



The Earthquake Reconstruction and Rehabilitation Authority



Project Proposal Format

NOTICE: Please note that from 5th, December 2006 this will be the ONLY format under which ERRA will entertain Requests for NoC processing

Section I – Contact Information	
1. Name of Organization & Address:	<i>Please fill in the name of the Organization and the physical address in Islamabad and relevant field hub/s.</i>
2. Name of Primary Contact Person: - At Islamabad - At project location Name of Secondary contact: - At Headquarters level - At Islamabad	<i>Please fill in the contact names including the responsible person at HQ level as a secondary contact</i>
3. E-mail Address: - At HQ level - At Islamabad - At project location	<i>Please fill in the e-mail details</i>
4. Telephone Number: - Islamabad - Project location	<i>Please fill in the phone number details</i>
5. Fax Number: - Islamabad - Project location	<i>Please fill in the fax number details</i>
Section II – Project Summary	
6. Title of Project:	<i>Please fill in the title of the Project</i>
7. Sector of intervention:	<i>Include the Sector of intervention for this proposed Project (e.g. health, education, livelihood, etc)</i>
8. Proposed Project Location: - Province/State: - District/s: - Tehsil/s: - UC/s: - Village/s:	<i>Please fill in the details</i>
9. Estimated number of beneficiaries:	<i>Please fill in the total number of beneficiaries</i>
10. Proposed timeframe for project:	<i>Please indicate the duration of the</i>

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	<i>proposed project</i>
11. Estimated Project cost in US \$:	<i>Please fill in the total cost as per the budget</i>
12. Funding Source:	<i>Insert the source of the funding specific to this intervention.</i>

Section III – Project Details	
<p>Background of the project: <i>This portion should indicate why the proposed intervention should be undertaken by describing the current problem and the link to the target population. Also include a brief description of how, the problem has been identified (field assessments, meetings with local authorities, surveys, etc). Include details on the beneficiaries indicating clearly the estimated number of direct beneficiaries (households and individuals) who will benefit from this project, and a number for the indirect beneficiaries who could benefit from this project, also please highlight the criteria for the selection of the beneficiaries.</i></p>	
<p>Specific Objectives: <i>Indicate the specific objective/s of the proposed intervention.</i></p>	
<p>Strategy of the Project: <i>Provide a comprehensive description of the project components and the way they contribute to the achievement of the project objectives. It should make explicit the way the proposed intervention addresses and solve the identified problems.</i></p> <p><i>If the project is to be executed by any partner organization, please include the details about them.</i></p>	
<p>Proposed Activities: <i>Provide a <u>concise</u> description of the project activities that are linked to the problem and the strategy outlined above.</i></p>	
<p>Outputs: <i>Enter the direct measurable results (goods and services) of the proposed intervention. Project outputs that can be <u>quantified</u>. An output measures progress made towards achieving an objective. These should be higher level than the milestones and should work towards meeting the project objectives.</i></p>	
<p>Coordination: <i>indicate government counterparts whom the organization has been coordinating with for this project. Also indicate the working group/coordination meeting under which this project was discussed with other NGOs or UN agencies.</i></p> <p><i>Note: Please provide a copy of the formal letter/s from the concerned DRU/s in support of this project.</i></p>	
<p>Risks/Challenges: <i>list any potential difficulties that could constrain the implementation of the project</i></p>	
<p>Supporting documents: <i>the following documents are considered necessary to be submitted with the project proposal in the format produced above:</i></p>	

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- 1) Covering letter
- 2) Profile of the NGO
- 3) Registration Proof (INGO from EAD - NNGOs from Social Welfare Department)
- 4) Time-lines for the proposed project
- 5) Budget breakdown for the proposed project
- 6) A copy of the formal letter/s from the concerned DRU/s in support of this project
- 7) Any necessary supporting technical drawing of the Project (if required);
- 8) Any other supporting documents(if Required)
- 9) The Verified list of the beneficiaries for **Social Protection Project**. The details about the beneficiaries (Name, NIC, Address etc) must be verified by local bodies representatives or District government

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