WARD PLAN PROPOSAL FORM

When your Ward Development Committee (WDC) tries to get support from an outside organisation to achieve a Part B priority you can just market your Part B priorities – you don't need to develop any of them into a Ward Plan Proposal. Market your Part B priorities along with the other Wards that you want to work with to achieve the priorities. If the outside organisation decides to help, then they will normally send a Community Development Worker or Officer to help you develop a Ward Plan Proposal.

However sometimes it is best to develop a Ward Plan Proposal first before you try and get support – or sometimes the organisation you want to help will ask you for a Ward Plan Proposal. This is a form you can use if you need to get outside support for one of your Ward priorities. This form can be used as a project proposal.

To fill in this proposal, it is best to gather the Ward Development Committees (WDCs) from all the Wards that will benefit from the priority you want to achieve (this is the list of Wards that you included in your Ward Priorities Plan for the priority).

The WDCs (including female representatives) should discuss the priority first and then together fill out the form. Don't fill out this form based on the thinking of just one person.

In this Ward Plan Proposal, you will need to describe what kind of change you hope to achieve (your objective) and how this objective can be achieved.

Your Ward Plan Proposal will be much stronger if:

1) More than just one Ward will benefit – the more the better
2) It shows how the Ward communities will contribute to the project
3) It explains what people in the Wards have already done to achieve the objective

Your Ward Plan Proposal will be much stronger if it has the following attachments:

1) The Ward Priorities Plan from all the Wards that will benefit
2) The Ward Profile from all the Wards that will benefit
3) The story of how you developed this Ward Plan Proposal

When you try and get support for your Ward Priorities Plan you need to work together with the other WDCs from Wards that will benefit from the Ward Plan Proposal. If you do this your voice will be much stronger.

If you have more than one objective (more than one priority) that you want assistance to achieve, then you need to fill out a separate Ward Plan Proposal form for each objective.

If you need more space, then just use extra paper.

Use pencil to complete this project plan form. If you need outside support for a priority then the Government or its partners (NGOs, churches, companies) will normally send an officer to come and help you develop a project plan. However sometimes the Government or its partners will ask you to give them a project plan instead. If this is the can then use this form. This is the form that the Government has endorsed for Ward Development Committees to use. However, it can also be used by any community group. If you need more space, then use extra paper.

BACKGROUND INFORMATION

Project name

What is the objective of the project?

Circle which Government sector your project lines up with (choose only one)

Education	Economy	Health	Law and Justice	Community Development	Transport Infrastructre	Disaster

Name and position of a contact person and their contact details (postal address, mobile, email)

Signature of Chairperson _____Date_____

The objective is the main change you want to achieve as a result of this project. As tingting bilong projek.

If you circle which sector your project lines up with it will help the Government and its partners to see how the project lines up with the Government's priorities.

When the project plan is completed the Chairperson of the management committee should sign and date it.

PROJECT SUMMARY

How many months do you think the project will take to complete? _____months

How much money do you need from outside sources	**E**_____	How much money will you contribute	**F**_____

Who will benefit most from the project? How will they benefit?

What are the main problems the project is trying to fix?
1.

2.

3.

How will the project help to fix these problems?
1.

2.

3.

Only fill in how long the project will take and how much it will cost (E and F) after you have completed all the other parts of this form.

Who will benefit? Husat bai kisim nambawan halavim. For example, is it men or women or children or disabled or elderly or widows or vulnerable people or sick people or kain olsem?

What are the deep problems that the project is trying to fix? There are immediate causes of problems – such as the school is closed because the teachers ran away. But dig deep – why did the teachers run away? If you identify deep problems, then you can identify deep solutions

Explain clearly how the project will help to fix the problems. The project doesn't need to fix all the problems – but if the project is a good solution then it should fix some of the deep problems that

If you have already tried to fix these problems what have you done? Did it work? Why or why not? 1. 2. 3.	*you identified above.* *An outside organisation wants to know what you have done already to fix your problems. If you haven't tried anything yet that is okay. But if you have then explain what you did and whether it worked or not.*

PROJECT OUTPUTS and INDICATORS

Outputs. To achieve the project objective what outputs need to be completed?	**Indicators**. What indicator would show that the output was completed successfully?	*The project objective is the main change you want to achieve. What outputs (wok kamap) do you need to complete to achieve the main change? You might have only one output – or four or more (but don't have too many). An indicator is your requirement for success – em wei long skelim olsem wok kamap we yupela laik mekim em painim mak o nogat. Include at least one indicator for each output.*
1.	Indicator for output 1	
2.	Indicator for output 2	
3.	Indicator for output 3	*Also include at least two indicators for the project objective. What would show that the main change that you want to achieve has been achieved or not? One indicator should be whether the community or group skelim that it has been achieved.*
4.	Indicator for output 3	
Include at least two indicators for the project objective 1. 2.		

PROJECT RISKS

List the risks for output 1	How will the risks for output 1 be managed?	*Risks are what could go wrong. Think about the work you need to do to achieve each output (wanem wok long mekim long mekim dispela wok kamap) and then think about what could go wrong. List down what could go wrong.*
List the risks for output 2	How will the risks for output 2 be managed?	*Then for each thing that could go wrong thinkabout what can you do to manage the risk. What can you do to avoid the risk so that em no inap kamap – or if it can't be avoided how can you reduce the effect of the risk so that you daunim bagarap bilong en?*
List the risks for output 3	How will the risks for output 3 be managed?	
List the risks for output 4	How will the risks for output 4 be managed?	

PROJECT SUSTAINABILITY

Look at each of your outputs. How you can fund and maintain (sustain) each output so that after the project you continue to achieve the main change you hope the project will achieve?

Output 1

Output 2

Output 3

Output 4

It would be a waste of everyone's time and money (including the donor) if the project em wan raun na pinis.

You need to think about how to keep the benefits of the project into the future. The best way to do this is to look at each output. The outputs are what you said you need to do to achieve the project objective. Sapos olsem think about how to fund and maintain (sustain) each of the outputs.

OTHER BENEFITS FROM THE PROJECT

If the project goes ahead, how will it make your community or your organisation stronger?

If the project goes ahead, how will women be included in decision making?

If the project goes ahead, are there any benefits for the environment?

If the project goes ahead, how will it help to promote good governance?

Your community or organisation gets stronger if:

…people do things together (gutpela patisipeson na wokbung).

…you try and include people who are normally left behind or excluded (social inclusion).

…you do as much as possible yourself (self reliance).

…women are involved in decision making.

…you look after the environment.

…there is good governance.

PROJECT MANAGEMENT

If the project goes ahead, how will your community or organisation manage the project?

Explain how your community or organisation will manage the project. Who will be responsible for doing what? How will the community or your members be involved?

PROJECT ACTIVITIES

ACTIVITIES FOR EACH OUTPUT	WHO will organise it	WHEN (month)	WHAT resources
Output 1			

List all the activities (work) that you need to do to achieve each output. Em ol hap wok long mekim long kamapim wanwan wok kamap. When you write the activity be specific – don't just say "training conducted". Say "training conducted for 20 people at least half women". If you do this, it becomes an indicator for success.

For each activity include who will organise it. They are responsible (accountable) for making sure the activity is done on time and to budget.

For each activity include what month the activity should be implemented. You will need to update this when you begin (start-up) the project.

When you have completed output 1 then leave a few spaces (to make changes or in case you forget something), then write 'output 2' and do the same thing for output 2 – and then any other outputs.

Don't forget to look at the RISK section for each output to see if there are activities that you need to include.

Don't forget to look at the SUSTAINABILITY section for each output to see if there are activities that you need to include.

After you have finished the last output, write 'project management' and then write any other activities that you need to do to manage the project. This is where you can include community meetings to involve your members in decision making – or you might decide that the management committee needs training in how to manage the project.

PROJECT BUDGET

RESOURCES	(A) UNIT	(B) PRICE	(C) HOW MANY	(D) TOTAL	(E) COST TO GROUP	(F) COST TO DONOR
Output 1						
TOTAL				**(D)**	**(E)**	**(F)**

Copy the resources you said you would need from the activities section. Put each resource on a separate line (noken grupim).

(A) is the unit you use to measure the resource. For example, day hire or kilo or piece or roll.
(B) is the price for each unit (one unit).
(C) Is how many units you will need.
(D) is the total. Unit x price x how many. AxBxC. For example, cement = bag x 30 Kina for each bag x 6 = K180

If your community or group will contribute a resource for free you should still give it a cost (as if you had to buy it yourselves) and then include it in the budget. Include this cost in the 'cost to group' column.

Look at the RISK and SUSTAINABILITY section for each output in case there are resources to include that are not already included in an activity. For example, you might need to buy safety glasses.

When you have completed output 1 then leave a few spaces (to make changes or in case you forget something), then write 'output 2' and do the same thing for output 2 – and then any other outputs. After the last output, write 'project management' and then write any resources you will need for project management that have not yet been included.

At the end total each column. THINK: The total of E+F should equal D. If the total of E+F does not equal D, then go back and check. When you are happy write the total for (E) and (F) in the summary section at the start of the project plan.

Terms of Reference for Specialist / External Expertise or Inputs

If the project needs some external expertise, then fill out this form and add it to your Ward Plan Proposal.

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1. What are the tasks that the specialist would need to carry out (please detail)?

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2. When the work is complete what should the specialist include in their report?

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3. How long would the specialist be required: _____

4. How much would the specialist be paid?

   Daily rate? K_____ How many days? _____   =   K _____

   Or

   "Flat Rate" (paid in instalments or on completion of inputs)   =   K _____

   If air transport is needed how much will this cost?   =   K _____

   What other transport costs may be involved? (PMV, boat, etc) _____ =   K _____

   Other costs (please specify) _____ =   K _____

   TOTAL: **K _____**

Don't forget: Complete one form for each specialist needed. The total cost for a specialist should be included in the budget and resource table for the output that the specialist is needed for.