

	SOCAR Midstream Operations	
19/01/2020	SMO-00-00-SI-TEM-0001-000	Revision A01

PROJECT PROPOSAL TEMPLATE

All Projects proposed for funding by SOCAR Social Investment (SI) Initiative should be filled in this template. The total volume of the proposal should not exceed 8000 words. All proposals should be submitted in the English language. SOCAR is not responsible for the costs taken upon by the applicant for preparation and submission of this project proposal.

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I. List of Acronyms

II. Applicant Information

- a. Name, tax ID of the applicant organization
- b. List of partner organizations
- c. Contact information (phone, e-mail, website, address)
- d. Background information on organization's experience in relevant field and in working with SOCAR, or any experience working in the regions of Azerbaijan.

III. Project Info

- a. Project title
- b. Name of implementing partner (s)
- c. Implementing Partner(s) inputs
- d. Project beneficiaries
- e. Organizational Background and Capacity

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IV. Executive summary

Think of it as an overview to the project in which the entire project is noted within the history, vision, goals, and timeframe of the job. This is like your elevator pitch, where you want to capture the audience with a vivid picture of the project. It is a concise statement that summarizes every other component in the proposal.

V. Background and Justification

- a. The problem or critical issue which the proposal seeks to resolve. Why is this problem important? Do you have testimonial data from potential beneficiaries of the project? Length of time problems have existed.
- b. Include the target population and any statistical information that you may have. Length of time problems have existed.
- c. How the proposal relates to other relevant national development strategies and policies
- d. Whether there are other programs and activities which will complement the proposal
- e. How the need for the project was determined
- f. How intended beneficiaries were involved in project identification and planning
- g. What kind of assistance the concerned Governmental offices will provide
- h. What kind of resources the Implementing organization and other non-governmental organizations will provide
- i. Do you plan to outsource any project activity to other organization? If yes, please clarify the reason behind your decision? The type of agreement you want to make with this organization.

VI. Objectives

Project objectives go here. These should be specific objectives which are measurable, obtainable and which can be accurately described. Describe the short and long-term social and/or economic impact (benefits) to which the project will contribute and describe why the project is important for the society.

- a. What is the overall goal (expected impact) of the project? What will be changed in the society as a result of the project in general terms;
- b. What purposes or objectives (outcomes) will the project achieve to fulfil the goal;
- c. What expected results (outputs) will the project produce to achieve the objectives;
- d. Develop a logical framework for coherent expression of projects goals, objectives, and expected results.

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GOAL	
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What %?	
ACHIEVABLE: Do you have the skills and tools to accomplish this objective?	
RELEVANT: Does it fit with overall organizational objectives?	
TIME-BOUND: Intermediate and final deadline	
OBJECTIVE 1	
SPECIFIC: Who? What? When? Where? Why? Which?	
MEASURABLE: Metrics and milestones. How much? What %?	
ACHIEVABLE: Do you have the skills and tools to accomplish this objective?	
RELEVANT: Does it fit with overall organizational objectives?	
TIME-BOUND: Intermediate and final deadline	
OBJECTIVE 2	
SPECIFIC: Who? What? When? Where? Why? Which?	

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MEASURABLE: Metrics and milestones. How much? What %?	
ACHIEVABLE: Do you have the skills and tools to accomplish this objective?	
RELEVANT: Does it fit with overall organizational objectives?	
TIME-BOUND: Intermediate and final deadline	

VII. Project Implementation and Management Plan

- a. Describe the activities that will be put in place to achieve the results. (outputs)
- b. *Also, list the indicators of achievement, which should be verifiable and time-bound.*
- c. Work plan – implementation schedule
- d. Roles and responsibilities
- e. Stakeholder Analysis:
 - i. Identify your stakeholders and assess how those stakeholders could be impacted or have an effect in planning and implementation of proposed activities;
 - ii. What are the stakeholder's expectations, interests and concerns. What are they expecting to gain;
 - iii. Align significant stakeholder needs with project activities and objectives;
 - iv. How would you communicate with stakeholders;
 - v. What actions could we take to address the stakeholders concerns.
- f. Project risks at outcome and goal levels (Should be linked with the assumptions session of the Logical Framework table)
 - i. Internal and external
 - ii. Health, Safety, Environmental
 - iii. Proposed risk mitigation measures
- g. Community participation
- h. Gender Mainstreaming
 - i. How have women been involved in the development of the project proposal
 - ii. Number of women and children amongst direct beneficiaries
 - iii. Gender sensitive content
 - iv. Who has access to and control over resources?

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- v. What are some of the barriers to women's participation and productivity and why do they exist? What is the impact of these for your project?
- vi. Does the project challenge the existing gender relations between men and women?
- i. Environmental impact
 - i. Impact of projects activities on environment
 - ii. Does the project consider environmentally conscious activities?

VIII. Project Monitoring and Evaluation

- a. Proposal of Key Performance Indicators for the assessment of projects progress and results (both qualitative and quantitative)
- b. Describe how you plan to monitor progress. What specific information will be collected on any indicator. How frequently will it be collected and who will collect it.
- c. Describe how you plan to control quality of the deliverables and the process
- d. Describe output and outcome monitoring mechanisms based on the LogFrame
- e. Describe reporting standards and mechanism within the project monitoring framework
- f. Describe impact evaluation mechanism

IX. Sustainability

After the project implementation ends, the project can continue by itself, without external support, and the project purpose is sustainable in the long term. Explain how the project/program sustainability (financial, institutional, social, gender equality, environmental) will be ensured in the long run after project closure, including how the project's results and benefits will be sustained.

Provide information on additional actions to be undertaken by public and private sector or civil society as a consequence of the project/program implementation for scaling up and continuing best practices.

X. Budget

- a. Narrative

For the Budget Summary, please provide a table and written explanation, summarizing the proposed budget by key sectors and geographic area if applicable. Sub-contracted budgets should be presented separately. Where appropriate, indicate matching fund and or cost sharing details (financial or in kind).

- b. Budget

Provide detailed budget tables as an attachment. A detailed budget narrative should be included describing each line item presented

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XI. Logical Framework of Operations

Logical framework is the core document for projects implementation and monitoring. It is an essential part of the project proposal. Please, fill the columns in a coherent and complete manner.

	Summary	Indicators	Verifications	Assumptions
Goal/ Impact				
Objective(s)/ Outcome				
Expected Results/ Outputs				
Activities/ Inputs				

Privacy and protection of intellectual property

Proposals submitted to SOCAR Social Investment Initiative may be subject to review, assessment and analysis by the project staff or external experts. SOCAR reserves the right to study the form and content of the proposals and derive lessons learned from them to further improve implementation of the projects in general. Therefore, we recommend all applicant organizations to carefully review the information submitted to SOCAR and communicate clearly if there is a concern for privacy of whole or part of the information provided in the proposal. If you are unsure about the content of the information provided, please, consult with legal counsel prior to the proposal submission to SOCAR.

SOCAR will only share project proposals with third party external experts under the terms of strict confidentiality for the purpose of assessment and evaluation of the proposed project.

Should you have further questions on the content of the materials submitted, please, contact Social Investment Specialists