**

*UK Pact Technical Proposal template*

*Version September 2024*



Project title:

[Publish Date]

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1. Summary of the project

Please provide a description of the project, including its core objectives, significance, alignment with the ToR and expected outcomes. **(Max. 400 words)**

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1. Intervention area

Select with an X the area(s) of intervention that best aligns with your project.

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1. Background and Geographical selection

Provide a brief description of the project location and context, detail the specific problem(s) or barrier(s) the project addresses and mention how they relate with those defined in the terms of reference (ToR).Please justify the geographical selection. **(Max. 500 words)**

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1. Theory of Change (ToC)

Please complete the separate ToC template for your project (PPT template) and paste an image of the diagram below. Ensure that you also submit the completed template along with your proposal.

**ToC diagram:**

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1. Expected Results

In the sections below, you will need to outline the results – outputs, intermediate outcomes, outcomes and impact – expected from project delivery. These should align with the broader outcomes detailed in the Call for Proposals /Terms of Reference (ToR) and your own project Theory of Change (ToC). All results should be measurable and time bound. In the subsequent section you will be asked to detail how you intend to monitor and measure progress towards achieving these results.

1. Impact

Impacts are the long-term, high-level and significant changes or goals to which your project is expected to contribute. These changes can be social, economic, environmental or institutional and reflect the broader, often transformative changes of project delivery.

Describe the overall impact goal towards which your project will contribute. This should align with the broader impact goal outlined in the ToR.

|  |  |
| --- | --- |
| Impact statement | Can be measured during project implementation? (Y/N) |
|  |  |

1. Outcomes and intermediate outcomes
2. Outcomes

Outcomes are the specific and measurable short to medium-term changes in target systems, organisations, institutions, behaviours, conditions, capital flows, relationships, or arrangements that project outputs are expected to result in. Outcomes are not always delivered during the lifetime of a project, but evidence of progress towards them should be seen. Projects can have one or several outcomes, however it is recommended that the projects do not have more than three outcomes.

Describe the outcomes the project aims to achieve. All outcomes should be linked to the project’s impact, intermediate outcomes and outputs, and aligned with the outcomes outlined in the ToR.

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome number | Outcome statement | Deliverables and/or evidence | Target date of accomplishment |
| O1 |  |  |  |
| O2 |  |  |  |
| O3 |  |  |  |

1. Intermediate outcomes

The jump from outputs to outcomes in capacity building and policy change interventions can be significant. Intermediate outcomes can help track progress towards outcomes, by providing interim indications of the initial uptake and application of project outputs by target stakeholders. Intermediate outcomes are what we most commonly expect to see, measure, and report after an output has been delivered. They reflect the specific skills, knowledge, networks and capacities stakeholders wish to build or enhance, and how they intend to act upon these.

Describe the intermediate outcomes the project aims to achieve. All intermediate outcomes should be linked to the project’s impact, outcomes and outputs, and aligned with the outcomes outlined in the ToR.

|  |  |  |  |
| --- | --- | --- | --- |
| Intermediate outcome number | Intermediate outcome statement | Deliverables and/or evidence | Target date of accomplishment |
| IO1 |  |  |  |
| IO2 |  |  |  |
| IO3 |  |  |  |
| … |  |  |  |

1. Outputs

Outputs are the products, deliverables or services resulting from project activities. Outputs are within the direct control of an intervention and are normally provided to the project’s key counterparts or other project stakeholders. Outputs are the basis from which the desired change will occur, e.g., trainings delivered, policy recommendations produced, knowledge generated and shared, tools developed and piloted, etc.

Describe the outputs your project aims to achieve. Please limit your project outputs to a maximum of 5. Note that all outputs on UK PACT projects should be aligned with the areas of intervention outlined in the ToR and should be categorized using one of the four programme output types:

* Type 1: Skills enhanced and capacities built
* Type 2: Innovative models, including policy, accelerated and/or piloted
* Type 3: Knowledge, evidence and learning generated and shared
* Type 4: Partnerships and networks established and strengthened

For each **output description** include answers to the following questions, depending on each output type:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Output number | Output name |  | | Output type | | Target stakeholders | | | Output description | | | | | Deliverables and/or evidence | Target date of accomplishment |
| OU1 |  | |  | |  | | |  | | | |  |  | |  |
| OU2 |  |  | |  | |  | | |  | | | | |  |  |
| OU3 |  |  | |  | |  | | |  | | | | |  |  |
| OU4 |  |  | |  | |  | | |  | | | | |  |  |
| OU5 |  |  | |  | |  | | |  | | | | |  |  |
| … |  | |  | | | |  | | |  |  | | |  |  |

1. Monitoring, learning and communications plan
2. Indicators

Please describe the indicators proposed to monitor and measure progress against each of the output, intermediate outcome, outcome and impact results you listed above. Indicators can be qualitative or quantitative metrics, and should be ‘SMART’ - specific, measurable, accurate, regular, and time-bound. The data under these performance indicators support project management, decision-making and accountability to UK PACT, as well as communicating project progress and results to external parties and stakeholders. During the co-creation phase, these indicators may be refined to ensure they align with the UK PACT results framework.

Each result listed above should have at least one associated indicator, with milestones and targets for delivery over implementation. One indicator may however contribute to measuring progress against more than one result. Please ensure that you have included any relevant UK PACT programme indicators prescribed in the ToR, where feasible. Please also consider any relevant disaggregation, for example by gender, age or stakeholder group. If selected, projects will undergo a co-creation stage prior to the grant agreement signature, where prospective implementing partners will be able to discuss and refine MEL plans and indicators together with the UK PACT MEL team.

**Indicator table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of relevant performance indicators** | | | | | | **Baseline** | **Target** | | |
| **#** | **Indicator Name** | **Associated Result/s  (e.g. I2, O3, IO1, OU4, etc.)** | **Means of verification Note: Please make sure to include the units of measurement** | **Disaggregation (if relevant)** | **Reporting Frequency** | **FY 25/26** | **FY 26/27** | **TOTAL** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |

1. Monitoring approach
   1. Describe the project´s monitoring approach, including internal monitoring processes and systems **(Max. 200 words)**

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* 1. Describe any efforts for monitoring the context in support of achieving the project´s results **(Max. 200 words)**

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1. Learning and communications approach

Briefly describe any planned learning and communication activities for this project. Please include initial objectives of these activities, target audiences and how these activities would increase your project’s impact. **(Max. 300 words)**

**Note:** As part of these activities, applicants should plan and resource the delivery of at least one case study aligned with the UK PACT programme results framework. The case study concept note will be developed during the three-month inception period following the grant signature.

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1. Methodology

Describe the core methodological approach that will be taken to meet project objectives. Please include any relevant methodologies, tools, etc. that will be applied/used for achieving what the project aims to deliver. **(Max. 700 words)**

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1. Workplan and Budget

Please detail your planned activities, their target completion dates and associated costs within the separate ‘Budget and Workplan’ template. The template can be found on the **Fund’s webpage.**

1. Stakeholders

**Definitions:**

**Counterparts:** refers to partner government organisations that are normally the primary recipients of TA outputs. Counterparts play a critical role in project implementation, often serving as local champions who bring essential context, insights, and connections. They work alongside the project teams to achieve shared goals, such as policy development, capacity building, skills enhanced, etc. ensuring that projects are effectively adapted to local conditions and needs.

**Stakeholders:** are individuals, groups, or organizations that have an interest in or are affected by the project. They can include those who are directly involved, those who can influence the outputs and outcomes, and those who are impacted by the results of the project. Effective stakeholder engagement involves identifying, prioritizing, and engaging with these groups to ensure that their views are considered in decision-making processes.

1. Key stakeholders
2. Primary government counterpart engagement plan

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| --- | --- | --- | --- |
| Government counterpart | Level of participation in project planning | Level of participation in project delivery | Plan for maintaining government counterpart support as the project progresses |
|  |  |  |  |

1. Stakeholders’ engagement plan

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Level of participation in project planning | Level of participation in project delivery | Plan for maintaining stakeholder support as the project progresses |
|  |  |  |  |
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* 1. Additional supportive stakeholders

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| --- | --- | --- | --- |
| Stakeholder | Level and type of interest in the project?  (Low/Medium/High) | Level of influence in the project?  (Low/Medium/High) | Description of support  (e.g. open doors, financial resources, technical assistance, publicity, etc.) |
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1. Potential for transformational change
2. Political will and local ownership

Describe the strategies your project will use to ensure the adoption and implementation of outputs and outcomes by counterparts and other key stakeholders. Where relevant, please outline any follow-on activities anticipated to ensure sustainability of project outputs beyond project lifetime. **(Max. 300 words)**

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1. Poverty alleviation

As an ODA programme, UK PACT’s overall objective is to alleviate poverty and contribute to resilient economic development. Please describe how the outcomes of your project will contribute to these objectives. **(Max. 300 words).**

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1. GEDSI empowerment or transformation

Describe the activities/measures that will be implemented by the project to promote GEDSI empowerment or transformation. **(Max. 300 words)**. Please consider GEDSI key concepts in the **Applicant Handbook**.

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1. Replicability and scalability

Climate transitions require change at scale. Please describe the potential for the scaling or replication of project outputs and outcomes, and any activities proposed. Include details about considerations given to support such scaling and replication pathways. **(Max. 300 words)**

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1. Project Management and governance
2. Consortium (if applies)

Describe the configuration of your consortium and specify the involvement and roles of each partner.

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| --- | --- | --- |
| Partner name | Description of key roles and involvement within the consortium | Additional observations |
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1. Team
2. Organogram

Attach an organogram showing the project team, including positions, proportion of time allocated to the individual and the organisation each individual is representing. You can either include this as an image in this section or upload a separate version with your application.

**Organogram:**

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Knowledge, skills and experience

Provide a bio **(Max. 100 words)** and attach the CV for each key member of the project team who will be involved in delivery of the project. This must include responsibilities outlined for:

* Project management
* Technical leads
* Monitoring, Evaluation and Learning (MEL)
* Gender Equality, Disability and Social Inclusion (GEDSI)

**Bios**

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1. Project management
   1. Describe your plan for the project inception phase, focusing on clearly defining the implementation action plan. This should include activities related to MEL, communications, GEDSI, stakeholder engagement, mobilization, etc. Please also include a brief overview of your operational plan for delivering the project. **(Max. 300 words)**

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* 1. Describe your project management approach, including the day-to-day project management tools and systems that will be put in place to ensure the success of project delivery. For example: describe how you will resource and organise quarterly reporting, budget and forecasting management, quality report delivery, etc. **(Max. 300 words)**

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1. Internal Governance

Describe how the project will be governed internally, including all consortium members. **(Max. 300 words)**

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1. Environmental sustainability

Describe the activities and measures in place across your organization and/or consortium to minimize the environmental impact of project activities. Include details on how you address aspects such as minimizing travel, tracking emissions, carbon offsetting, and implementing environmental policies. **(Max. 300 words)**

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1. Value for money

**Value for Money (VfM):** involves ensuring that inputs are of the right quality and obtained at a reasonable price, with appropriate and efficient resource allocation for deliverables and team. It also emphasizes optimizing the domestic context and adhering to best practices.

Describe how you will ensure items purchased or staff paid for by the project will represent good value for money, i.e., benchmarking fee rates, quotes etc., and how project activities are designed to be cost-effective. **(Max. 300 words)** Please consider VfM key concepts in the **Applicant Handbook**.

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1. Risk management and mitigation

Complete the attached risk register template and submit it with your proposal to document and assess the most significant risks associated with implementing the project and outline plans to manage those risks. Please ensure you use the template available on the Fund’s webpage.

Guidance on preparing a risk register can be found in the first tab within the Register template, in addition to a guidance note available on the UK PACT website. Please make sure you include the following as appropriate to your project:

* Delivery risks (events or circumstances that could impact delivery of activities, deliverables, outcomes)
* Political risks (i.e., the political context shifts in your country of operation that directly impact the project)
* Fiduciary risks (i.e., misuse or misappropriation of funds, corruption, fraud, conflict of interest etc.)
* Environmental risks (i.e., carbon footprint due to transportation, high energy consumption, etc.)
* Opposed stakeholders (stakeholders or stakeholder groups who would be opposed to your project, reasons why, level of influence will they have and how do you anticipate they could oppose your project)
* Unintended consequences on women and marginalised groups
* Safeguarding risks (events, activities, circumstances that pose a risk of harm, exploitation or abuse to project personnel or beneficiaries)

1. Signature

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| --- | --- |
|  |  |
| Name |  |
| Organisation |  |
| Position |  |
| Date | [Publish Date] |
| Signature |  |

UK Partnering for Accelerated Climate Transitions (UK PACT) is a programme funded by the UK Government. UK PACT supports countries that strive to overcome barriers to clean growth and have high emissions reduction potential to accelerate their climate change mitigation efforts.

For any enquiries, please get in touch via email at communications@ukpact.co.uk

