



Bilateral Programme Form

This form should be completed by the project Implementer in consultation with the Project Officer at the Post. Once completed it should be submitted to the Post for consideration. Before you complete this form check the website of the Post in the country where you are proposing to work and/or speak to the Post Project Officer to find out about the Country Business Plan for that country and to check the viability of the project.

Section A: This part is to be completed by the Project Implementer

Project Title	
Implementing Organisation(s)	
Contact Details	
Project Purpose Max 2 short sentences to help the Board identify the objective of the project	
Background: In one paragraph (max 100 words) explain the aim of the project and how the project will help achieve Programme strategy/Country Business Plan objectives.	

Project Summary In one paragraph explain what the project plans to achieve and who the primary audience is. —	
Outputs: Indicate the project outputs/deliverables	
Activities: Indicate the main activities that support each output	
Total Cost of the Project	
Cost to the FCO	
Please provide details of co-funding	
Risk: Provide a brief outline of the risks that have been considered and how they might be mitigated	
Project dates	<div>Yes</div> <div>No</div>
Longer Term Impact what long term impact is anticipated?	

Activity Based Budget

You must complete an Activity Based Budget (ABB)

A template ABB spreadsheet has been embedded into this form. If you are completing this document electronically, right-click on the spreadsheet and choose 'Worksheet Object' and then 'Open' so that you can enter the ABB data

Add additional rows as necessary or, if it is more convenient, attach a separate spreadsheet and submit it with this form

[illegible]

Section B: This Section is to be completed by the Post project officer

Foreign Policy Priority	
Country Business Plan – indicate how this project fits with your CBP	
Cross Cutting Issues: Have you considered the potential for Human Rights implications as a result of this project? Are there any other cross cutting issues which need to be considered?	
Does this project qualify as Official Development Assistance (ODA)?	

Monitoring and Evaluation

How will the project be monitored? How will you determine the success of the project? When/how frequently ? Who will do this? How will the beneficiaries be involved?

Method	Intervals	Carried out by	Beneficiary Involvement

Post Comments

Date	Comment: To be completed by the Project Officer recording the conclusion of the Project Board discussion of the project bid. This should include any specific recommendations regarding the implementation of the project start date etc.
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All projects require a **project completion report**. This is due within 6 weeks of the project completion date

Project Authorised by

Date