

Guideline for project applications to Engagement Global - bengo

January 2022 update

The following guide provides information, explanations and guiding questions designed for German not-for-profit organisations to help **fill out** the project application based on the funding requirements of the Federal Ministry for Economic Cooperation and Development (BMZ). It may support private German executing agencies in the application process of relevant development projects and the requirements for the funding of long-term projects for civil society.

The "private German institutions" or "German institutions" mentioned under this guideline are referred to hereinafter as "private German institutions". For simplicity purpose, the singular is used in this guideline, even though several institutions may be involved.

Generally, this guideline will use the direct form of address, i.e. "you". In the present context, this refers to your organisation in Germany ("private German executing agency") and your partner organisation in the project country ("local project executing agency"), assuming that they will jointly plan and design the project.

The project application in German is to be submitted via the Engagement Global application portal at www.antragsportal.de.

The application requires information about your organisation ("private German executing agency"), the local partner organisation ("local executing agency") and detailed information about the concept of the project.

You are expected to provide a concise and informative overview of the project concept, reflecting the project complexity and its design. This information will then be used to assess the eligibility for funding as set forth under the [applicable funding guidelines](#), including the special additional provisions (BNBest-P/ Private Sponsors). The assessment will be provided in a [criteria grid](#).

The project application consists of two parts,

- **Part I - A web-based form in the application portal for direct entry of basic formal "PROJECT DATA".**
Make sure to have your application information at hand, including the financing plan and, in the case of multi-year projects a breakdown of HR expenses by month.
- **Part II – An MS Word form in which "DETAILED INFORMATION ON THE PROJECT" and its concept are to be provided in various subsequent sections.**
You will find the link to the Word form in the application portal.
The completed Word form must be uploaded to the application portal.

Ideally, the completed Word form (Part II) should exceed a maximum of 30 pages (font Arial, Calibri or similar; font size 11; all margins should be at least 1.5 to 2 cm).

Structure of project application

Part I - Project data (web form in application portal)

| | |
|---|---|
| 1. Introductory note - carrier number of the private German carrier..... | 3 |
| 2. Type of project..... | 3 |
| 3. Project name..... | 3 |
| 4. Project location (country, region/ place)..... | 3 |
| 5. Project duration..... | 3 |
| 6. Project objective..... | 4 |
| 7. Information on the target group..... | 4 |
| 8. Query whether the project was registered via the annual planning query in the previous year. | 4 |
| 9. Contact details and contact person(s) of the private German executing agency..... | 4 |
| 10. Contact details of the local project promoters..... | 5 |
| 11. Financing Plan - Expenditure (in Euro): General..... | 5 |
| 12. Financing plan - Expenditure: Operating expenses..... | 5 |
| 13. Financing plan - expenditure: Breakdown of staff expenditure by project month and job description..... | 6 |
| 14. Financing plan - expenditure: Lump sums..... | 8 |
| 15. Financing plan - revenue (in euros)..... | 9 |
| 16. Financing plan - Revenue: Share funding..... | 9 |
| 17. Exchange rate..... | 9 |
| 18. Additional information for construction measures..... | 9 |
| 19. Settlement with recognised independent accountancy body (chartered accountant)..... | 10 |
| 20. Reasoned request for early use of own resources..... | Fehler! Textmarke nicht definiert. |
| 21. Independence of studies and evaluations..... | 11 |
| 22. Statement on the request for information by the Committee on Budgets..... | 11 |
| 23. Declaration on United Nations (UN)/European Union (EU) Sanctions Regulations..... | 11 |
| 24. Declaration on the publication of data on the promotion of private German institutions..... | 11 |
| 25. Confirmation that the project has not yet started..... | 11 |
| 26. Upload attachments..... | 12 |
| 27. Confirmation that there have been no changes to the eligibility requirements and that the current supporting documents have been submitted..... | 12 |
| 28. Signatures..... | 12 |
| 29. Submit electronically..... | 12 |
| 30. Place and date and legally binding signature(s)..... | 12 |

Part II - Content of the project (text document)..... 13

Part I - Project data (web form in application portal)

1. Introductory note - reference number of the private German executing agencies

Private German executing agencies receive a reference number from Engagement Global after submitting an **application for organisational funding assessment**. This is required in order to determine whether the private German organisation is eligible to apply for the selected programme.

When a project application is submitted to a specific programme, this reference number automatically appears in the field provided in the web form. Your organisation's reference number, and, at a later stage, also the project number (only assigned once the project application is submitted), is relevant for further communication with Engagement Global for the assessment of your organisation's application eligibility and all other processes related to application, project management and completion.

2. Project specification

Please select what kind of project you apply for:

- a "project" in which funding is requested up to a maximum of 100,000 Euro,
- a "project" in which funding beyond 100,000 Euro is requested or
- an "ex-post evaluation", i.e. a project for the external evaluation of several completed projects in a region or across countries.

3. Project designation

Please enter the title of your project in German and English. The title should reflect the project objective, not the planned measures (e.g.: "Improving access to and conditions for education for x children of school-going age in location y", not "Building schools in country y"). Please note that the project designation must not exceed 150 characters.

4. Project location (country, region/ place)

In which country is the project to be implemented? In the case of programmes, it is also possible to specify several countries. Please also specify the project location (indicating the region, administrative unit, town or similar). Only in the case of ex-post evaluations: Please select "cross-country" as the country here.

5. Project duration

Please enter precise details on the requested project duration. Please schedule your project in a way that all measures can be implemented and completed within the project duration and that project objectives can be realistically achieved.

Please choose a project start date leaving sufficient time to process the application. As a general rule, the start date should be no later than 4 months after submission of the project application.

6. Project objective

Please give a brief summary in German and English (maximum 10 lines/ 1,500 characters each) describing which objectives and results are to be achieved by the end of the project among the target groups and/or partner organisations.

7. Details about target group

In this section, you should provide quantitative information on the direct target groups in the planned project. Please make sure that the numbers in Application Part I and Part II under Chapter 3 match. There are different types of target groups in the partner countries:

Direct target groups are those individuals and groups benefitting directly from the planned measures with a concrete impact to improve their living conditions. They should be involved in the planning and implementation of project activities.

Institutional direct target groups are organisations such as grassroots or self-help organisations, non-governmental organisations (NGOs), associations, cooperatives and others to be strengthened by the capacity development processes as an integral project component to achieve the project objective.

Both direct target groups use the capacities provided by the project (utilisation). This is shown in the impact matrix at the project objective level. The number of individuals is to be indicated here.

8. Preregistration in the previous year's annual planning enquiry

Private German executing agencies are requested by the BMZ and Engagement Global via the bengo newsletter to pre-register their projects planned for the following year within a specific deadline. Projects below 100,000 Euro of funding and ex-post evaluations do not need to be pre-registered. These applications may be submitted at any time.

A specific planning identification code is assigned to each of the pre-registered projects. The specific project planning identification codes and the respective prioritisations are provided in an overview. This overview is available under the executing agency funding data within the application portal. Please mention this specific project planning identification code when contacting bengo about a pre-registered project that has not yet been submitted. Once the project has been submitted, the project number will suffice for communication purposes.

The application form asks whether a project beyond 100,000 Euro has been pre-registered. If you select "No", you are required to provide an explanation in the text field. If you select "Yes", you should search for the funding title under which you have registered the project (e.g. private executing agency, international climate and environmental protection, media Special Initiative One World without Hunger (SEWOH), Special Refugee Initiative, etc.). Your pre-registered projects will then be displayed; please select the project for which you would like to submit an application.

9. Contact details and designated contact(s) of the private German executing agency

The contact persons' data, such as position in the organisation, telephone number and e-mail address must be indicated for the application process. Please note that this person will automatically be contacted concerning the transfer agreement.

10. Contact details of the local executing agency

Details should also be provided about the local project partner, i.e. name of the organisation, postal address, telephone number, e-mail address, URL, if applicable, and designated contact (with contact details). If several local executing agencies, in exceptional cases international NGOs and field offices, receive a budget, they must all be named. They must also be indicated in the application Part II under "1. Details about the local executing agency".

11. Financing plan – General expenses (in Euro)

Enter your project-specific estimates and amounts for the **planned expenses**, rounded to full euro amounts according to common practice in planning processes. Please round according to the so-called "commercial rounding". The application portal also uses this procedure for the breakdown of staff expenses.

The total amounts of the overall individual budget categories (investments, operating expense, staff, project liaison visits, evaluation/feasibility study) and the expense subtotal and total are automatically calculated on this basis and displayed as on the following page.

Within the individual budget categories **investments** and **operating expenses**, please use the sub-targets as a basis. Each sub-objective represents one budget line (= sub-item). This allows for a lean financing plan with only a few budget lines while offering the best possible flexibility according to the funding guidelines. Please do not forget to indicate your organisation's and the local executing agency's operating expenses. Please make sure that the information under Part I (financing plan) corresponds to the information under Part II (description of the measure with the expense breakdown).

In the case of projects involving several local executing agencies or located in different countries, budget lines in the financing plan may be oriented on the local executing agencies/countries. The corresponding expense and its composition should be comprehensibly explained and allocated to the type of expense under the description of the measures in the application Part II under items 5.2 and 5.3.

12. Financing plan: Operating expenditure

Note: A breakdown of operating expenses by financial year is not necessary. This represents a fundamental change from the previous application version. We kindly ask for your attention.

Operating expenses that continue after the end of the project must be indicated degressively over the project duration. This means that the project would fund steadily decreasing instalments. It is expected that the necessary expenses will increasingly be taken over from other sources in order to ensure sustainability beyond the end of the project. "Securing sustainability" that the project will continue to operate after the end of its duration and that external funding is secured by then. This aspect is to be described in the application Part II under point 7.

Information on degression can be entered via a selection menu. By default, the selection is set to "Degression: No, this expense is not applicable at the end of the project". If you have planned a degressive approach, select "Degression: Yes, this expense is degressive" in the selection menu. In both cases, no further information is required.

However, if in exceptional cases no degressive approach was chosen, activate "Degression: No, this expense is not degressive, see explanation". In this case, please fill in the following text field and explain the reasons.

13. Financing plan: Breakdown of staff expenses by project months and task description

Note: The breakdown of staff expenses represents a fundamental change from the previous application version. We kindly ask for your attention.

If you do not wish to include staff expenses in the financing plan, please activate "Staff expenses are NOT requested". You will then swap the corresponding entry masks.

Please provide a detailed list of staff involved in project implementation included in the financing plan.

Step 1: Creating functional groups

The functional groups are transferred to the financing plan as a sub-item/budget line. Individual staff positions therefore no longer appear in the financing plan, thus allowing the greatest possible flexibility within the framework of the funding guidelines.

Please bundle the staff positions into meaningful function groups e.g. "Project administration", "Technical/field staff" and "Other staff". For example, the staff positions "project management, project coordination and financial administration" (definition in the following step, see below) can be grouped under "project administration". In the case of a cooperation with several local executing agencies, groups may be allocated to each local executing agency.

A maximum of 10 functional groups can be defined.

Step 2: Creating the individual staff positions/functions

Under the function name, please enter a name for the staff position/function that corresponds as closely as possible to the task. Then select the function group (see above) from the menu to assign this staff position.

The task description for this staff position is given in the text field. Please describe which tasks/activities the employee is to perform in the project.

The planned expenses for this staff position/function should be broken down by month. In order to have as few revisions as possible for financial years when submitting the application, please start counting the months from the beginning of the project. For example, if a salary increase is planned after one year, enter a first period of 12 months. Further entries can be created with the corresponding button. Please add further time periods there accordingly.

"Number": Please enter the number of staff positions here.

"Monthly wage (gross)": Please enter the monthly wage (gross) for each employee that would correspond to full employment (100 percent). Gross wages represent the wage costs usually incurred by the local executing agency including all statutory charges (e.g. taxes and social security).

"Scope of employment in per cent": Please enter the percentage of employment of the staff position in the project. Please note: If, for example, staff members will contribute 30 per cent of their working time to the project applied for and 70 per cent to another project, only 30 per cent should be entered here.

"Period (in months)": Number of months that apply to this entry. See also the explanation above regarding the breakdown by months.

"Statutory special payments": If the partner country requires **statutory** special payments (e.g. 13th month's salary or holiday pay), enter these special payments for the corresponding period (months, see above). If there are no such special payments, please enter "0" (zero) or leave the field empty.

"Staff expenses": This field is automatically calculated by the application portal based on your information. The calculation is made as follows: "Number" multiplied by "Monthly wage (gross)" multiplied by "Scope of employment in per cent": multiplied by "Period (in months)" plus "Statutory special payments" equals "Staff expenses".

"In case of a degressive approach": Staff expenses that continue after the end of the project are to be budgeted degressively over the project duration. This means that the project finances steadily decreasing instalments. It is expected that costs will be increasingly covered by other sources to ensure sustainability beyond the project duration. "Securing sustainability" means that the project will continue to operate beyond the end of the project duration and that the necessary income from external sources is secured. "Securing sustainability" is described under Part II, item 7 of the application.

Staff expenses directly related to the management of project implementation (e.g. project coordination, administration, drivers and others) that will no longer incur after the end of the project period represent an exception.

"Taken over from project": This field only requires an entry of the corresponding amount in the case of a degressive approach. Otherwise, the field can remain empty. The maximum possible amount is indicated in "Staff expenses" field (see above).

"Share of the aforementioned staff expenses in per cent": This shows what percentage of the costs actually incurred is financed by project funds.

Either the amount from the "Staff expenses" field or, if filled, the amount from the "Taken over from project" field is incorporated in the sub-item of the function group (financing plan). The corresponding amount will be displayed.

The details on degression can be entered via a selection menu. By default, the selection is set to "Degression: No, this expense will not be applicable at the end of the project". If you have planned a degressive approach, please select "Degression: Yes, this expense, applied degressively" in the selection menu. In both cases, no further information is required. If, however, no declining-balance approach was selected, activate "Degression: No, this expense is not degressive, see explanation". In the latter case, please fill in the following text field and explain the reasons.

Example

The staff position to be calculated will be financed entirely from project funds at the beginning of the project. However, to ensure sustainability, another source of funding is to be acquired in the course of the project. This source will gradually take over of the expenses during the project period. Upon the end of the project, the entire staff position expenses will be borne by the external funding source.

Accordingly, several entries need to be created for this staff position. First, a high staff expense proportion is entered in the "Taken over from project" further. In further entries, steadily decreasing amounts/shares must be entered. The degression is represented by the steadily decreasing amounts in the "Taken over from project" fields: The first entry might show 100 per cent, the second entry, for example, 75 per cent, the third 50 per cent and the fourth 25 per cent, or any other decreasing amounts.

The degression of the staff position amount will be displayed in the respective fields "Share of the aforementioned staff expense in per cent" of the individual entries. The percentages should decrease over time.

Finally, please confirm that only locally adapted expenses are budgeted for this staff position. In individual cases, deviations are to be justified in the task description (e.g. coordination office for multi-actor partnerships or global programme, here the upper limit is determined by the collective agreement for the public service (German TVöD)).

14. Financing plan - expenses: Lump sums

Funds reserve:

You can enter an amount of up to a maximum of 3.5 percent of the displayed project-specific project expenses total in this field. The funds reserve is used in particular to compensate for cost increases, for example in the event of exchange rate fluctuations over a long project duration. Fund reserves may not be granted for projects with a project duration of up to one year.

Administrative fees:

Please indicate the specific administrative fees allowance you are applying for. The purpose of the administrative fees allowance is to cover the expenses incurred by private German executing agencies in connection with the project activities. As a rule, in the case of more complex projects with capacity-building elements, this may cover up to 10 percent of the planned project expenses including the funds reserve. The corresponding maximum amount is calculated automatically after selection of the appropriate percentage category (and is not rounded off so as not to cause you any disadvantages in that event). Of course, you may also enter lower administrative fee allowances in the "Reduced amount" field.

In particular and justified cases, you may apply for up to 14 percent (e.g. in the case of projects and programmes that require a high level of coordination, in the case of complex projects with objectives in different areas and levels of society; see also the funding guidelines section 6.10). This must result from the project approach presented in Application Part II and be reflected accordingly in the impact matrix.

15. Financing plan - income (in Euro)

The planned income is to be broken down by financial year. Please note that the funding share (percent) should generally be the same in all financial years.

For the planned income, please enter the monetary contributions (private German executing agency, local executing agency, target group and/or other agencies in the project country), third-party funds and grant share.

Please also use the text field to explain the origin of the applicant's internal funds and indicate the contribution made by the local executing agency. If, in addition to this contribution, the local executing agency makes substantial further contributions to the project (also in the form of labour or in-kind contributions), a presentation of these contributions is highly recommended.

Please indicate any third-party funds you have raised or will raise for the project. Third-party funds not specified in the project application must be indicated as additional funds in the project accounting (verification), thus reducing the funding. Should third-party funds unexpectedly fail to materialise, it must be ensured that this deficit can be covered by the private German executing agency, the local project executing agency, the target group and/or other agencies in the project country. Please address this in the text field on the origin of the internal funds.

Please note that funding for the entire internal funds must be secured before applying for project funding from Engagement Global.

16. Financing plan - income: Pro rata financing

The application portal calculates the funding share automatically based on the entries of the private German executing agency.

As a rule, up to 75 percent of pro rata financing are granted. A higher share of funding up to a maximum of 90 per cent can only be approved in exceptional cases that require special justification. This may apply in the case of a severely limited civil society. At this point, we would like to draw your attention to the documents in force for the respective application year (the respective valid Atlas of Civil Society or [Civicus](#)), which are submitted with the annual planning request.

17. Exchange rate

The exchange rate representing the basis for planning should be entered with date in the expense and income table. If the planning is based on several currencies, all exchange rates should be indicated accordingly.

18. Additional information in the case of infrastructure related projects

In case of infrastructure related projects, further details must be provided. First, please select the field that applies to your project:

- no infrastructure project or projects up to 15,000 Euro,
- infrastructure project up to 125,000 Euro,
- infrastructure project beyond 125,000 Euro,
- infrastructure project beyond 1 million Euro.

If a field with infrastructure projects is selected, additional information will be requested. You will be asked to confirm that:

- Land acquired for infrastructure projects is owned by a local non-profit organisation (e.g. project executing agency, target group, municipality),
- The right of ownership and possession is confirmed by appropriate evidence,
- The building permit or relevant supporting documentation has been provided or can be obtained and submitted to Engagement Global prior to the start of the infrastructure project.

In addition, the following conditions must be met and confirmed:

- The infrastructure project is supervised by construction experts (e.g. an architect, a civil engineer).
- The land is suitable for the planned infrastructure projects with regard to foundation, slope, neighbouring buildings, supply and disposal connections.
- An assessment of these aspects is to be included in the description of the infrastructure projects under item 5.2 of the application form.
- The expenses for the purchase of land, infrastructure project and the type of construction are in line with local/country standards.
- All building inspection approvals are enclosed with the application or will be submitted to EG prior to the start of construction.

For planned infrastructure projects beyond 125,000 Euro, the costs must be detailed along the construction stages "development and preparation", "external structure", "interior work" (in Euro) and the costs per cubic metre (m³) of built space.

Planned infrastructure projects beyond 1 million Euro will be subject to an external assessment by the German Federal Office for Building and Regional Planning (BBR). Please contact Engagement Global for further information.

19. Audit by a recognised independent chartered accountant

Please indicate here whether you intend to have your project audited by an independent chartered accountant. The chartered accountant should be selected **jointly** by you and the local project partner. For projects in countries where original documents may not be exported, an independent chartered accountant must be provided for and budgeted for.

Please note that the audit certificate must comply with the minimum requirements specified by the Federal Ministry for Economic Cooperation and Development (BMZ). For information on selecting a suitable chartered accountant and on the minimum requirements for audit certificates, please see Special Provision No. 1 on 6.2 in the Subsidiary Provisions (BNBest-P/ Private Sponsors) and [Annex IV](#) "Audit by chartered accountant" in the funding guidelines.

Please make sure that the job description letter to the auditing body describes what is expected as the result of the work. Especially in countries from which original documents may not be exported, the attestation represents a kind of substitute document. If the attestation does not meet the minimum requirements and/or obviously does not contain the necessary information in terms of content, extensive reworking would have to take place.

With the proof of use, an original proof of qualification of the auditing body must be submitted after the end of the project in addition to the original audit certificate.

20. Substantiated application for early use of internal funds by the private German executing agency

A project may not have commenced or commence before the application has been approved and the private law-based transfer agreement has been signed by Engagement Global.

In exceptional cases substantiated by compelling reasons, an application may be made to commence a project before the transfer agreement is signed, albeit at the applicant organisation's own risk and by using internal funds exclusively. The necessity must result from the project concept and, if applicable, special conditions on site.

Please enter a specific date for the early project commencement. Please use the text field for explanations.

The project may only begin once you have received written approval for the early use of your own funds. Please consider what consequences this may have for your organisation, the local project partner and the target groups in the event that project funding, and thus the BMZ pro rata funding, are not provided and you either have to finance the entire project yourself or cancel it for lack of funding.

As a rule, no early use of own funds is granted for projects with a duration of up to one year.

21. Independence of studies and evaluations

Please confirm that studies and evaluations conducted under the project will be carried out by institutions external and independent from the private German executing agency and project executing agency.

These are not internal evaluations necessary for project monitoring. Studies and evaluations are intended to provide you, possibly Engagement Global and the BMZ, with an independent view of, for example, the framework conditions or the project. Therefore, you can of course formulate the mandate of the study and/or evaluation, if necessary, in cooperation with the project executing agency. However, the implementing agency must not be part of your organisation or the project executing agency.

22. Declaration of request for information by the Budget Committee

Please confirm this declaration by clicking on the confirmation box.

23. Declaration on the United Nations (UN) / European Union (EU) Sanctions Regulations

Please confirm this declaration by clicking on the confirmation box.

24. Declaration on the publication of data on the promotion of private German agencies

Please confirm this declaration by clicking on the confirmation box.

25. Confirmation that the project has not yet started

The project may not begin before a transfer agreement between Engagement Global and the private German executing agency **and** the required project agreement have been signed by the private German and the local executing agency. Please confirm here.

26. Uploading attachments

Please upload the project application Part II with the detailed and financial description of your planned project. Only then will the project application have deemed as complete.

You should also attach further documents to the project application (e.g. reports on feasibility studies for projects for which funding exceeding 500,000 Euro is requested, construction plans for infrastructure related projects, etc.). Please use standard file formats for this purpose (Microsoft Office, image files and PDF). Please note that the use of Microsoft Office formats simplifies further processing at and coordination with Engagement Global.

If necessary, you may use the following text field to include explanatory notes on the attachments.

Confirmation that the eligibility criteria have remained unchanged and that the documents submitted by the executing agency are up-to-date

Before confirming, please verify that the most recent documentation for funding eligibility in the title have in fact been submitted to Engagement Global (dated and signed articles of association, complete extract from the register of associations, currently valid non-profit status, annual and financial reports for the past three years).

27. Signatures

Please indicate who will sign the application. Please include the first name and last name for each signatory. All signatories must be authorised to sign.

28. Submitting files electronically

At the end of the process, a window is displayed for you to download and print the application in an automatically generated PDF document for review. Please open the form and verify your entries. The printout is marked as a draft version and should **not** be sent to Engagement Global. If you would like to correct any information, please click on "Back" in the menu bar below.

Once you are sure that all details are correct, you can submit the form with all attachments electronically to Engagement Global by clicking on "Submit" below.

You will receive a confirmation of receipt from bengo within approximately 3 days. The responsible technical advisor will contact you later and, if necessary, request revisions.

29. Place, date and legally binding signature(s)

Once the consulting process and any necessary amendments have been completed, a printout of the last application version submitted via the application portal is to be signed by at least one authorised signatory of the private German executing agency on Part I, indicating the place and date. Please send the signed printout via regular mail to:

ENGAGEMENT GLOBAL gGmbH
Zentraler Programmservice
Friedrich-Ebert-Allee 40
53113 Bonn

Handwritten changes on the printout are invalid and cannot be taken into account.

Part II – Detailed information on the project (text document)

| | |
|--|----|
| 1. Details of the local project executing agency | 14 |
| 1.1. Legal form, institutional goals, focus of work..... | 14 |
| 1.2. Human, technical and financial capacities..... | 14 |
| 1.3. Experience in the implementation of projects of a similar nature..... | 14 |
| 1.4. Relationship between the private German executing agency and the local project executing agency ... | 14 |
| 2. Initial situation/ problem analysis (relevance) | 15 |
| 2.1. Initial situation and problem statement..... | 15 |
| 2.2. Preparation of the project and cooperation with other actors..... | 16 |
| 3. Direct/indirect target groups..... | 16 |
| 4. Impact matrix (significance and effectiveness) | 17 |
| 5. Measures to achieve objectives (effectiveness and efficiency) | 22 |
| 5.1. Timetable according to measures | 22 |
| 5.2. Description of measures, methods and instruments | 22 |
| 5.3. Project support measures, coordination and monitoring | 26 |
| 6. Risk and risk mitigation measures | 27 |
| 7. On sustainability (structural, economic, social, ecological)..... | 27 |

Each project application submitted via the Engagement Global application portal is allocated a four-digit project number. This will serve as a registration number of the project throughout the entire project application, implementation and reporting processes. It is generated and displayed in the application portal when you have submitted the application to Engagement Global via the portal. Once you receive feedback on your application, bengo will add the project number as a reference in the MS Word document.

Please use this document to once again enter the project country in which the project is to be implemented, the project title, your organisation name ("Private German executing agency") and the project duration in the corresponding field.

1. Details of the local project executing agency

1.1. Legal form, institutional goals, focus of work

Please insert short, concise information in the table.

Guiding questions:

- Is the local executing agency a non-profit organisation and registered as such in the corresponding project country? If available, please state the registration number. How many members does the organisation comprise of?
- What basic objectives does the local executing agency have? Please name up to three overarching goals that the organisation pursues in the long term. What are the main working areas of the local executing agency (e.g. child protection, compliance, inclusion)?
- What are the executing agency's technical key areas/sectors of activity? What are the regional/geographical focal points? Please name the national networks where the local executing agency is involved?

1.2. Human, technical and financial capacities

Please provide a brief explanation of the local executing agency's staff composition as well as of its technical and administrative knowledge and experience. Please describe the need for capacity strengthening under item 2.1.

Guiding questions:

- What are the employees' technical and professional competencies and experience with respect to the project?
- What project management (administration, coordination and monitoring) capacities and experience does the local project executing agency have?

1.3. Experience in the implementation of similar projects

Please provide details on similar development projects in the table implemented independently by the local executing agency being responsible for the management of funds.

Guiding questions:

- Which similar projects has the local executing agency already implemented in the respective or in any other region(s)?
- Which projects on similar subjects/sectors has the local executing agency already carried out?
- In which projects has the local executing agency already worked with similar target groups?
- Which projects has the local executing agency already implemented using German public funds?

1.4. Relationship between the private German and the local executing agency

Guiding questions:

- To what extent has your organisation (private German executing agency) already cooperated with the local project executing agency and in regards to which projects?
- Why was the local executing agency selected for this cooperation and how has it performed to date?

2. Initial situation/ problem analysis (relevance)

2.1. Initial situation and problem description

Please provide project-relevant information on the region where the project is planned (village, target communities, province). Please feel free to include a sketch map. For example, you might describe the socio-economic structure in the project region, the existing infrastructural facilities (education, healthcare), the supply of public services (e.g. water, energy), transport connections and others.

In the problem and needs analysis, it is important to describe the aspects that are important/relevant for the planned project. Please describe the initial situation with regard to the approach and impact of the planned project. For example, if it is a health project, please describe the health situation and the existing infrastructure.

If impacts are intended at several levels, please present the existing structures and framework conditions. These analyses build the basis for the development objectives, approach and concrete project activities. National strategies and programmes relevant to the project area should be taken into account, if available.

Please also address current and potential conflicts.

Guiding questions:

Problem and potential presentation

- Which local problems/needs and potentials prompted you to plan this project and at what level do they manifest themselves? What are the causes and what effects do they have on the living conditions of the target groups?
- What needs have the target groups expressed to address these problems?
- What expertise and skills do the target groups have and what skills are they lacking?
- What are the capacity development needs of the local executing agency (e.g. organisational development, networking, fundraising, project management and others)?
- Are there results from previous projects on which the project can build?
- Which overarching development goals of national or global policy (e.g. food security, human rights) does the project contribute to, and which national policies are opposed to the project?

Actors

- Do the target groups have organisational structures that can be linked to the proposed project?
- Beyond the target groups, which individuals, organisations and structures are relevant for the project? What interests and what influence do they have? What role do state actors have?
- Which actors suffer from the problem and which actors benefit from it?
- Are there actors with conflicting interests to the project goal? What are the potential conflicts between the actors?
- Which groups, if any, will lose influence through the project?

Human rights and marginalised groups

- Are human rights standards and principles at risk in the project area? Are the state actors fulfilling their duties?
- Can the target groups enforce the rights they are entitled to and what, if anything, prevents them from doing so?
- Which groups are marginalised or discriminated against and what are the reasons for this?
- What are the gender-specific particularities? How are tasks, duties, power relations and possibilities of influence distributed between the genders?

2.2. Project preparation and cooperation with other actors

Guiding questions:

- Whose initiative was the planning of the project? How were the target groups and the local project executing agency involved in the planning and preparation? What is the local executing agency's own contribution?
- Were there any agreements with the relevant state actors (such as the local government or the Ministry of Education in the context of a planned building of a school) or other NGOs regarding the project? If yes, with which ones?
- Are there possible synergies with projects or initiatives from other donors or from the government side on the ground?
- How does the project ensure that no parallel structures/duplications with government structures or non-governmental initiatives/projects are created?
- Are there any preceding projects, preparatory data collection, evaluations of previous projects or a feasibility study? What are the main conclusions and recommendations and how have these been incorporated into the project design?
- In the case of planned infrastructure or procurement measures, have comparative offers already been obtained for cost planning? Are official requirements fulfilled and are corresponding authorisations available (e.g. building and operating authorisations)?

3. Direct/indirect target groups

Different types of target groups are distinguished in the partner countries:

- a. **Direct target groups** are those individuals and population groups on whom the planned project has a direct and concrete impact to improve their living conditions. They should be involved in the planning and implementation of project activities.
- b. **Institutional direct target groups** are organisations such as grassroots or self-help organisations, NGOs, associations, cooperatives and others whose capacity strengthening represents an integral part of the project to achieve the its objective.
- c. **Indirect target groups** are not directly involved in the project, but benefit from the project impacts and/or may also contribute to the project's success.
- d. **Intermediaries/multipliers** are individuals, groups, organisations generating a multiplier effect within the framework of the project and contributing to the broad or increased project impact (e.g. teaching or health staff, cooperatives, local governments, human rights organisations and others). They are often essential for the success of the project and for ensuring sustainability.

If capacity-building measures are implemented for intermediaries/multipliers, these also represents a direct target group in the specific project context (e.g. further training measures for midwives, teachers, members of cooperatives and others).

Guiding questions:

- Who is to benefit from the project in concrete terms and in what way (e.g. through capacity building, income generation, empowerment and others)?
- How can the target groups be characterised? Please differentiate according to key social criteria: Target group size, social affiliation and other characteristics relevant to your specific project (e.g. men/women/diverse, members of disadvantaged ethnic, religious or other minorities, young people, people with disabilities and others).
- Who will select the beneficiaries and according to which criteria? Are the selection criteria made transparent? What happens to interested parties who are not beneficiaries?
- What contribution will the target groups make to the implementation of the project?
- Which individuals, groups, organisations are intended to be mediators/multipliers in the project? What access to social sectors and what possibilities do they have to increase its broad impact and sustainability?

4. Impact matrix (significance and effectiveness)

The impact matrix reveals the project objectives and changes to be achieved within the planned project duration (=impacts). The matrix is developed on the basis of the specific initial situation and the problem analysis at the project location.

If you have requested an administrative cost allowance of 10 percent for complex projects with capacity development or 14 percent for macro-level impacts in Part I of the application, please enter the corresponding clear targets in the impact matrix.

Objectives

Objectives are the intended developmental improvements for the target groups. They must be formulated in a concrete and target group-oriented manner, verifiable and realistically achievable within the planned project duration. A distinction is made between different interrelated: overall objective, project objective and sub-objectives. While only one overall objective and project objective are formulated in each case, there can be several sub-objectives, which - depending on the complexity of the project - should focus on the key project aspects.

Overall objective

The overall objective defines the concrete **benefit** that the project should have for the direct and indirect target groups.

As it is usually more difficult to prove the benefits of projects with a shorter duration, the definition of the overall objective in the application is omitted for projects up to 100,000 Euro.

- Overall objective
Guiding questions: What are the concrete benefits of the project for the target groups?
 What concrete change should the project bring about for the target groups?

Project objective

The project objective is primarily to describe the successful **use of the** capacities and resources that the target groups have gained with the project and to depict their direct result.

- Project objective
Guiding questions: How are the capacities created by the project (structures, products, goods, services or skills) used by the target groups?
What immediate result is achieved through this utilisation?

Sub-objectives (aim)

The sub-objectives are intended to contribute concretely to the achievement of the project objective and mostly refer to the different direct target groups and/or individual components of the project. At this level, it should become clear in how for their **strengthened capacities** (additional competences, equipment with new resources such as infrastructure, materials and others) empower the target groups.

Sub-objectives

Guiding questions: In how far does the project develop/strengthen the target group's capacities (structures, products, goods, services or skills)?

Indicators

Indicators are measurable and observable characteristics that can be used to verify the changes during the course of the project as well as the achievement of objectives and impacts at the end of the project. They are divided into different levels: Overall objective, project objective and sub-objective indicators that demonstrate the benefits, utilisation and strengthened capacities.

The specification of benefit indicators at overall objective level is optional, as they may be hard to measure in the immediate project context. However, if the private German and the local executing agency estimate this measurement possible anyway intending to implement it, such indicators will be appreciated and can be inserted at the corresponding matrix field.

For each indicator, the initial situation (= quantitatively or qualitatively **measurable** initial value) and the situation at the end of the project term (= corresponding **measurable** target value) must be indicated. The ACTUAL and TARGET values must represent a precise benchmark, i.e. they must contain the same measurable and observable characteristics.

The indicator should be formulated as SMART as possible:

Specific: It is clearly related to the objective and describes a concrete situation.

Measurable: It makes the change quantitatively or qualitatively detectable.

Appropriate: It is oriented towards existing needs, desirable for all participants.

Relevant: It contributes significantly to the solution of the identified problems.

Terminable: It is achievable and measurable by the end of the project duration at the latest.

Furthermore, the ACTUAL value should preferably neither be "zero value" nor be the pure opposite of the TARGET value. ("The farmers **have no knowledge of** agroecological vegetable cultivation" versus: "They **have knowledge of** agroecological vegetable cultivation").

On the TARGET side, please do not indicate the implementation of planned measures, but their impact. Measures for each sub-objective are to be described in Chapter 5 of the application Part II.

If the exact values of individual indicators on the ACTUAL side are not yet possible at the time of application because these data will only be collected at the beginning of the project as part of a baseline study, the corresponding approximate values should nevertheless already be inserted.

For better comprehensibility, you will find two examples of objectives and indicators at overall objective, project objective and sub-objective level. These do definitely not represent entire impact matrices for the respective project, but extracts to illustrate the basic logic and phrasing possibilities.

Example A

| Overall objective | Indicators <small>OPTIONAL</small> | |
|--|--|---|
| | Initial value (quantitative and qualitative) | Target value (quantitative and qualitative) |
| The farming families' nutrition in provinces xx in country z has improved. | 20 per cent of the children in the project target group aged between 2 and 5 years, suffer from malnutrition according to the World Food Programme's definition. | By the end of the project, the percentage of malnourished children between the age of 2 and 5 has decreased to 10 per cent. |

| Project objective | Indicators | |
|--|---|--|
| | Initial value (quantitative and qualitative) | Target value (quantitative and qualitative) |
| 300 smallholder farmers from the provinces xx apply sustainable methods for organic cultivation as well as for the preservation of vegetables and have a more balanced diet with their families using their own produce. | Currently, farmers grow an average of two types of vegetables (a, b) per year using conventional agricultural methods. | From the 3rd project year onwards, the farmers cultivate at least five vegetable varieties (a, b, c, d, e) annually applying agroecological methods. |
| | The yield for the two basic vegetables (a, b) is currently 100kg/ha on average. | By the end of the project, the yield for the vegetable varieties (a, b) has increased to an average of 150kg/ha. |
| | Currently, the farmers preserve their vegetables individually. Each farmer family preserves about 15 per cent of the harvest for later use. | At the end of the project, the trained farmers process and store their produce in a professionally equipped preservation centre. About 30 per cent of the individual harvest is permanently preserved for their own consumption. |
| | Currently, vegetables are only consumed once a week in the farming families. | By the end of the project, vegetables are integrated into at least 5 main dishes in one week. |

| Sub-objectives | Indicators | |
|---|--|---|
| | Initial value (quantitative and qualitative) | Target value (quantitative and qualitative) |
| Sub-objective 1: 300 smallholder farmers' capacities in agroecological vegetable production are strengthened. | The target group has so far relied primarily on conventional agricultural methods (monocultures, chemical fertilisation, use of pesticides and others). | By the end of the second year of the project, all 300 trained farmers have acquired at least 3 methods for sustainable vegetable production in theory and practice (diversification of products, crop rotation, organic fertilisation and others). |
| | Agricultural planning ad hoc with a short-term horizon. | 75 per cent of the trained farmers have developed a medium-term plan to use at least two sustainable farming methods as from the following season. |
| Sub-objective 2: 300 smallholder farmers have improved knowledge and can access sufficient equipment for vegetable processing. | Farmers in the project region are mostly familiar with drying for vegetable preservation, which is only suitable for a few types of vegetables. | By the beginning of the third project year, the trained farmers will be familiar with at least one adapted conservation method for each type of vegetable grown in the project region. |
| | Due to the target group's narrow there is little sheltered space for harvesting, preserving and storing the processed products. Special processing equipment is often not affordable in farming families due to lack of funds. | In village x, a preservation centre for communal use by the farmers from the project region will be operational by the third project year. There will be access to a drying and canning facility as well as to the necessary equipment and sufficient storage space for harvested and final products. |
| Sub-objective 3: The heads of households in farming families are familiar with the basic rules of a well-balanced nutrition. | The target group families are used to daily meals with a high carbohydrate share. | Once half of the project duration has been expired, the heads of households in the target group have learned at least three methods of preparing high-vitamin daily family meals while using their own produce. |

Example B

| Overall objective | Indicators <small>OPTIONAL</small> | |
|--|---|--|
| | Initial value (quantitative and qualitative) | Target value (quantitative and qualitative) |
| In Mapai District, Mozambique, women and girls can lead a self-determined and safe life. | 1 per cent of reported cases of gender-based violence are prosecuted by the criminal justice authorities. (police statistics) | At the end of the project period, 20 per cent of the reported cases are prosecuted, 5 per cent are closed. |

| Project objective | Indicators | |
|---|--|--|
| | Initial value (quantitative & qualitative) | Target value (quantitative & qualitative) |
| 1200 women and girls in 7 communities in Mapai district are better protected against gender-based violence and stand in for their rights. | <p>1. In the 7 communities there are 5 mothers' groups, 4 women's cooperatives and 7 savings associations (about 450 members). Gender-specific lobbying is not part of their activities.</p> <p>2. According to information from the protective institutions (Ministry of Health and Education, local education authority, women's centre, city administration, police, courts), approximately 10 women/year report cases of violence. The number of unreported cases is much higher.</p> <p>3. Only 2 out of 7 public protective institutions offer counselling in the communities.</p> | <p>1. A newly established network leverages the created capacities to conduct at least one lobby campaign per year as from the 3rd project year on topics such as: Enforcement of women's rights, stop of gender-based violence and others at district level.</p> <p>2. By the 3rd project year, 100 women reported gender-based violence to the protective institutions.</p> <p>3. As of the 2nd project year, at least 5 out of 7 protective institutions in Mapai district offer regular counselling services in communities and are staffed accordingly.</p> |
| Sub-objectives | Indicators | |
| | Initial value (quantitative & qualitative) | Target value (quantitative & qualitative) |
| 1. A network of women and girls is established to stand in for their rights. | <p>1.1 The existing women's groups do not have a common objective. They have expressed the need for a higher representation of their rights.</p> <p>1.2 The women's groups have expressed initial ideas on lobbying in the feasibility study and are willing to make resources available for this purpose.</p> | <p>1.1 After the first project year, women's group representatives will define the role, goals, the structure and activities of the network and establish it accordingly. As from the 2nd project year, the network will conduct monthly meetings independently.</p> <p>1.2 The network will have developed a first plan for a lobbying campaign at district level by the end of the 2nd year.</p> |

| | | |
|--|---|---|
| <p>2. Women's ability to act is strengthened.</p> | <p>2.1 Approximately 800 women in the target communities have not yet received concrete information on women's rights and the possibilities of claiming them (exact value will be collected in the baseline).</p> <p>2.2 Approximately 800 women from the target communities state having a high inhibition threshold when approaching authorities.</p> | <p>2.1 After the 2nd project year, 600 women trained by the network are well aware of their rights as well as of contact persons within the protective institutions at local level.</p> <p>2.2. After the 2nd project year, 600 women report having sufficient self-confidence to approach protective authorities in case of gender-based violence as a result of the exchange of experiences and the mentoring system.</p> |
| <p>3. The protective institutions fully assume their role in preventing gender-based violence and look after the cases incurred in the district.</p> | <p>3.1 The feasibility study found that only 10 per cent of the protective institutions staff were fully aware of their duties and how to implement them in their daily work.</p> <p>3.2 Only 2 out of 7 protective institutions have an operational plan.</p> | <p>3.1 At the beginning of the 2nd project year, 70 percent of the protective institutions staff know their duties and at least 4 procedures to implement them in their daily work.</p> <p>3.2 At the joint meeting of the protective authorities, best practice examples on presence and counselling in the communities are exchanged; each protective institution draws up corresponding plans by the 2nd project year.</p> |

5. Measures to achieve objectives (effectiveness and efficiency)

5.1. Timeline for measures

Please list the planned measures in the table and mark the planned duration on the timeline. Each field represents one quarter. This overview clarifies both the chronological sequence of the individual measures and the temporal relationship between the measures and the project objectives. (i.e., in which phase which measures are carried out to achieve which objectives.)

The timeframe is an important planning instrument in a project.

5.2. Project measures - description, methods and instruments

Please use this section to provide a structured presentation of the planned measures and instruments with are to be used to assure the achievement of the objectives.

The measure description should briefly highlight the affiliated sub-objectives with their interrelated effects. Information relevant to the measure, such as subjects and learning objectives of training courses, organisational structures or networks to be established, etc. must also be described. In the case of several local executing agencies, please make clear how and thematic responsibilities will be shared among them in the measure description.

For complex projects, measures may be combined into packages that contribute to the achievement of a sub-objective, if necessary.

In the case of infrastructure-related measures, please provide detailed explanation on the individual items within the infrastructure-related measure in Part I of the application. Please enter information on the construction method, the available construction documents and calculations, and indicate who owns the construction land. Future ownership, planned operation, electricity and water supply and accessibility for disabled persons should also be explained.

The detailed description of the measure/measure package is followed by a list/overview of the financial planning for each individual measure or package. Each measure or package must be briefly described with its calculation basis and types of expenses (minimum information required under the German Procurement Law):

On the one hand, the **minimum number of** workshops, participants, other calculation aspects and the approximate time frame (**one-day/several days**) must be stated.

On the other hand, the expenses listed in the financing plan must be broken down according to the **type of expense** (e.g. for training: catering, transport, material, room rental) and the total amount per measure. Fees must be stated separately as a total or range of fees.

The minimum indications, time corridors and expense ranges allow for greater flexibility in implementation, but **economic viability** and **locally applicable funding** should be apparent.

Note: If the budget lines (= sub-items) within the individual approaches **investments** and **operating expenditure** are oriented towards the sub-objectives or are named after the sub-objectives, it is recommended to follow the procedure presented below of supplementing the respective measure description per sub-objective with **a tabular list/overview of** the associated planned expenses. This enables you to investments together with operating expenses, naming the corresponding budget line for a measure/package of measures. In the following example, similar measures for a sub-objective are grouped into a measure package. First, the packages are explained in detail, followed by a tabular list with overview information on the basis of calculation (minimum information, types of expense, total per measure package). This procedure should also be applied to the presentation of individual measures that contribute to a sub-objective (see example for presentation by individual measure):

Example of the presentation of packages of measures:

Sub-objective 1: Smallholder families transition from traditional agricultural to drought-resilient production systems.

Example of a detailed for a package of measures: Agroecological training enables participating women in particular use climate-friendly techniques when sowing, irrigating and harvesting on the provided plots. The learning objectives include in particular [...] etc. Through entrepreneurial promotion [...].

| Packages of measures for sub-objective (SO) 1 | | | | |
|--|--|----------------|---|---------------|
| | Investments | | Operating expenses | |
| | Types of expense | Total in € | Types of expense | Total in € |
| Package of measures "Training and equipment of smallholder families" (title of the package with the associated measures) | | | | |
| Several days of training for at least 200 beneficiaries on agroecological production and equipment, setting up plots and gardens at households and schools for at least 520 beneficiaries . | Seeds, garden tools, irrigation material | 126,500 | Food, transport, training material, fee for local experts (approx. 6 days at € 100 - 120 each) | 12,000 |
| Several days of training and technical assistance for at least 180 agricultural producers on participatory research methods to improve domesticated seeds and establishment of at least 20 seed banks . | Seeds, building materials, transport | 3,000 | Catering, training material, transport | 10,800 |
| Package of measures "Entrepreneurial Promotion" (title of the package with the associated project measures) | | | | |
| One-day workshops to identify approximately 25 inclusive entrepreneurial initiatives for at least 220 people . | | | Food, transport, training material | 10,000 |
| Study on possible value chains | | | Fees for international experts over 20 days at € 300 each, 24 days at € 200 each | 10,800 |
| | | | | |
| Total IP 1 | Budget line 1.1.1 | 156,500 | BL 1.2.1 | 43,600 |
| [Total as in the financing plan under investment and operating expenditure]. | | | | |

[...] followed by the description of measures for sub-objective 2, etc.

Example of presentation by individual measures:

Sub-objective 1

[Detailed presentation]

| Measures for SO 1 | | | | |
|--|------------------------------|---------------|--|--------------|
| | Investments | | Operating expenses | |
| | Types of expense | Total Euro | Types of expense | Total in € |
| Example: Several days of training on topic x for at least xx beneficiaries | | | Example: Food, transport, accommodation, material, rent, fee (30 days at € 100 each = € 3,000) | 5,000 |
| Equipment for x | Example: garden tools, seeds | 20,000 | | |
| | | | | |
| | | | | |
| | | | | |
| Total SO 1 | Budget line (BL) | 20,000 | BL | 5,000 |
| [Total as in the financing plan under investment and operating expenditure]. | | | | |

[...] followed by the description of measures for sub-objective 2, etc.

The following is another example to illustrate measures and types of expense:

Sub-objective 1

[Detailed presentation]

| Budget line (BL) | Measure | Output types | Total in € |
|------------------|---|--|------------|
| Example: BL 2.1 | Several days of training on the topic x for at least xx beneficiaries | Example: Food, transport, accommodation, material, rent, fee (30 days at € 100 each = € 3,000) | 5,000 |

Specifying minimum numbers, time periods and clusters, will streamline the measure description.

Should you choose a different way of presentation, you must ensure that the measures can be clearly allocated to the sub-objectives. The totals of your expense this breakdown must exactly match and be clearly attributable to the corresponding expense items in the financing plan.

If you have questions regarding German Procurement Law or questions about the assessment of locally applicable funding, a detailed budget can also be submitted as an attachment **for consultation purposes**, but this will not be part of the project application to be approved.

If the project is implemented with several local project promoters, a financing plan broken down by local project promoters must be submitted as an annex, unless this is stated in the application.

Guiding questions for the development and planning of measures:

- What contribution do the individual measures make to achieving the project objectives?
- To what extent are the measures adapted and coordinated to the needs of the target group? Have alternatives been examined? Are the measures and the chosen methodological approach suitable to achieve the project objective?
- What further training of the local executing agency staff or of the target group representatives is planned to strengthen the executing agency (e.g. further training in financial management) or is necessary for the achievement of the objectives (e.g. further training of teaching staff for more qualified teaching didactics)?
- To what extent are civil society organisations and networks strengthened (organisational development)? What measures are envisaged at other levels such as the village, district, region, county, ministries, e.g. capacity development, lobbying and participation in the planning and implementation of national development programmes and strategies? What scope, if any, do these represent in the overall project?
- How do the measures/packages of measures in the sub-objectives jointly achieve the planned changes?
- In the case of procurement measures: Where will the material resources be procured, and who will own them? Who will organise the procurement and how? In the case of procurement outside the partner country: Are transport costs included? Is there an application for customs exemption? It must be explained why the devices, equipment, materials to be procured cannot be obtained in the host country, if applicable. Procurement in the partner country or its neighbouring countries is, in principle, preferred over procurement in industrialised countries.

5.3. Project support measures, coordination and monitoring

Project management, coordination and monitoring usually require resources, in terms of staff and ongoing, project-related expenses for office rent, communication, necessary equipment, transport, monitoring (e.g. for regular field visits by project staff, expenses for semi-annual planning or review meetings with the various stakeholders and others). Please note that the aforementioned expenses for office rent, transport, ancillary costs, among others, may have to be assessed on a pro-rata basis if, for example, the office infrastructure is also used in parallel for the implementation of other projects of the local project executing agency.

The description of resources that are not financed by the project illustrates the local executing agency's own interest and commitment in the successful implementation of the project.

Please first describe the planned project-supporting measures such as monitoring or planned office infrastructure for project implementation, followed by the breakdown of the operating expenses in proportion to the project (see editable table in the application form Part II).

The breakdown of the local executing agency's pro-rata project operating expense is provided in an editable table with standardised project-supporting measures and types of expense. However, the table can also be edited and filled in with your or the local executing agency's relevant project supporting measures r.

Information on staff costs, planned project liaison visits or external evaluations (interim and final evaluations) is provided under Part I of the application Part I of the financing plan and does not need to be listed and justified further in Part II.

6. Risks and risk mitigation measures

Please explain which socio-cultural, political and ecological risks exist in relation to your project, and how you plan to avoid these or to limit the damage should they materialise.

For projects in states with fragile or conflictual security situations, special consideration must be given to the security situation and conflict dynamics.

Guiding questions:

- Which framework conditions/ specific risks, if any, could impede the course of the project and the achievement of its objectives (e.g. violent conflicts, political upheavals, elections, changes in the legal framework, inflation, religious reservations, ethnic rivalries, climatic conditions and others)?
- Could one party to the conflict take over the project?
- What risks/ negative impacts could be caused or reinforced by the project? Is there a risk of negative impacts on men/ women/ diversity/ youth/ children, existing gender roles, marginalised groups and others?
- Which socio-cultural conflicts may the project measures trigger among the target groups?
- What personal risks can arise for the people involved in the project (e.g. target groups, project staff)?
- What strategies are being developed in the project to minimise these risks and potential negative impacts on the project?

7. On sustainability (structural, economic, social, ecological)

The promotion of private executing agencies focuses on structure-building development projects with a sustainable impact. This means that the positive effects of a project and its measures continue after the end of the project and develop further positive effects and will not be cancelled by unplanned negative effects. Therefore, special attention must be paid to the aspect of sustainability.

Guiding questions:

- How will you ensure that the project's impact will prevail when funding stops?
- Does the project concept include measures to increase its effectiveness beyond the actual target group(s)?

Economic:

- Who will bear the follow-up costs for investments such as vehicles, machines, infrastructure and others after the end of the project? Who will be responsible? Is spare parts supply secured?
- How are government agencies involved or which local financing options are pursued? To what extent are pro-rata operating or staff expenses already taken over during the project period by permanent funding sources that continue after the end of the project, whereby the project-financed share is gradually reduced (degression)?

Structurally and socially:

- How is the continuous operability of the structures established by the project (e.g. self-help groups, water committees, women's cooperatives) as well as knowledge sharing in training courses ensured, if necessary?
- How is the follow-up of social changes initiated by the project ensured?
- How are ownership relationships and responsibilities ruled between the various parties involved? Who will receive the buildings and tangible assets financed by the project at the end its duration?

Ecological:

- What are the ecological and climatic impacts of the project (e.g. negative environmental impact of waste water, hazardous substances from teaching or processing facilities, use of chemical pesticides and fertilisers, emission of greenhouse gases, impairment of nature and biodiversity conservation)?

Please note

Projects where the continuation or follow-up costs are not secured cannot be funded. The private German executing agency should not bear the ongoing costs after the end of the project (or only for a transitional period, if at all).

If you have any questions or suggestions, please do not hesitate to contact the bengo staff.