Save the Children
Sweden

Format for Child-Rights Based Project Proposal

The Format should be used for project proposals. Generally, the document should be a maximum of 10 pages excluding the attachments of detailed budget and quarterly cash flow. The cost and scope of the project should be considered when giving details to the answers in each section.

I.   Project Brief

Project Title	
Duration	
Geographical Coverage	
Intended Participants	
Proposed Budget	**Total:** Donor Contribution for project: Proponent Contribution for project: Other source(s) Contribution for project:
Project Proponent	
Contact Person/s	
Contact Information	

II.   Project Background and Rationale

This part is to give the rationale and context for funding the proposal. It should be a short description of the overall social, economical, cultural and political situation, mapping trends and prospects of the situation of girls and boys in (country/area), and providing brief information about the organization making the proposal. It should have enough detail that the donor feels justified in providing funding.

Depending on the cost and scope of the project, use the following as a guide for important information, without answering them point by point as a list:

A. General Situation
   ▪ The larger context, including main issues, trends and prospects facing the country/area. The description should help highlight changes from previous years if this is a continuing project.
B. Child Rights Situation
   ▪ Vision for children
   ▪ Child rights situation (national or local) in relation to the specific focus of the project, including
      o Main problems with reference to the CRC (If possible/suitable make reference to the previous Concluding Observations of UN CRC Committee, and other relevant sources including children)
      o Trends and prospects of the situation
      o A causal analysis mentioning immediate and root causes as appropriate to scope of project.
      o A duty bearer analysis,
      o A stakeholder and gender analysis for access and control over resources and participation in decision-making, as appropriate to scope of project
   ▪ Gap/s in the situation of children/children's rights that the project intends to address

- Relevant outcomes and gains from previous project/s (including when previous work started, three most important achievements and previous constraints), relevant to the proposed project
- Linkages of the project with other actors – government, NGO, academe, and other.
- Description of duty bearer and children's views on the described situation and involvement in preparing the proposal

C. Proponent(s)
- Background of the proponent(s) (organization(s) proposing the project) highlighting their interest in and capacity for implementing such a project, including experiences/lessons learned or good practice from previous project.
- Briefly describe the governance structure for the proposed project in relation to the organization
- Linkages of the project to other larger goals or program work of the proponent or the proponent partner(s)
- Briefly identify any organizational gaps that need to be addressed or areas the proponent needs support on to successfully complete the project with a positive, lasting impact on children's lives. This should be addressed in section VII. Technical support needed to ensure success of the project (page 4).

D. Donor Relevance
- Scope of project
- Whether and how project relates to the donor's priority areas and objectives in [*Country/Region*]

III.   Goal and Objectives

A. Project Goal
Describe the overall goal in relation to **what the project wants to achieve in terms of positive changes for boys and girls** and addressing rights violation(s) or gap(s) in fulfillment**.** Describe the indicator of change for assessing this.

B. Project Change Objectives
The objective(s) should be results focused, aimed at changes needed to fulfill the goal. Objectives should be SMART: Specific, Measurable, Achievable & Agreed, Relevant, Time-bound or follow QQTTL: Quantity, Quality, Time, Target, Location.
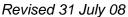
IV.   Expected Benefits and Outcomes

A. Target Project Participants
Identify and describe which group(s) participates and what benefits they get from participating in the project – specify the significant target population groups of children, adults and other stakeholders who would benefit from the project. *Provide disaggregated data (sex, gender, age, geographic area, ethnic differences, Children in-school/out-school and other relevant characteristics such as Soc-econ context in community – Description of community/area; Work family/community engaged in? Children engaged; Population with % children – in the description.*

B. Expected outcomes per objective and change dimension

Project Objectives (from III., B. above) (i)	Dimension of Change[1] Ideally, each objective falls into only one dimension (ii)	Activities (iii)	Expected Outcome or Sub-objective (iv)	Specific Indicator of Change (v)
1.			1.1 1.2	1. 1.1 1.2
2.			2.1 2.2	2 2.1 2.2
3.				

Please see the detailed explanations of the dimensions of change provided in the attached.

V.   Strategies and Activities

Use the following as a guide for important information about the application of Child Rights Programming.[2] Use the cost and scope of the project to judge the amount of detail to write (bigger project – write more details of each item). For further guidance, please refer to the *Child Rights Programming Checklist for Assessing A Project Proposal & Developing A Project.*

- Identify the links between the situational analysis, vision/goals/objectives, target(s) and the project strategies, outputs and activities.
- Explain specifically how strategies and activities address any of the CRP components: survival and development of children, the best interests of the child being met, non-discrimination, child participation, and strengthening accountability.
- Describe how the project activities fit within any or all of the following Child Rights Programming components:
  - Direct actions on violations of children's rights and gaps in provision of services
  - Strengthening the capacity of duty bearers to meet their obligations (policies, their practice and legislation)
  - Strengthening the understanding and capacity of children, their carers and civil society to claim rights and hold others to account
- Describe how the mix and balance of the project components inform and reinforce each other or reinforce project work of others.
- Explain the purpose of and how the project strengthens links with other actors.

VI.   Sustainability of outcomes

Explain how the project seeks sustainability of outcomes.

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[1] Dimension 1: Changes in the lives of children and young people; Dimension 2: Changes in policy and practice affecting children's and young people's rights; Dimension 3: Changes in children and young people's participation and active citizenship; Dimension 4: Changes in equity and non-discrimination of children and young people; Dimension 5: Changes in civil society's and communities' capacity to support children's rights

[2] For those not familiar to CRC/CRP – refer to Chapter 4 of the Save the Children publication *Child Rights Programming Handbook (Second Edition)* and the Instrument for CRP Monitoring Process and to Chapter 4 of the Save the Children publication *Getting it Right for Children.*

Outcome (from table in IV., B., column (iv) above)	Indicator (from table in IV., B., column (v) above)	How to sustain

If the scope or scale of the project is large, either outline here or indicate when a sustainability plan will be developed, who will do it and with whom.

VII.   Technical support needed to ensure success of the project

Describe the support anticipated for successful implementation of the project.

What kind of technical support	Which areas of work, e.g., organizational management, facilitation, research methodology, etc.	Sources, i.e., which agencies or sources will provide the support

VIII. Risks and Assumptions

Explain the probability and significance of assumptions which were made about necessary conditions for the project required to produce the expected results. If there are risks that any of the assumptions will not be met or if other risks to the project success were identified, explain what is planned to address or avoid the risks.

IX.   Ensuring Child Protection

Explain how you will ensure child protection policy implementation of the project. What processes or mechanisms will be adopted to ensure children are protected in the course of the project – either as participants of the project or as a result of project activities or those children who may have contact with project staff.

X.   Monitoring, Evaluation and Reporting

After identifying specific monitoring indicators (quantitative and qualitative) for each outcome identified in IV, please address the following:

- Briefly discuss the monitoring process including documentation and reporting procedures (e.g., regular meetings, monitoring visits, assessment, consultations)
- Identify tools for monitoring
- Discuss how you ensure that the perspectives of children are included in the monitoring process
- Indicate will be done if the monitoring indicates the need for change in the project activities, strategy or approach.
- Indicate what evaluation plans there may be
- Indicate how the project will be reported to the donor, include what kinds of reports are planned and how you will follow the donor report schedule and format

XI. Project Management Structure

- Identify who will be involved in project management and implementation, and the roles and responsibilities of each staff person involved in the project
- Describe coordination mechanisms for the project in relation to the proponent organization
- Describe internal coordination mechanisms for the project
- If possible, present the management structure in the form of a diagram (showing coordination, supervision, decision-making, and work relationships)

XII. Budget Summary

Budget Item	Total Budget	Proponent Counterpart	SCS Project Fund
A. Project Costs			
1. Project Personnel			
2. Project Activities			
3. Monitoring and Evaluation			
B. Administrative Costs			
1. Admin Personnel			
2. Other Admin Costs (Rent, Utilities, etc.)			
Grand Total:			

XIII. Activity Plan (Gantt Chart)

Make sure that preparatory activities and implementation tasks are considered in the activity plan

Major (Strategies and) Activities	Timeframe (months)											
	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

XIV. Attachments to the proposal

- Detailed Budget
- Detailed Cash Flow