

Annexure - II.4

Template for Full Proposals – Medium Grant (MG) and Large Grant (LG)

1. INTRODUCTION

- 1.1. Background
- 1.2. Project context; detailed Situation Analysis, Problem Identification and Justification for the Project
- 1.3. Related projects/other relevant activities
- 1.4. Preparatory activities already undertaken to identify the project
- 1.5. The project's relevance to the NMHS and national priorities

2. PROJECT DESCRIPTION

2.1. Statement on the Goal, Project Objective(s), Methodology along with Work plan and Time line (with PERT Chart) and Results, and describe how the Results contribute to NMHS's Thematic Areas of Work (TAW) and other NMHS national priorities; Please provide a timeframe in a Gantt chart as below, for each activity; the project should start immediately after the contract is signed. If there is special seasonal requirement (for example, monsoon), it should be clearly expressed here.

Activities	Months																
Activities 1.1	1	2	3	4	5	6	7	8	9	10	11	Etc.					36
Activities 1.2																	
etc.																	

- 2.2. Project Beneficiaries: Who are the beneficiaries (identify who and specify numbers) or what are the improvements to the ecosystem?
- 2.3. A narrative on activities to support the Results, Outcomes and Impacts: What are the 'changes' sought out by the Project? Briefly outline the Outcomes (benefits to the stakeholders/ participants) and Impacts (when the benefits to the stakeholders/ participants are achieved, what changes in organizations, communities or mountain ecosystems might be expected to occur).
- 2.4. Strategies to address cross-cutting themes (climate change, gender equality and communications)
- 2.5. Inputs required (physical resources, manpower, and financial summary)

3. ASSUMPTIONS AND RISKS

- 3.1. Commitment of Stakeholders
- 3.2. Institutional support
- 3.3. Accountability
- 3.4. Sustainability and Replicability: What is the exit strategy- how will the project's Outcomes be sustained after this funding ceases?

4. PROJECT MANAGEMENT AND ORGANIZATION

4.1. National Level

4.2. Local Level(s)

4.3. Procedures for Implementation: In addition to the description of procedures, please also include a narrative on the following:

- a. Implementing partners, including the lead implementing agency; roles and responsibilities of Partners. The working and communication strategies between the partners should also be explained clearly.
- b. The proposal should clearly indicate the involvement and roles and responsibilities, if any, of the key stakeholders, including the Government, if relevant.

4.4. Financial Management and Procurement

5. MONITORING, LEARNING & EVALUATION (MLE)

5.1. Internal Monitoring and Evaluation System with indicators and frequency of monitoring;

5.2. A description of the baseline information available, as basis for monitoring

5.3. Capturing learning and dissemination of project's results and outcomes

6. ANNEXES (as appropriate)

- Site Description (with maps, photos where relevant)
- Detailed Budget and Disbursement Plan
- Project Organization Chart
- TOR/Job Descriptions for all project implementing personnel