**CALL FOR PROPOSALS**

**EaP CSF RE-GRANTING (FSTP) TO MEMBERS 2021**

**LOT 1**

**\*\*\***

**ANNEX I – Project Proposal**

*Please fill in the following template (****15 pages maximum****) and submit it by* ***12 September 2021, 23.59 Brussels time*** *at the following email address:* *applications@eap-csf.eu*

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Lot 1  | Monitoring EaP deliverables and related reforms |
| Project title |  |
| Lead applicant (full name and address of the organisation) |  |
| Legal representative of the lead applicant (email, office phone, gsm |  |
| Project contact person (email, office phone, gsm) |  |
| Partner CSOs (full names and addresses) |  |
| Project contact person for each of the partners (email, office phone, gsm)  |  |
| Third parties (individual experts, if applicable) |  |
| Total cost of action including co-financing |  |
| Project duration (with indicative starting date) | 27 months (October 2021-December 2023) |
| Geographic coverage |  |
| Place, date and signature of Project contact person |  |

1. **PROJECT DESCRIPTION**
2. **Summary of the project** (max 2 paragraphs)
3. **Description of context and how the project aims to change it**

*Please include here the overall context, pertinent to the effective civil society monitoring of the* [*Joint Staff Working Document*](https://eeas.europa.eu/sites/default/files/swd_2021_186_f1_joint_staff_working_paper_en_v2_p1_1356457_0.pdf) *(JSWD)* Recovery, resilience and reform: post-2020 EaP *as outlined within the Guidelines of the call (art. 2.2). Please describe how the project proposes to address the specific needs identified within the context assessment as well as those identified within the preliminary assessment of JSWD targets and deliverables formulation.*

1. **Description of draft monitoring methodology**

*Please describe the draft monitoring methodology, establishing namely (but not exhaustively): how the critical review of EaP top ten targets, deliverables and Annex 1 – Investment plan defined in the JSWD, will be conducted, how the baseline for monitoring of EaP top ten targets and deliverables defined in the JSWD will be established, how the data collection and analysis will be implemented and which scores or visual scales will be used for final presentation of monitoring results. Please include the planned frequency of delivery of monitoring results and reports. Please include the planned consultations of draft methodology with the key stakeholders (EaP CSF SC and Secretariat, EU institutions).*

1. **Objectives of the project**

*Please describe below the project’s main objectives. Please formulate the objectives so that they are SMART (specific, measurable, attainable, realistic and timely)*

Objective 1:

Objective 2:

…..

1. **Expected project outcomes (results) and indicators**

*Project outcomes (results) describe short-term and medium/long-term changes taking place as result of implementation of the project. Please list expected project outcomes both short and long-term and their corresponding indicators. The indicators must be measurable. The outcomes have to be clearly linked to the objectives as well as to the list of activities outlined under point e).*

*Short-term*

Outcome 1:

Indicator 1:

Outcome 2:

Indicator 2:

…

*Medium/Long-term*

Outcome 1:

Indicator 1:

…

1. **Activities and outputs (deliverables)**

*Please describe the project activities and how they are leading to achieving the project outcomes as per point d). Please list all outputs (deliverables) linked to each project activity. Please suggest envisaged compliance with point 2.3. of the guidelines (mainstreaming gender equality) for each project activity. Please describe the involvement of the EaP CSF Steering Committee and the EaP CSF Secretariat in the implementation of activities where relevant.*

Activity 1:

Output/deliverable/s 1:

…

1. **Target group/s**

*Please describe the target groups of the relevant project activities and link them to achieving the expected project outcomes/results as defined in point d).*

1. **Project activities timeline**

 *Please provide a timeline for the implementation of project activities. Please elaborate a timeline table for each year of project implementation (i.e. Year 1 – October-December 2021, Year 2 – January-December 2022, Year 3 – January-December 2023). The activities spilling over the next year should be included in both relevant timeline tables.*

|  |
| --- |
| **Year 1** (October-December 2021) |
| **Project Activity** (please follow the structure in point e) | **Start date** | **Number of months** | **Implementing organisation/s** |
| 1. *Preparation of the methodology*
 | *November 2021* | *3* | *EaP CSF* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Regional coverage**

*Please describe how the monitoring of the JSWD targets and deliverables will be conducted so that it covers* ***all six EaP*** *countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and* ***all proposed post-2020 priorities*** *(targets and deliverables) in each EaP country.*

1. **Evaluation of risks**

*Please list the potential risks and how to avoid them during the implementation of the project.*

Implementation risk 1:

Possible mitigation action 1:

…

1. **Communication and visibility**

*Please describe how the communication and visibility of the project will be ensured and coordinated with the EaP CSF Secretariat. A detailed communication plan for the selected project is to be developed within one month after the signature of the grant agreement.*

1. **Capacity of the lead applicant**

*Financial and operation capacity - please list up to five past projects you have managed, including total amount, main donor and whether it was transnational or national.*

*Please list the planned personal composition of the project team (reflected in the budget template).*

*Please list the project relevant thematic experience.*

1. **Capacity of project partners (including third parties)**

*Please describe the project relevant thematic experience and expertise of the project partners and the individual experts (third parties).*