

SUPPORTING COUNTRY EFFORTS TO TAKE ACTION ON MERCURY POLLUTION

PROJECT PROPOSAL FORMAT

- WITH GUIDELINES -

SECTION 1. PROJECT IDENTIFICATION	
1.1 Title of Project:	<i>[Title should be descriptive of the aim of the project.]</i>
1.2 Geographical Scope:	<i>[This refers to the country and/or geographical area where the project will be implemented.]</i>
1.3 Co-operating Agency(ies) / Supporting Organization(s):	<i>[Please list co-operating agency (ies) / supporting organizations that might be involved in the project implementation (other than proposing organization). Example: United Nations Environment Programme (UNEP), World Health Organization (WHO), governments and national institutions, nongovernmental organizations in selected countries.]</i>
1.4 Project coordination:	Name, title, institution, country: Telephone: Fax: Email:
1.5 Duration of the project:	Duration: <i>[months]</i> Commencing: <i>[Date and year]</i> Completion: <i>[Date and year]</i> <i>[Note: The start date and completion date should be realistic.]</i>

1.6 Cost of Project:	<i>[Note: Columns for additional years can be added, as appropriate; costing should be broken down into activities as appropriate; costs should preferably be in US dollars.]</i>			
Cost expressed in US\$	Year	Year	Total	
	US\$	US\$	US\$	%
Cost to the country				
Cost to the Cooperating Agency(ies) / Supporting Organization				
In kind contribution (from the Government and/or to any cooperation agency/supporting organization)				
Total Cost of the Project				100%

1.7 Project Summary
<i>[The summary paragraph should provide an overview of the proposed project, useful for potential donor or parties interested in gaining a better understanding of the projects objectives and how they can be obtained.]</i>

SECTION 2. BACKGROUND

[The project background identifies and elaborates on the problem the project is trying to solve and justifies its rationale. It provides an introduction to readers and users of the document to the original logic of the project. This section should be concise and to the point, including only directly relevant material.

Some of the issues to bear in mind when completing this section are:

- *Explain the priority and urgency of the core problem and outlining the deficiencies of knowledge;*
- *State the linkages between the project and other activities in the same area carried out, planned or implemented by the United Nations system, other partners, and the donors themselves, and how the project complements these;*
- *Relate activities of the recipient government or other donors, as appropriate, in order to show how the project might tie in with those activities;*
- *Identify the target group or beneficiaries of the project; and*
- *Present environmental setting and any special circumstances.]*

SECTION 3. PROJECT DESCRIPTION

3.1 Project Proposal and Needs

[Briefly formulate the main idea of the suggested project. This section should also reflect that there is a genuine need for the project. It is important that a logical relationship is established between needs and the rest of the project elements. The needs describe the future situation that is desired, or the condition that must be satisfied. Needs are high level aims which the project's results will not necessarily fully satisfy, but the results will make a substantial contribution towards their satisfaction.]

3.2 Project Objectives

[Briefly state what you are going to achieve, what is the main aim of the project. Objectives should link to decisions from the UNEP GC Decision 21/5, GC Decision 22/4, GC Decision 23/9 IV on partnerships.]

3.3 Project Activities

[Activities describe the work on the tasks to be performed within the project. Activities stated in terms of actions to be undertaken and they are the actions undertaken by the project to produced planned outputs.

Examples:

- 1) *Design of a policy package on*
- 2) *Organize the training of government and nongovernmental representatives on*
- 3) *Establish collaborative agreements with to raise awareness of in*

3.4 Project Expected Outputs

[Outputs are specific products or services, which an activity is expected to produce in order to satisfy needs. Outputs are usually quantifiable and concrete and have a visual achievements e.g. reports, inventories, workplans, publications, training, advisory services.]

3.5 Project Expected Results/Outcome

[Outcome refers to the project results and answers the question “when the project has been implemented, what will the project have achieved?” Results provide a measure of the project impacts and there should be a clear link between the needs and outputs. Immediate, Intermediate and Long Term results should be considered.

Example:

- Immediate:** *Organization of national interagency/ coordination body on*
- Intermediate:** *Capacity building on*
- Long term:** *Enhanced environmentally sound local management;
Community enabled to utilize and manage resources in a sustainable manner
Introduction of cleaner technologies in community services.]*

[NOTE: *This format is intended to assist the proponent to provide an overview of the planned project, its objectives, and intended outcomes, estimated costs, etc. Once the project is identified as a candidate for funding, additional information may be requested from the proponent regarding a more specific work plan with timeframes and detailed budget for the various activities.]*