



**Nepal Development Marketplace 2005**

**IMPORTANT:**

*Please summarize your project using the guide questions below. The Summary Sheet will be used in publications to describe the project, and in any information material to be provided to the Jury, Reviewers, and other potential donors.<sup>1</sup>*

*In describing your proposal, answer the questions clearly and directly. Please answer in English. The number of pages should not go beyond 24, including attachments. Long proposals run the risk of not being read thoroughly.*

**SECTION I: YOUR PROJECT PROFILE**

<b><i>Project Profile:</i></b>		
Proposal Number (provided by Nepal Development Marketplace 2005):		
Title of your project proposal:		
Proposed title for your project banner at the Nepal Development Marketplace 2005 (50 Characters or less. Please use CAPITAL letters) <sup>2</sup>		
Region of Implementation in Nepal:		
Total Project Cost:		
Amount requested from Nepal Development Marketplace 2005 (note: you cannot exceed the amount you have previously indicated in the concept paper):		
Primary Sector (please select one):		
<input type="checkbox"/> Health	<input type="checkbox"/> Infrastructure (Roads and Transportation)	<input type="checkbox"/> Small Business and Micro Enterprise Support
<input type="checkbox"/> Education	<input type="checkbox"/> Financial Services, including Micro Finance	<input type="checkbox"/> Water and Sanitation
<input type="checkbox"/> Energy	<input type="checkbox"/> Agriculture, Irrigation and Food Security	<input type="checkbox"/> Information and Communication Technologies
Secondary Sector (please select one):		
<input type="checkbox"/> Health	<input type="checkbox"/> Infrastructure (Roads and Transportation)	<input type="checkbox"/> Small Business and Micro Enterprise Support
<input type="checkbox"/> Education	<input type="checkbox"/> Financial Services, including Micro Finance	<input type="checkbox"/> Water and Sanitation
<input type="checkbox"/> Energy	<input type="checkbox"/> Agriculture, Irrigation and Food Security	<input type="checkbox"/> Information and Communication Technologies

<sup>1</sup> Your summary will be presented as you present to Nepal Development Marketplace 2005 team, hence any errors that would appear on the summary will be solely your responsibility.

<sup>2</sup> Nepal Development Marketplace 2005 team reserves the right to edit the title of your project banner to meet our space and design requirements.



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**SECTION II: YOUR CONTACT INFORMATION**

***Contact Information:***

**A. YOUR CONTACT INFORMATION**

Organization:	
Classification of the Organization:	
Full Name:	
Title:	
E-mail:	
Website:	
Telephone:	
Fax:	
Address:	

Describe your Organization: (maximum 50 words)

**B. YOUR PARTNERING ORGANIZATION'S INFORMATION**

Organization:	
Classification of the Organization:	
Full Name:	
Title:	
E-mail:	
Website:	
Telephone:	
Fax:	
Address:	

Describe your partner's role: (maximum- 50)

***SECTION III: YOUR PROJECT DETAILS***

***Project Details***

**A. YOUR PROJECT SUMMARY**

Please summarize your project. (Word limits 250). You may include any applicable drawing in separate sheet if applicable.

**SECTION IV: PROJECT QUESTIONS**

***Project Question 1***

What is the problem(s)/issue(s) your project is addressing? What are the causes of the problem? (maximum 300 words)



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**Project Question 2**

What is your idea, and how does it address the problem(s)/issue(s) described above in terms of making basic services work for the conflict affected areas? (maximum 500 words)

**Project Question 3**

How will you implement your idea? Describe in detail each of the activities/steps that your project will undertake to meet its objective(s). (maximum 500 words). Please provide a corresponding timeline in a separate sheet.

**Project Question 4**

How is your idea innovative or different from existing approaches that are addressing the problem(s)/issue(s) you have described in question one? Why did you choose this particular approach? To your knowledge, what on-going efforts exist in this area that addresses this problem? Has your idea been implemented elsewhere or in a different context? If so, where? What specific characteristics of your project idea demonstrate that you are applying a novel/pioneering approach? (maximum 500 word)

**Project Question 5**

What is your/your organization's role in implementing the project idea? Provide a brief description of your;/your organization's activities and experience in the area/sector of the project. What is the particular capacity of your organization in implementing the project idea? (Maximum 250 words)

**Project Question 6**

Who will be proposed project team leader? This person will be the key contact person between Nepal Development Marketplace 2005 team and your project team. Describe the experience/background of the project team leader with regard to implementing the above mentioned project idea. Please enclose curriculum vitae of the proposed project team leader. (Maximum 200 words).

ATTACHMENT:  Yes  No

**Project Question 7**

What is the role of your primary partner organization in implementing the project idea? Please provide a brief description of your primary partner organization's activities in the area/sector of the project. What is the history of collaboration between your organization and your partner(s)? Is there a formal agreement for partnership on this project? Please enclose a copy of your agreement. (Maximum 200 words)

**Project Question 8**

Who are the principal beneficiaries of the project activity? Please describe the degree of acceptance that the project has among beneficiaries and the level of participation, if any, of the beneficiaries in the project. (Maximum 250 words)

**Project Question 9**

What are the expected outcomes/results of your project? How are they measurable? How do these results/outcomes help your targeted beneficiaries? If possible, indicate how many beneficiaries your project expects to reach. How



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should Nepal Development Marketplace 2005 measure project success after implementation is complete? (Maximum 250 words)

#### ***Project Question 10***

What characteristics of your project would you highlight to suggest that it is sustainable beyond the phase funded by Nepal Development Marketplace 2005? Please describe both organizational sustainability and financial sustainability, and indicate specific details (agreements from other donors, projected revenue flows) that can be verified to suggest that your project is sustainable and can leverage Nepal Development Marketplace 2005 funding. (Maximum 300 words)

#### ***Project Question 11***

What is the possibility of implementing your idea/project elsewhere (in different parts of the county)? (Maximum 150 words)

### **SECTION V: PROJECT COST QUESTIONS**

#### ***Project Cost Question 1***

Briefly describe expenses in each of the categories that you have submitted in your proposal (total maximum - 500 words)

Personnel:

Materials and Equipment:

Training:

Travel:

Others:

Evaluation/Information dissemination:

General Administration/Overhead:

Other Funding Sources:

Total Nepal Development Marketplace 2005 funding requested:

Estimated Project Revenue (if applicable)

#### ***Project Cost Question 2***

Please explain clearly any non-Nepal Development Marketplace 2005 funding that your project is receiving or will receive and indicate their contributions. To the extent possible, please indicate the names of the other donors and the amount they will be contributing to your project and what the funds would be used for. Please mention all fund sources that are anticipated but NOT confirmed as yet too. (maximum 200 words)

#### ***Project Cost Question 3***

If your project is generating any revenue from its activities, please describe. (maximum 150 words)



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#### ***Project Cost Question 4***

Please enclose your organization's audited current and a one-year projected income statement and balance sheet.

### **SECTION VI: ADMINISTRATIVE INFORMATION**

#### ***Administrative Information Question 1***

NEPAL DEVELOPMENT MARKETPLACE 2005 will only accept applications in English for review. If your proposal is in Nepali, please enclose the original version for reference. The Nepal Development Marketplace 2005 team will only review this to clarify any potential ambiguities in the English version.

ATTACHMENT:  Yes  No

#### ***Administrative Information Question 2***

Have you ever received a grant from any World Bank grant program?

No  Yes \_\_\_\_\_

If Yes, indicate which one? The World Bank has a number of grant funding programs that work with small organizations (Small Grants Programs, Post Conflict Fund, InfoDev, Development Marketplace Global Competition, Country Innovation Days, etc.). If you have previously received funding from any of these programs for a different project, it will not prevent you from competing in the Nepal Development Marketplace 2005.

#### ***Administrative Information Question 3***

How did you find out about the Nepal Development Marketplace 2005? (maximum 50 words)

### **SECTION VII: REQUIRED ATTACHMENTS**

#### ***Attachments to be included:***

1. Applicable drawing.
2. Corresponding timeline.
3. Curriculum vitae of proposed project team available.
4. List of Project Management Team/Staff.
5. List of Board of Members of your organization.
6. Copy of formal partnership agreement
7. Audited current and a one-year projected income statement and balance sheet.
8. Your organization's and your partner's registration certificates.
9. Original version of your proposal (if written in Nepali).

*I certify that the information provided is true and correct. By signing this document, I confirm our organization's participation to the Nepal Development Marketplace on May 05, 2005.*

*Signature*

*Date*