

## Annex I

### **Template for the submission of project proposals under the Assistance Programme**

Countries benefitting from the Assistance Programme will find below a template to be used when requesting assistance activities. In order to be able to fill in correctly the current template the countries should have already performed a self-assessment and elaborated an action plan with the use of the indicators and criteria and as indicated in the strategic approach. The project proposals should be sent to the secretariat by the country's focal point through an official letter.

### **Project proposal for activities under the Assistance Programme**

#### **1. Information about the applicant**

- (a) Country/Ministry;
- (b) Name of contact person (in case more countries are involved, please indicate the name of one contact person per country);
- (c) Contact details (per each contact person).

#### **2. Overview of the project proposal**

- (a) Title (should reflect the nature/content or key issues of the project);
- (b) Duration;
- (c) Beneficiary countries and their involved ministries;
- (d) Partner countries and their involved ministries;
- (e) Overall estimated project cost.

#### **3. Detailed information about the project proposal**

(Please use the information provided in your country's self-assessment and action plan. Please note that the information provided needs to demonstrate the need of the activity proposed.)

##### **(a) Project background**

(Why is the project needed? Please describe the project background based on the results of your country's self-assessment, in particular with regard to the: (a) area(s) of work and indicator(s) the project proposal refers to; (b) the current situation in your country, as expressed in the progress stage identified for the indicator(s); and (c) shortcomings and challenges identified. In case this is a follow-up activity to one previously organized, please report also on the results achieved in previous activities (table 3 of the Benchmarks document). (Approximately 500 words.))

**(b) Project objectives**

(What are the project's general objectives? What is the foreseen impact? Please describe the project objectives, and the hoped-for impact of the activity in the country. Please base this description on the results of your country's action plan. (Approximately 200 words.))

**(c) Expected project results:**

(What are the concrete/targeted results that should have been achieved after the implementation of the project? Please describe, based on the objectives in section (b) above, the expected results of the project. (Approximately 150 words.))

**(d) Project activities**

(What activities (for instance availability of guidance, training session, etc.) would better tackle the objectives and expected results identified in sections (b) and (c) above? Please propose a description of the way such activities should be conducted (for instance, what kind of guidance, if a training session who should be the participants, how many, etc.) (Approximately 200 words.))

**(e) External assistance**

(What kind of external assistance would best respond to your needs? Please describe, based on the information provided in your country's action plan.)

**(f) Project budget**

(What would be the estimated costs for the project activity or activities?)

**(g) Time frame**

(According to which time frame do you plan to implement the project?)