**Proposal Template**



|  |
| --- |
| **Project Title**: **Region/Country**:  |

 **(Date)**

Introduction Basic Information

**Date:**

**Grant Recipient:**

**Implementing/Executing Agency:**

**Total Cost:**

**Project Duration:**

**Completion Date:**

|  |
| --- |
|  |

**Timeframe -Major Milestones**

|  |  |
| --- | --- |
| Activity | **Target time** |
|  |  |
|  |  |
|  |  |
|  |  |

Project Information Summary

|  |  |
| --- | --- |
| **Project Description:** |  |
| **Alignment with call for proposals requirement:** |  |
| **Cost Structure and Financing Plan:** |  |
| **Implementation Arrangements:** |  |
| **Development Outcomes:** |  |
| **Additionality and Complementarity:**  |  |

Introduction

1. **General/Sector Context**

Provide information on the market failure and specific constraints to Women Small and Medium Enterprises (WSMEs) entrepreneurship that the proposed project seeks to address (one page maximum).

1. **Project Rationale**

Provide the rationale for the project and demonstrate the alignment with the objectives of this call for proposals.

1. **Project Description**

Describe the project at a conceptual level, its overall goals, development objectives, and its ability to achieve its objectives. Describe the main components and subcomponents of the proposed project. Specify activities under each component and subcomponent and explain the sequence and timeline of activities.

1. **Project Beneficiaries**

Describe the socio-economic status of the ultimate beneficiaries (WSMEs) and discuss the context in which they are operating, for example how social norms and the country’s legal framework affect WSMEs performance.

For the purpose of the project activities and implementation, the following definitions should be used (the thresholds for the below parameters may be adapted based on context, as necessary):

**Women-Owned/Women-Led Firm**

* **≥ 51% owned by a woman/woman; or**
* **≥ 20% owned by a woman/woman; and have ≥ one woman as CEO/COO (President/Vice President); and have ≥ 30% of the board of directors comprised of women, where a board exists; and**

**Small and Medium Enterprise**

**Project beneficiaries must meet one of the following criteria.**

* **Loan size between US$5,000 and US$1 million (US$2 million in the case of more advanced countries)**
* **Between 5 and 300 employees**
* **Sales between US$100,000 and US$15 million**
* **Assets between US$100,000 and US$15 million**
1. **Cost Structure and Finance Plan**
	1. Include a detailed budget with descriptions for each line item. Where possible, the budget should be linked to individual activities and expected results.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget**  | **Year 1** | **Year 2** | **Year 3** | **Total (US$)** |
|  | **US$** | **US$** | **US$** |  |
| **Cost Components:** |  |  |  |  |
| Component-1 |  |  |  |  |
| Component-2 |  |  |  |  |
| Component-3 |  |  |  |  |
| Total  |  |  |  |  |

Categories may include:

* Project related activities (i.e tools etc.)
* Consultants/expert time fee (unit price per expert)
* Local staff (labour cost, allowance etc.)
* Administrative costs (please specify)
* Operating costs
* Goods and services
* Others (please specify)
	1. Financing Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financing Plan** | **USD** | **%** |
| 1 | AfDB |   |   |
| 2 | Applying Entity |   |   |
| 3 | Other Partner |   |   |
|  | **Total** |  |  |

1. **Analysis of Development Outcomes**
	1. Gender and Social Effects
	2. WSME Development and Demonstration Effect
	3. Funding leverage/unlocked
2. **Implementation Arrangements**

In a table provide the implementation plan and for each component and subcomponent (simplementing partners and timeline).

1. **Monitoring and Evaluation**

Describe the proposed mechanisms and procedures for monitoring the project using the table below to ensure that activities (1) occur as planned, (2) remain directed towards stated objectives, and (3) reach and increase the number and/or growth of women-owned/led SMEs. Please include your M&E framework with specific indicators.

Results Framework

|  |
| --- |
| **Country and project name:**  |
| **Purpose of the project:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **RESULTS CHAIN** | **PERFORMANCE INDICATORS** | **MEANS OF VERIFICATION** | **RISKS/MITIGATION MEASURES** |
| **Indicator**  | **Baseline** | **Target** |
| **IMPACT** |  |  |  |  |  |  |
| **OUTCOMES** |  |  |  |  |  |  |
| **OUTPUTS** |  |  |  |  |  |  |
|  |  |  |  |  |
| **KEY ACTIVITIES** |  |  |  |  |  |  |
|  |  |
|  |  |

1. **Sustainability**

Demonstrate the proposal potential for long term impact and sustainability.

1. **Risks and proposed mitigation measures**

*Table* X*: Summary of Risks and mitigation measures*

|  |  |  |
| --- | --- | --- |
| **Risks** | **Level** | **Mitigation measures** |
|  | HighMediumLow |   |
|  | High MediumLow |  |
|  | HighMediumLow |  |
|  | HighMediumLow |  |
|  | HighMediumLow |  |