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# **Version History**

Version	Date	Owner	Comment
V1.0	2020-01-26		Erste Fassung. Umbenennung von Proposal zu Proposal Narrative. Vereinfachung zum Tabellenformat und Fragestellung.
V1.1	2022-03-28	Neven Subotic, WASH-Leitung	Aktualisierung Cover-Sheet
V1.2	2022-04-10	Neven Subotic, WASH-Leitung	Ergänzungen und Anpassungen am Format.
V1.3	2022-05-26	Neven Subotic, WASH-Leitung	Removed duplicate question
V1.4	2022-10-30	Neven Subotic, WASH-Head	Translated. Changed to €.
V2.0	2023-08-23	Neven Subotic, WASH-Head	Removed COVID. Added Bank Information.

# **Purpose of Document**

This proposal is used in the Process Proposal Management and ensures standardized proposal development by all WASH-Partners.



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## **Document Control**

The document is controlled by the WASH-Head and document management system by N2S.

## Comment

This document is in english.



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### **Instructions**

- Please remove anything before this page, as that is only relevant for well:fair.
- **Please replace** all placeholders with a yellow background with actual values, and remove the yellow background.
- **Please remove** all hints which are in *italic* and replace them with your answers. Make the text normal by removing the italic font.
- In certain tables the first row has dummy data, which is only there for reference. Replace these rows with actual data from your organisation. For any table create as many additional rows as needed
- Remove instructions before submitting the proposal narrative. Including this page.
- Make text **left-aligned**, it is much easier to read for us to read (not justified).
- When entering dates, use the format yyyy-mm-dd, for example, 2023-08-22



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# PROPOSAL NARRATIVE

Grant Name: 100% WASH

Grant ID: YYMM[2-LETTER-COUNTRY-CODE] + [2-DIGIT-GRANT ID]

**Organisation:** [NAME OF **Budget:** 123.00 €

ORGANISATION]

Contact Person: Neven Subotic Country: [Country Name]

Contact Email: neven@wellfair.ngo Location: [Region/District]

**Grant Start:** yyyy-mm-dd

**Grant End:** yyyy-mm-dd



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# **Program Overview**

Name of Organisation:	Full legal name					
Address of Organisation:	Street, ZIP, State, Country					
Country:	Name of Country					
Charity Status:	Enter date until which yo and by whom it was issue		ity status	is valid till, when it v	was issued	
Name of Program:	100% WASH					
Total amount requested:	Amount in	EUR	EUR	Amount in Local Currency	Local Currency	
Co-Financing, if applicable:	Authoritin Lore				Name of Partner	
Bank Account						
Details	Field	Value				
	Account Name	Official name, i.e. is it AMREF or AMREF Kenya or AMREF in Kenya			enya or AMREF	
	Bank Name	Provide bank Name in Full				
	Account Number	Provide	the Accou	nt number		
	SWIFT	Enter th	ne SWIFT C	ODE		
	Physical Address	Enter th	ne physical	<mark>address</mark>		
	Currency	Ideally	EURO, alte	rnatively USD		
Signatories	Please state the name, rolle and email of the person(s) who will be signing the contract. Ensure that they are legally allowed to sign on behalf of the organisation.					
Target Region & (Sub-)Districts:	Enter Regions / Counties and Subregions / Subcounties Use a nested bulleted list like the example below. Place the number of projects in parenthesis next to the lowest administrative level. A project is considered to consists of at least one location site which serves as a central place of activities. In cases where one shallow well is equipped with one handpump for one village, the village is the project. In cases where one shallow well equips multiple villages and schools then each shallow well is the project.  County Name Subcounty Name (3)					



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	<ul> <li>Subcounty Name (2)</li> <li>County Name</li> <li>Subcounty Name</li> </ul>					
Implementation Date:	Start Date yyyy-mm-dd Normally either January 1 or July 1  From Date yyyy-mm-dd yyyy-mm-dd Normally either January 31 or July 31					
Completion Date:	Date final report is due yyyy-mm-dd, usually 13 Months after start, e.g. July 31 or January 31.					
Total Beneficiaries:	Enter the total number of targeted beneficiaries. An estimate is sufficient for the proposal.					

Please fill out the following with either the number of communities, schools or persons which will benefit as a result of this program. Enter the number in the corresponding field. Delete these instructions when done.

Outtouin	HARD	WARE	SOFTWARE	
Criteria	Water Facility	Sanitation Facility	CLTSH / SLTSH	WASH- Committee
# of projects	{enter number}	{enter number}	{enter number}	{enter number}
# of communities	{enter number}	{enter number}	{enter number}	{enter number}
# of persons in communities	{enter number}	{enter number}	{enter number}	{enter number}
# of schools	{enter number}	{enter number}	{enter number}	{enter number}
# of persons in schools	{enter number}	{enter number}	{enter number}	{enter number}

# **Key Actors**

To understand the Program fully, we need to understand the interaction and responsibilities between the Key Actors, starting from the communities, to local, regional and national Government and of course your Organisation. Therefore please provide a written overview, touching on the points listed below. Please use **bold Text** to highlight main points and follow the given structure.

If a separate document exists which contains a depth of information on a topic, such as a strategic paper, then provide a brief summary only and reference the original document. Then also provide the original document when sending the proposal.



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Delete these instructions before submitting the proposal narrative.

### **Organizational Setting**

History	Describe the inception of your organisation in its informal and formal setting. Include the following milestones:				
Offices	<ul> <li>Describe the offices your organisation holds:</li> <li>Where is the main office?</li> <li>Where are the field offices?</li> <li>Are there other facilities within the organisation?</li> </ul>				
Areas of intervention	List areas of intervention according to priority and briefly explain their respective historic development. For each key area create a new bullet item.				
Policies and Manuals	Please list the policies and manuals in use within the organisation and put the date they were last updated in parenthesis, e.g. Procurement Policy.  Use a bulleted list.  • {Enter here}				
Strategy	Describe your strategic approach to reaching organisational and programmatic goals. Use the two sections to differentiate between the overall strategy of the organisation and the WASH - Strategy  Organisation {Enter here}  WASH {Enter here}				
WASH Experience	<ul> <li>Fill out the following table:         <ul> <li>Type - the specific technology for water or sanitation systems</li> <li>Since - the date the first project was completed (of this type)</li> <li>Implementations - the number of implementations completed to date (not the beneficiaries). An estimate is sufficient if above 100.</li> <li>Remarks - Add any further context and if these implementations are still functionally, i.e. the functionality rate.</li> </ul> </li> <li>Make sure each row contains only one entry.</li> </ul>				
	Type Since Implementation Remarks				



			s		
	Shallow Borehole Water Point Construction with Solar Pumps	2012	89	Last functionality assessment from 2019 indicates 97% functionality.	
		l			
WASH Team	<ul> <li># of staff in WASH Departments or Units</li> <li>Provide a breakdown of gender ratio</li> <li>State the key personnel (5-10) involved in the management and implementation of the proposed Programm in the following table         <ul> <li>Enter the Name, include Mr. or Miss, and put their Title in (parenthesis) after their name.</li> <li>Enter their experience in the number of years generally. Add the number of years specifically within the organisation in parenthesis.</li> <li>Enter their qualifications for their position, these may include previous jobs or schooling, as well as current schooling, networks, etc use a bulleted list to group items.</li> </ul> </li> </ul>				
	Name (Position)	Experience (Organisation)	Qi	ualifications	
	John Smith (Programme Manager)	<mark>20 (8)</mark>	<ul><li>Degree</li><li>Certifica</li><li>Experier</li></ul>		
Organisation	<ul><li>Our organisation</li><li>an organigram</li></ul>	staff of the en on consists of t if available an ulleted list to i	tire organisation the following unit d then provide a	s (you can reference brief summary here). ents and units, see	
	<ul> <li>Procurement</li> <li>Finance</li> <li>WASH</li> <li>Planning</li> <li>Construction</li> <li>Software</li> </ul>				
Leadership	towards a com	mon defined g	oal and targets.	n order to align activities Examples include: guidance in the form of	
				ings annually. The last by out of the total	



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	board members.  In order to ensure good governance our board members adhere to the following rules  Our board members are chosen based on						
Budget	ava	<ul> <li>Enter information for 3 calendar years, including the current year if available at the current time into the following table:         <ul> <li>Year - The year referenced, e.g 2022</li> <li>Budget - USD amount (no cents) for organisation for the reference year.</li> <li>WASH - USD amount (no cents) for WASH for the reference year.</li> <li>in % - WASH budget divided by organisation budget (whole number), e.g. 70%.</li> </ul> </li> </ul>					
	Year	Budget	WASH	in %	Remark		
	{year} {Amount} {Amount} {# %} {Add remark here}						

#### **Target Group Setting**

To better understand the Target Area and the Communities and Schools therein, the following questions provide a structured thread for elaboration. Please cite sources accordingly and provide related surveys, reports and studies as attachments. The following questions pertain to the Target Area only. If no local Data is available, please provide district, regional or national Data.

Target Area	<ul> <li>100 – 200 words</li> <li>State the target area(s) and briefly describe it:         <ul> <li>State socioeconomic, health and education indicators</li> <li>State how target communities are organized and their estimated size</li> <li>If there is a conflict history in the area, explain it briefly.</li> </ul> </li> </ul>
Rationale	<ul> <li>100 – 200 words</li> <li>Describe the rationale as to why this area was selected:         <ul> <li>Is the need higher than elsewhere? If yes, provide proof.</li> <li>Is there already a presence of the organisation in the area?</li> <li>How was the area selected, who was involved?</li> </ul> </li> </ul>
Population	• 100 – 200 words



	<ul> <li>State the population of the general target area, e.g. district</li> <li>State the (estimated) population of the specific target area, if available, e.g. communities.</li> </ul>
Geography	<ul> <li>100 – 200 words</li> <li>Describe the Geography of the general target area. Include any special mentions related to transportation infrastructure here.</li> </ul>
Climate	<ul> <li>50 – 100 words</li> <li>Describe the climate on the basis of months within a year.</li> <li>Include information on the rainy seasons.</li> </ul>
Government	<ul> <li>50 – 100 words</li> <li>Describe the political governmental structure down to the target area.</li> </ul>
Health	<ul> <li>100 – 200 words</li> <li>Describe the current health indicators within the target area.</li> <li>Describe the health system within the target area.</li> <li>Provide a source for the data.</li> </ul>
Water	<ul> <li>250 – 500 words</li> <li>State the current rates for access to clean water and sanitation</li> <li>Describe the challenges in accessing clean water.         <ul> <li>current time burden / distances</li> <li>currently available water quality</li> </ul> </li> <li>Describe the history and current state of water access within the target area.         <ul> <li>type of water schemes currently generally in use</li> <li>coverage of improved water sources</li> </ul> </li> <li>Provide a brief overview of related policies / rules / laws governing water access or management.</li> </ul>
Schools	<ul> <li>250 – 500 words</li> <li>State the # of schools in the target area</li> <li>State the coverage of WASH-related coverage in school in the target area, e.g. with water access, with sanitation facilities</li> <li>Provide a brief overview of the general state of schools as they related to wash facilities, e.g. types of WASH technologies implemented generally</li> <li>Provide a brief overview of the history of WASH-related construction at schools in the target area, if available.</li> <li>Provide a brief overview of the enrollment/completion rate with information on gender disparities, literacy rates and accessibility issues.</li> </ul>
Context	<ul> <li>100 – 500 words</li> <li>Provide a overview of any related programs that the target group are (likely) to be engaged in, either by your or another NGO or governmental organisation which is related to WASH</li> </ul>
History	<ul> <li>50 – 200 words</li> <li>Provide a overview of the history of your organisation in the particular area by outlining the major projects / activities throughout the last</li> </ul>



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### **Country Institutional Setting**

To better understand the Role of Government, the following questions provide a structured thread for elaboration. The following questions pertain to the Target Country only.

Strategy WASH	<ul> <li>250 – 500 words</li> <li>Describe the Government Strategy to (rural) WASH         <ul> <li>Who are the main actors, and at which administrative level are they active?</li> <li>What is the % of government funds going to WASH?</li> <li>What have been major shifts in the last decade, if any?</li> </ul> </li> <li>Provide relevant sources either through links or by attaching them to the proposal</li> </ul>
Strategy Education	<ul> <li>250 – 500 words</li> <li>Describe the Government Strategy to (rural) Education         <ul> <li>Who are the main actors, and at which administrative level are they active?</li> <li>What is the % of government funds going to education?</li> <li>What have been major shifts in the last decade, if any?</li> </ul> </li> <li>Provide relevant sources either through <u>links</u> or by attaching them to the proposal</li> </ul>
Key Policies	<ul> <li>Using a bulleted list, name and describe the main key policies / standards / regulations by the Government which are relevant for the proposed program.</li> <li>Either link directly to their files or attach them during proposal submission per email.</li> <li>Add the dates of relevancy for the documents, i.e. until they are valid</li> </ul>
Inflation	<ul> <li>50 – 100 words + table</li> <li>Describe briefly the fiscal History of the last 5 years as it pertains to the national currency and its value in relation to the USD (conversion rate, inflation rate). Use a table for this.</li> </ul>
Security	<ul> <li>250 – 500 words</li> <li>Describe briefly the security History of the last 5 years in the regional and national context.</li> <li>List any major events within the last 10 years</li> </ul>

Describe the **Responsibilities** that the Government, its Ministries and Offices have in relation to the proposed Program below.

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.				
Name of Institution Level of Government Description of Responsibility				



district	•



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# **Program Information**

# **Detail Program**

History	<ul> <li>Describe the history of this programme, i.e. since when have similar projects been implemented?</li> <li>What changes / improvement / challenges have occurred throughout the last 5 – 10 years in terms of the programme?</li> </ul>				
Objectives	Briefly state each measurable end		ve for this programme. Objectives are		
Output	Differentiate betv ○ Output - ○ Descripti	outputs of the programme in the following table. between hardware and software components. out - Define and list the targeted numbers of outputs. cription - Add a short explanation if necessary and add a sted list of activities which lead to this output.			
	Output		Description		
	31 - Construction of sha borehole water points e a solar water pump	Describe or list the activities related to this particular output.			
Definition of Terms	Describe relevan following table:	nt key terms (Methods, Technologies, etc) using the			
	Term (Abbreviation)		Definition		
	Community-Led Total Sanitation and Hygiene (CLTSH)	A methodical software approach which mobilizes the community to improve hygienic practices and ODF status through 3 main activities, namely pre-triggering, triggering, and post-triggering. The main theory behind this approach is that through disgust and shame the community is shocked into action.			
Implementatio n Process	○ Activity - summary ○ Descripti	5 – 10 main activities in the following table. ity - Name the activity and provide a one sentence nary of its output below it. ription - Describe the activity in terms of how long it , who is responsible,			



Activity	Description		
Water Point Construction Productive water point is functional with water pump installed and concrete works constructed.	Months     Main activities are drilling of water point, followed by pipe installation, water yield test which is done by the drilling crew. In the next step the WASH Technicians install the superstructure with the support of the local community and finally install the water pump. The WASH Technician also collects a water sample for a water quality analysis.		

- When is supervision used and who is supervising which activity?
- Describe the responsibilities of different implementing actors along the following table, or modify the table if required. Governmental inputs are already in the other section, therefore omit them

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.				
Name of Institution Type Description of Responsibility				
Organisation		•		
Government				



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#### Hardware

Water Hardware Technology	<ul> <li>100 – 250 words</li> <li>Which type of Water hardware technology is being used? Provide rationale.</li> <li>Which standards or guidelines are used for the selection or implementation of this technology? Name and link the sources, or provide documents separately attached.</li> <li>State the BoQ sum here, and provide a detailed breakdown of the BoQ in the Grant Finances &amp; Organisation Spreadsheet in a new tab.</li> </ul>
Sanitation Hardware Technology	<ul> <li>100 – 250 words</li> <li>Which type of Sanitation hardware technology is being used? Provide rationale.</li> <li>Which standards or guidelines are used for the selection or implementation of this technology? Name and link the sources, or provide documents separately attached.</li> </ul>
Compliance	How is adherence to the above standards ensured? Who is responsible for quality checks?



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#### **Software**

Software Methods	<ul> <li>100 – 250 words</li> <li>Which software methods are used? Provide rationale.</li> <li>Which standards do the software methods used adhere to? Provide information either through link or separately attached.</li> <li>State the BoQ sum here, and provide a detailed breakdown of the BoQ in the Grant Finances &amp; Organisation Spreadsheet in a new tab.</li> </ul>
Compliance	How is adherence to the standards ensured?



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#### **Finance**

Disbursement Schedule	, , , , , , , , , , , , , , , , , , , ,					
	Quarter	Amount in EUR	Remark			
	Quarter 1					
	Quarter 2					
	Quarter 3					
	Quarter 4					
	TOTAL					
		_				



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#### **Implementation Activities**

Listing implementation Activities enable us to clearly understand the timeline of the Program and which Activities are whose Parties responsibility.

- Activity Summarise the activity to about 10 words or less
- Target Provide the total number for this activity for the whole grant period
- Responsible Party Name the parties, one per line
- Starting and End Date MM/YYYY

The column activity and target should be copied to every quarterly report period, then two additional columns should be added, one for total to date, actual to date, total target and one for a remark.

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.					
Activity	Target	Responsible Party	Starting Date	Completi on Date	



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## **Implementation Monitoring**

Monitoring provides clear and measurable progress towards a successful Program. Help us understand the monitoring aspect of this program.

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.						
Monitoring Purpose Monitoring Party Frequency Data Collection Method						



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### **Implementation Indicators**

Indicators enable a clear understanding of the effect of the Program and help us understand the outcomes in a measurable and clear manner. Please cite sources accordingly and provide related surveys, reports and studies as attachments.

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.					
Indicator Definition of Indicator Baseline Baseline Targ					



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#### **Post-Implementation Sustainability**

Sustainable Projects need to have a solid foundation for the operational & maintenance phase. To better understand the plan in place after implementation has been finalized, the following questions provide a structured thread for elaboration. The following questions pertain to the proposed Program.. If no local Data is available, please provide district, regional or national Data.

Sustainability Measures	<ul> <li>Which measures within the implementation contribute towards sustainability and how do they do this? Are there relevant data which show functionality rates of existing projects?</li> <li>How are the Communities being prepared for O&amp;M?</li> <li>How and when is ownership transferred?</li> <li>Is there a WASH-Committee or similar community-based management group formed?         <ul> <li>How many persons belong, how are they selected, what are their Roles &amp; Responsibilities?</li> <li>By whom, when, how long and to what goals are they trained?</li> <li>By whom and when are they monitored?</li> <li>How is their success / functionality / outcome determined?</li> </ul> </li> </ul>			
Support from Organisation	<ul> <li>Which support does your Organisation provide for each Project? For how long?</li> <li>Which guarantees does your Organisation provide for each Project? For how long?</li> <li>Is it accessible for the Community?</li> <li>Has this service been utilised in the past?</li> </ul>			
Support from Government	Which support does the Government provide for each Project? For how long?			
Guarantees Government	<ul> <li>Which guarantees does the Government provide for each Project?</li> <li>For how long?</li> <li>Who is responsible for managing this?</li> <li>Has this service been utilised in the past?</li> </ul>			
Guarantees Contractors	<ul> <li>Which guarantees do Subcontractors provide for each Project?</li> <li>For how long?</li> <li>Who is responsible for managing this?</li> <li>Has this been utilised in the past?</li> </ul>			
Local Service Providers	<ul> <li>Are local service providers available?</li> <li>Which services do they provide and how do you rate their service?</li> <li>Are all/most/some spare parts available?</li> <li>Are providers many/few/one in sum?</li> <li>Is contact easily/hardly obtained from communities and schools to providers?</li> </ul>			



	■ Does the <b>Government</b> act as a service provider?		
	■ Does the <b>Government</b> or a <b>NGO</b> promote local service providers?		
	What has been the experience of community and school utilization of local service providers?		
Challenges	What have been the biggest challenges in the past regarding WASH     Programme Sustainability?		
	<ul> <li>Will they be addressed in the current Program? If yes, explain.</li> </ul>		



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#### Risks

There are risks whose responsibilities are within the Program, as well as risks that are out of the scope of the Program. For the Program to be sustainable, we need to know which risks can occur and which mitigation measures are in place in order to mitigate these risks.

Right-click on a row and select "Insert-Row below" to insert more rows. Alternatively copy and paste a Table from Excel below.					
Risk	Mitigation measures	Likelihood of occurrence	Severity		