

### HUMANITARIAN ASSISTANCE AND RESILIENCE PROGRAMME FACILITY (HARP-F) PROPOSAL FORM

Please use the form below to input information relating to your organization and proposed project. Please keep the total page limit to a maximum of 20 pages excluding any annexes. The completed form will provide detailed information about your proposal and will be used to assess the strengths and weaknesses of the project and inform funding decisions.

#### SECTION 1: Information about the applicant

<b>1.1</b>	<b>Organisation Name</b>	
<b>1.2</b>	<b>Contact Person</b>	

#### SECTION 2: Basic information about the project

<b>2.1</b>	<b>Project Title</b>	
<b>2.2</b>	<b>Regions/States/Townships</b>	
<b>2.3</b>	<b>Duration of grant request</b>	
<b>2.4</b>	<b>Project start date/end date</b>	
<b>2.5</b>	<b>Total project budget</b>	
<b>2.6</b>	<p><b>Which of the following best describes the organisation?</b> <i>Select a maximum of two categories</i></p>	<input type="checkbox"/> Non-Governmental Organisation (NGO) <input type="checkbox"/> Trade Union <input type="checkbox"/> Faith-based Organisation (FBO) <input type="checkbox"/> Disabled Peoples' Organisation (DPO) <input type="checkbox"/> Organisations working with Disabled People <input type="checkbox"/> Academic Institution / Think Tank <input type="checkbox"/> Ethnic Minority Group or Organisation <input type="checkbox"/> Diaspora Group <input type="checkbox"/> Other... [please specify]

**SECTION 3: Humanitarian Principles and Standards:** The HARP-F is first and foremost a humanitarian instrument designed to save lives, reduce suffering, and maintain the human dignity of people affected by crisis. The HARP-F is underpinned by a commitment to achieve the greatest humanitarian impact possible within the context of Myanmar as a result all project funded must adhere to humanitarian principles and standards.

<b>3.1</b>	Please confirm which of the following humanitarian standards your organisation adheres to:	<input type="checkbox"/> Core Humanitarian Standard <input type="checkbox"/> Sphere <input type="checkbox"/> Active learning network for accountability performance in humanitarian action <input type="checkbox"/> Code of conduct for international Red Cross/Red Crescent and NGOs in disaster relief <input type="checkbox"/> Other... [please specify]
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### SECTION 4: Project Details

<b>4.1</b>	<b>Acronyms:</b> For words that would normally use acronyms, please write these words in full the first time you use them, followed by the acronym in brackets, and use the acronym after that. Where you feel that it would be useful to provide an explanation of any acronym, please add these here.
<b>4.2</b>	<b>Project Summary:</b> Please provide a brief project summary including the overall changes that the project is intending to achieve and who will benefit. Please be clear and concise and avoid the use of jargon.
<b>4.3</b>	<b>Project Rationale (Problem Statement)</b> Describe the context for the proposed project.

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4.4	<b>Target Groups:</b> Please provide a map of IDP camps that will be covered in this project.
Direct beneficiaries <ul style="list-style-type: none"> <li>• Location (IDP camp names and locations)</li> <li>• Description of groups</li> <li>• Number of beneficiaries (sex and age disaggregated).</li> </ul>	
4.5	<b>Potential Project Impact:</b> Please describe the anticipated impact of the project. What changes are anticipated for the beneficiary target groups identified in 4.4 (both direct and indirect beneficiaries) within the lifetime of the project?
4.6	<b>Design Process:</b> How have the intended beneficiaries and other stakeholders been involved in and influenced the project design?
4.7	<b>Project Approach:</b> Please provide details on the project approach proposed to address the problems identified in section 4.3. Why do you consider this approach to be the most effective way to achieve the project outcome? Please justify the timeframe and scope of your project and ensure that the narrative relates to the log frame and budget.
4.8	<b>Localisation:</b> Does the project intend to localise all or specific components of current project management and implementation? If so, please provide a clear rationale of how this will be achieved and the expected benefits by the project end date. In addition, how will you measure progress and assess the effectiveness of the localisation process?

**4.9 Capacity Building and Organisational Development:** If the project intends to build the capacity or invest in the organisational development of other implementing partners, please provide a clear rationale for this component. Please explain how your organisation will go about building this capacity and how progress made will be institutionalised within the partner or partners. How will you measure progress and assess the effectiveness of capacity building activities? Specifically, what changes would you expect to achieve by the end of the project because of these capacity building or organisational development inputs.

**4.10 Gender and Inclusion:** How are you addressing any barriers to inclusion of people/vulnerable persons who exist in the locations the project covers? Please be specific in relation to gender, age, disability, ethnicity, and other relevant categories. How does the project incorporate the needs of these persons?

**4.11 Value for Money:** Please demonstrate how the proposed project will offer value for money and that the proposed approach is the most cost-effective way of addressing the identified problems.

**ECONOMY**

**EFFICIENCY**

**EFFECTIVENESS**

**EQUITY**

**SUSTAINABILITY**

<b>4.12</b>	<p><b>Conflict Sensitivity and Do No Harm:</b> Describe the procedures to monitor the conflict context (who does it, how often), to analyse the interaction of the project with the conflict context (who does it, how often), and the measures for adapting the project in light of changes in the context identified, consistent with the principle of do no harm.</p>
<b>4.13</b>	<p><b>Accountability to Affected Populations (AAP):</b> Please describe how your proposed project accomplishes the following:</p> <ul style="list-style-type: none"> <li>• Recognises the rights of affected populations, including the right to express opinions/concerns.</li> <li>• Improves impact and effectiveness of the project and promotes better quality outcomes.</li> <li>• Raises awareness and understanding among affected populations on the expected standards of behaviour of HARP-F partners and what support will be provided to the effected populations.</li> <li>• Reduces the opportunity for, and levels of, corruption and fraud.</li> <li>• Helps build the confidence of affected populations to hold those delivering aid and assistance to account.</li> </ul>

<b>SECTION 5: Project Management and Implementation</b>	
<b>5.1</b>	<p><b>Project Management:</b> Please outline the management arrangements for this project. This should include:</p> <ul style="list-style-type: none"> <li>• A clear description of the roles and responsibilities of each of the partners. This should refer to a separate programme organogram which is submitted as part of your proposal documentation.</li> <li>• A clear description of the added value of each organization within the project.</li> <li>• An explanation of the human resources required. This includes the specific skills of staff working on the project and full-time equivalents.</li> </ul>

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**5.2** **New systems, infrastructure, and/or staffing:** Please outline any new systems, infrastructure, and/or staffing that would be required to implement this project. Note that these need to be considered when discussing sustainability and project timeframes.

**5.3** **Collaboration and Coordination:** How will you coordinate with other humanitarian actors and ensure synergy and limit duplication of efforts? How will you work with local authorities, national government, and private sector providers?

**SECTION 6: Monitoring, Evaluation and Learning**

**6.1** **Monitoring:** How will the performance of the project be monitored? Who will be involved? What tools and approaches are you intending to use? What support is required for partners to monitor and evaluate the project?

**6.2** **Budget allocation to M&E:** Please ensure there is a provision for a baseline and on-going data collection. You should plan and budget for a mid-term review and a final external evaluation of the project.

<b>6.3</b>	<b>Learning:</b> Please explain how learning from the project will be incorporated into your organisation and disseminated, and to whom this information will be targeted (e.g. project stakeholders and others outside the project). If you have ideas for key learning questions to be answered through the implementation of this project, please state them here.
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### SECTION 7: Risk Management and Mitigation

<b>7.1</b>	How does your organization identify and manage risks associated with the delivery of a project? Gives examples of the main risks associated with your proposed project and how you will manage them.
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EXTERNAL RISKS			
Risk	Probability	Impact	Mitigating Strategy
INTERNAL RISKS			
Risk	Probability	Impact	Mitigating Strategy

### Section 8: Capacity of applicant organisation and all implementing partner organisations

Please copy and complete in this section for each partner organisation (Max. 2 pages per partner)

<b>8.1</b>	<b>Organisation name</b>	
<b>8.2</b>	<b>Registration or charity number</b> <i>If applicable</i>	

8.3	<b>Office address</b>	
8.4	<b>Website address</b>	
8.5	<b>Which year was the organisation established?</b>	
8.6	<b>Experience:</b> Please outline the experience of your organisation in relation to the role and responsibility in this project (including technical issues and relevant geographical coverage).	
8.7	<b>Funding history:</b> Please provide a summary of your experience with projects of this size and scope in Myanmar	
8.8	<b>Annual income in Myanmar</b>	
8.9	<b>Number of existing staff in Myanmar</b>	
8.10	<b>Proposed project staff</b> to be employed under this specific project (specify the total full-time equivalents (FTE))	
Existing staff		
New staff		
8.11	<b>Protection:</b> Child Protection/Older Persons Protection, how does your organisation ensure that children, young people, and older people are kept safe? Please describe plans to improve your organisation's child and older persons' protection policies and procedures for the implementation of this project?	



<b>8.12</b>	<b>Fraud:</b> Has there been any incidence of fraudulent activity in this organisation within the last 5 years? How was the fraud detected? What action did your organisation take in response? How will you minimise the risk of fraudulent activity occurring in the future?
<b>8.13</b>	<b>Due Diligence:</b> Please provide brief details on any due diligence assessments of your organisation conducted on behalf of FCDO or other donors within the past 5 years. Please include the date, organisation responsible for the assessment, brief comments, and a link to the assessment, if available.