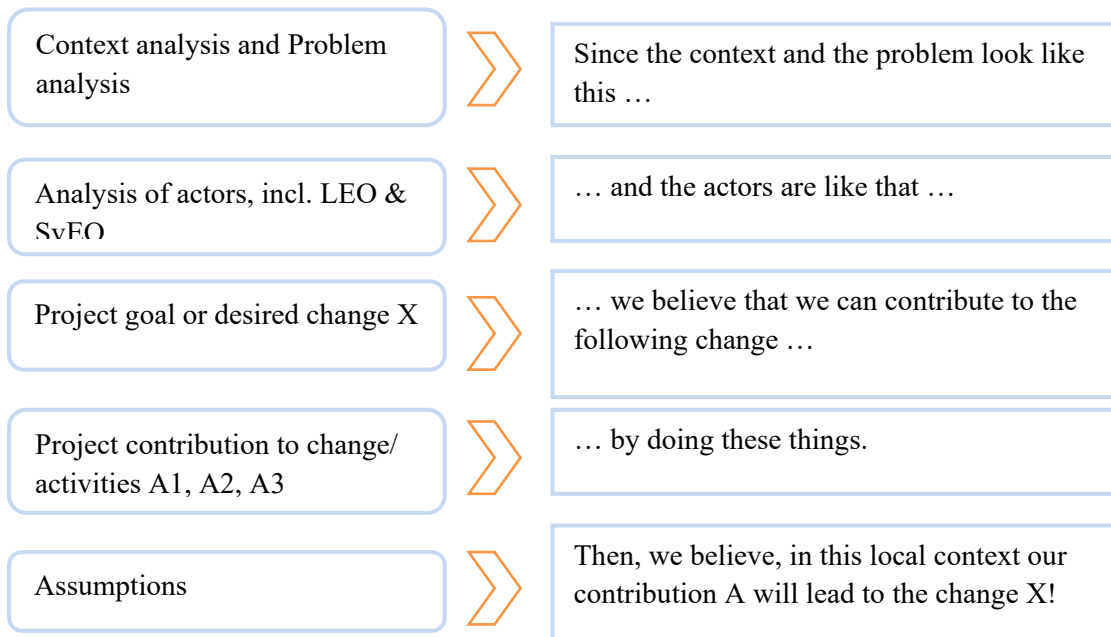
We would like to get a clear picture of the local context, formal and informal power structures, in order to understand your choice of target groups and goals. Be clear on what human right(s) you will work with and who bears the main responsibility for them to be fulfilled in the local context.

Make sure that you have considered different actors' perspectives on the problem and its causes. Think especially on how to involve groups that often do not have the opportunity express their opinion, for example women, youth, people with disabilities or other groups that will be affected or affect the problem. You do not need to have these groups as direct target groups in your project but it is crucial that you have a broader picture of the situation before you choose a specific problem to work with. In *question 6* you can show how you included *gender equality issues* in your analysis of context, problem and actors.

Question 5. *Explain how the project activities will lead to the desired change.*

This question is about **the logic of your project**. Explain why activities A1, A2, A3 will lead to that change X happens. Here you can explain your goal and risk matrix in depth with your own words. Reflect on whether the **risks** that you have identified have affected the choice of activities and the target groups. You can use the image below as inspiration when describing your project logic.

Example of how you can structure your answer:



Your project matrix and the related analysis **should make visible** your project's contribution to increased **gender equality** and/or **sustainable use of natural resources**. If gender or environmental factors are one of the causes of the problem your project is aimed to solve, we recommend you to set a goal that clearly regards these issues. You can also visualise your approach within gender and environment by including special activities and gender/environment sensitive indicators.

Question 6. *Describe the gender power relations in the project area and how this affects the position and life conditions of women and men. How will the project contribute to increased gender equality?*

Your description should be based on an analysis of the existing gender inequalities in the project area in connection to your target groups.

Explain the underlying causes. Describe the situation in terms of **decision-making** (over one's body, within the household, community, municipality, state) access and control over **resources**, **security** and access to **justice**. The analysis should include a description of prevailing norms, relevant legislation, and praxis. The analysis should be the basis for any sub-goal, indicator or activity linked to gender that you include in your goal- and risk matrix.

Examples of what we mean with the project contribution to increased gender equality:

- The project is expected to increase awareness of women's rights among rights-holders and duty-bearers.
- The project aims to contribute to the abolition of discriminatory legislation against women.
- The project will result in a formulated strategy on how to include men in the activities related to gender equality.
- The project is expected to lead to increased gender equality within SvEO and LEO (for example development and implementation of gender equality policies, gender-equality training, gender mainstreaming and gender budgeting).

- The use of gender sensitive indicators will become a norm within the monitoring and evaluation in SvEO and LEO.

Think about whether there are any risks connected to **resistance** towards a change in gender power relations that might affect your project's goal fulfilment. Also think about whether there is a need to work with preventive issues, then you might need to include an additional sub-goal or activity.

Question 7. *Describe the environmental situation in the area and how it will influence the project. How will the project contribute to a sustainable use of natural resources?*

Your description should be based on an analysis of the environmental situation in the project area. Describe in terms of consequences of the climate change or unsustainable use of natural resources and how this can affect your target groups and project design. For example, what are the differences in how men and women are affected by climate change consequences/ unsustainable use of natural resources in your project area? The analysis should be the basis for any sub-goal, indicator or activity linked to environmental issues that you include in your goal- and risk matrix.

Examples of what we mean with the project contribution to a sustainable use of natural resources:

- The project is expected to increase awareness on environmental issues including sustainable livelihoods amongst rights-holders.
- The project is expected to increase LEO's knowledge on how to work more sustainably with a positive impact on the environment.
- The project will result in the development of an environmental policy by LEO and SvEO.
- The project is expected to contribute to the duty-bearers changing their attitudes toward working with issues related to environmental problems in the local community.

Think about whether there are any **risks** connected to disasters caused by unsustainable use of natural resources or climate change that might affect your project's goal fulfilment (for example flooding, drought). Also think about whether there is a need to work with preventive issues, then you might need to include an additional sub-goal or activity.

Question 8. *If the project is implemented in a country or area where an armed conflict is underway, threatens or has recently ended, how is this handled in the project?*

Outline how the project affects the situation and how the situation affects the project, and describe how you have ensured that your project activities will not exacerbate matters. You can use ForumCiv's form for conflict impact assessment, download from the website.

You can write "not relevant" if this does not apply for your project.

Question 9. *If HIV/AIDS has an impact on target groups or development in the area where the project is implemented, how is this handled in the project?*

This question is to be answered for projects in countries and areas with an **HIV** prevalence of over 4%; projects dealing specifically with sexual and reproductive health and rights (SRHR); projects that have an HIV/AIDS focus.

Give an analysis of the underlying causes of the situation in the area linked to your target groups. Describe how you ensure non-discrimination of people living with HIV/AIDS.

Note that **risk assessment** in regard to impact of HIV/AIDS is compulsory for projects in high-prevalence areas.

You can write “not relevant” if it does not apply for your project and/or target groups.

Question 10. *If harmful use of alcohol and/or narcotic drugs has an impact on target groups or development in the area where the project is implemented, how is this handled in the project?*

This question is to be answered for projects in countries and areas where there is a harmful use of alcohol and narcotic drugs that affect the communities. In many areas where ForumCiv supports projects, alcohol and narcotic drugs are strong hindrances to development and poverty reduction. Harmful use of alcohol and/or narcotic drugs have been shown to for example affect household economy, be linked to gender-based violence and lead to health problems and marginalisation.

Give an analysis of the underlying causes of the situation in the area linked to your target groups. Think about whether there are **risks** related to use of alcohol and/or narcotic drugs that might affect your project's goal fulfilment.

You can write “not relevant” if it does not apply for your project and/or target groups.

Monitoring and sustainability of the results

Question 11. *Describe how you plan to monitor and evaluate the project. How will the rights-holders be engaged in this process?*

Monitoring is the continuous, methodical process of data collection throughout the life of the project. In the goal and risk matrix you have listed the indicators that you will use to measure goal achievement. Here we ask you to describe and motivate **methods** that you will use to track the goal fulfilment. Specify **who** from the partner organisations is responsible for monitoring.

If the rights-holders whose rights situation is the project's focus will not be the direct target group, describe how they will be involved in the follow-up and how the project's results will be communicated to them.

Question 12. *Describe the project's sustainability plan.*

The aim should always be **sustainable change** which means that the rights-holders have the capacity to claim their rights and that the duty-bearers take the responsibility to deliver according to their obligations. This means that all projects should have long-term sustainability in mind from the beginning and not create a situation where LEO is taking over the duty-bearers function or become dependent on only one donor in its operations.

The sustainability of the project, which SvEO and LEO need to discuss from the beginning of their co-operation, should be seen as an important **partnership matter**. The ambition should be for LEO to be able to continue to use and develop the gained knowledge independently from SvEO; in other words, sustainability should be planned. One way of doing this is by formulating an external communication plan including how the organisation will map possible future donors and sponsors; identify capacities that need to be built in relation to external communication; and how to use the achieved results in order to stay a relevant and capable actor.

Budget and resources

Question 13. *Describe the budget (personnel, material etc).*

Describe the content of your budget and what resources you need for achieving the goals. The budget should be activity based. This means that it should be clear in the budget how much it will cost to reach every sub-goal.

List all **personnel** that will be employed by the project. Specify their position and forms of employment (in per cent of a full time employment).

If there are any larger **acquisitions of materials** such as computers, cars, generators, motivate these costs and specify the ownership of these after the project has ended.

The budget should be divided between LEO and SvEO. LEO carries the main responsibility of the implementation of the project and this should be visible in the budget. If there is any **Swedish expertise** (representatives from SvEO or other) included in the budget, motivate why you are not using local experts.

See below instructions to eligible budget lines and what to think about when you create your project budget.

Question 14. *Motivate why the chosen methods and activities are a cost-effective way to achieve the project goal.*

Compare your chosen implementation method with other possible methods. Explain why the method you are using is cost-effective (i.e. how it makes the best use of the available resources, such as the people involved in the project, grants for activities, premises, knowledge and skills within the project and networks) with respect to the expected results.

Question 15. *How will SvEO collect its own co-financing contribution?*

The co-financing contribution is to be collected in Sweden by SvEO. The correct volume of the co-financing contribution will be automatically calculated in the budget template.

What funds that can be used as the co-financing component is regulated in the General conditions for Sida funds to Swedish NGOs channelled via ForumCiv. You will find the general conditions on ForumCiv's website.

Question 16. *Name LEO's and SvEO's other national and international donors. In what way will this project supplement the work being done through funding from other donors?*

If SvEO or LEO already receives financing from another source, particularly a Swedish donor, motivate why the organisations are applying for additional funding from ForumCiv. Describe how the projects funded by different donors will complement each other in terms of administrative costs, personnel costs and activities. This requirement is made with respect to the principle of aid effectiveness and relevance to project implementation. The main principle that ForumCiv applies when assessing the answers to these questions is that no double-funding may occur.

Question 17. *If it is not possible to make international money transfers through the regular bank system to the LEO, please describe the suggested alternative.*

Motivate the reason for why the LEO cannot receive funds through the international banking system to a bank account in the name of the organisation. Describe your suggested alternative for transfer and/or bank account in the name of the organisation in as much detail as possible. Remember to specifically mention the routines for monitoring and verification; roles and responsibilities of those involved; risks and risk management related to the alternative; and potential additional costs.

The Organisations and their capacities

Question 18. *Describe SvEO's previous experience of development cooperation or project work. What results were achieved?*

Here we would like you to describe the previous experiences and results of development cooperation. If your organisation has not worked internationally within the development cooperation before, describe other relevant project experience that is useful for this project.

Question 19. *Describe LEO's previous experience of development cooperation or project work. What results were achieved?*

Describe LEO's previous experiences and results of development cooperation. If LEO has not worked within development cooperation before, describe other relevant project experience that is useful for this project.

Question 20. *Describe the capacity of SvEO and LEO (using, for example, SWOT analysis). Specify the areas in which their capacities will be strengthened within the project.*

We are not asking for an overall organisational analysis of SvEO and LEO but we are interested in those aspects that are most relevant for the project. Below you will find a short description of the SWOT analysis as a method.

The realisation of the project will most likely lead to improved capacity of both SvEO and LEO, but it is only LEO that has the possibility to budget for specific capacity building activities. The gaps in the capacity of LEO identified in the analysis should be the basis for the capacity building activities in the project.

Take into special account the organisations' capacity and knowledge in regard to **gender** and **sustainable use of natural resources**. If your project does not aim to tackle a problem that has its root causes in gender inequalities or unsustainable use of natural resources, a way to contribute to these issues is by including them into capacity building component of your project.

SWOT analysis: SWOT stands for Strengths, Weaknesses, Opportunities and Threats. A SWOT analysis, which is to be drawn up jointly by SvEO and LEO, can be used ahead of strategic planning and is to focus on the organisations' **leadership capacity** and their competence in **administration**, **accounting** and other areas of relevance to project implementation. You may attach your SWOT analysis to your application – if so, include the name of your organisation and project in the appendix title.

SWOT ANALYSIS



Question 21. *Describe your partnership in terms of division of roles and responsibilities and risk management.*

The application should be written and agreed upon by both SvEO and LEO in order to ensure ownership. It is important to decide upon the division of roles in the beginning of the project. One way of working in partnership with a project is to create a **project team** in which representatives from SvEO, LEO and, when possible, the target group are included.

In regards to risk management, take into account risks connected to both SvEO's and LEO's internal capacity and partnership matters which may affect the goal achievement. Think about communication, transparency and common understanding of the preconditions for the project's realisation.

Question 22. *What added value does SvEO bring, and what contribution does it make to the project and LEO?*

SvEO is an important partner in the project work by giving continuous support including the follow-up of the project. Some projects are built on a specific expertise that SvEO brings into the partnership. Describe added value in terms of experience exchange, knowledge exchange, internal democracy, thematic knowledge or other aspects of your partnership.