

# EvalPartners Peer-to-Peer (P2P) Grants Program 2021

# *Evaluation as an agile tool for an appropriate response in uncertain times*

# Proposal Template

**1. Project Title:**

**1.a Geographical region/ regions that the project cover:**

**2. Partners:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization name/ Abbreviation** | **Status**  (VOPE, academic institution, NGO, government agency) | **Country** | **Each partner who has any specific role/ function/ designated activity in the frames of the proposed project must provide a formal letter on letterhead signed by the legal authority binding consent to be a partner (including the managing VOPEs)** |
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***Please, add lines as necessary***

**3. Project team** (at least 2 per VOPE; the team must include at least one woman, and at least one young or emerging evaluator)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Gender** | **Age** | **Affiliation** | **Responsibilities under this project** |
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**4. Project summary (300 words max) *The project summary should include description of project objectives and main activities***

**5. Please provide a very concise situation analysis linking your project to knowledge sharing and illustrate how local solutions offered by your project can increase the use of evaluative evidence? (300 words max)**

**6. Draw a very simple theory of change explaining the project.** (recommended but not compulsory)

**7. Please elaborate on the sustainability potential of the proposed project and the contributing factors.**

**8. Which objectives of the grant does your project contribute to?**

The P2P projects should **directly contribute** to achievement of at least two of the three below objectives.

|  |  |  |
| --- | --- | --- |
| **Grant Objectives** | **Does your project contribute to this objective (Yes/No)** | **Explain how (50 words max for each)** |
| Research and documenting experiences of contextualized and locally rooted evaluations and learning approaches, including those responding to COVID19 |  |  |
| Communication through blogs and other forms of media that will help advocate for adoption of locally driven evaluation theories and practice |  |  |
| Evaluation Skills Development for evaluation practitioners, members of VOPEs, and/or non-evaluation professionals (non-traditional actors) through in-person or virtual training, workshops, conferences, or mentorship |  |  |

**9. Does your project meet at least one of the following criteria?**

|  |  |  |
| --- | --- | --- |
| **Grant Criteria** | **Indicate (Yes/No) if you meet any of the criteria?** | **Explain how?** |
| Directly contribute to progress towards achievement of the EvalAgenda2020: stronger evaluators, stronger VOPEs and a better enabling environment for evaluation, |  |  |
| Link to and operate in synergy with the activities of at least one EvalPartners networks/initiatives: EvalGender+, EVALSDGs, EvalIndigenous; EvalYouth; Global Parliamentarians Forum for Evaluation, |  |  |
| Have high potential for sustainability and/or scaling up the impact |  |  |

**10. Work plan** (activities should stretch over a maximum of seven months)

***Expected project start date:***

***Expected project end date:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Indicators** | **Expected Implementation Period/ Dates** | **Team members responsible for implementation** |
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**11. Budget Estimate**

***All costs should be in USD. Please fill the Excel form included in the template. To enter the Excel form, double click on it. Add lines and extend the form as necessary.***

**NO ADMINISTRATIVE FEES**

**Eligible expenses:**

* travel (both land and air economy class fare)
* DSA - daily subsistence allowances covering accommodation, meals and incidentals (DSAs should not exceed UN DSA rates published at <http://apps.who.int/bfi/tsy/PerDiem.aspx>)
* terminal expenses and local transportation
* visa costs (including vaccination if required)
* travel-related insurance
* hire of premises and equipment for project events
* purchase of office supplies for project events
* translation/interpretation expenses
* communication expenses
* production of information and communication materials, including websites
* bank fees
* IOCE membership fees
* international travel handling fees – up to USD 100 per round trip per person.
* Miscellaneous: To cover any small discretionary items, which should not be more than 1% of the total project budget, item should be mentioned (such as audit fee, photocopies…) – expenses receipts are obligatory

***Please fill the table below. Please make sure that all budget lines are visible – expand the table if necessary.***

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**Co-financing opportunities:** (EvalPartners encourages applicants to use the grants as seed funding and mobilize additional resourceswhere needed for comprehensive or continued program)

**12. Management Arrangements:**

|  |  |
| --- | --- |
| Name of the organization that will be responsible for financial management of the project |  |
| Name of the person who will perform the duties of the project manager |  |
| Project manager’s e-mail |  |
| Project manager’s skype |  |
| Project manager’s mobile phone |  |

**Please keep following bank details of the managing partner ready as IOCE will immediately need them from selected VOPEs once the selection is announced.**

*(Name of Beneficiary, Address of Beneficiary, Bank of Beneficiary, Address of Bank, Account of Beneficiary, SWIFT Code of Bank, Intermediary Bank, Intermediary Bank Address)*

**13. Proposed peer reviewers** (Peer reviewers will be asked to assess a limited number of P2P applications from other regions.)

i. Name:

Representing VOPE/ organization:

Email 1: Email 2:

Tel: Skype:

ii. Name:

Representing VOPE/ organization:

Email 1: Email 2:

Tel: Skype:

**14. Proposal Checklist:**

|  |  |
| --- | --- |
| This project proposal was developed by a partnership that includes at least **two** VOPEs. |  |
| At least one of these VOPEs is from an **ODA-eligible** country. |  |
| All VOPEs involved in this project have registered on the IOCE VOPE Database before the P2P call for proposals was announced and have updated their information within the past 12 months |  |
| The budget is filled in the Excel form included in the proposal template. |  |
| **NO ADMINISRATIVE FEES** are included in the project budget. |  |
| Project budget includes only **eligible** expenses. |  |
| Organization that will be responsible for financial management of the grant has a **USD bank account** or can accept USD to an existing account in other currency. |  |
| Following bank details of the managing partner is available on request *Name of Beneficiary, Address of Beneficiary, Bank of Beneficiary, Address of Bank, Account of Beneficiary, SWIFT Code of Bank, Intermediary Bank, Intermediary Bank Address* |  |
| Partner VOPEs agree to pay IOCE membership fees for 2021 (min USD 100 per VOPE) if they have not paid them yet. |  |
| Organization that will be responsible for financial management of the grant is aware that it will be responsible for sending IOCE membership fees included in the project budget to IOCE upon receipt of grant money. |  |
| The proposal file in saved in the Word format and named following the pattern P2P2021 *proposal from [Country of VOPE1] - [Country of VOPE2].doc* and file name includes all countries involved. |  |
| Proposal includes two peer reviewers |  |

The deadline for proposal submission is **22 April 2021, midnight EDT.**

Please submit your proposal to ([coordinator@evalpartners.org](mailto:coordinator@evalpartners.org)) with copy to [lynn@ioce.net](mailto:lynn@ioce.net)