

IFAP project submission template and guidelines



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Information for All
Programme

TITLE OF PROJECT:

Year of project implementation:	
Scope/benefitting local/country(ies)/region/global:	
Duration (in months):	
Name, Unit and contact details of Project Officer(s):	
Partner(s) institution(s):	
Proposed Budget to be funded by IFAP:	
Total Budget of the Project:	
Strategic priority addressed	

General information of submitting institution

- Description of submitting institution's activities' scope: local, national, regional or global
- Institutional Framework
- What is the percentage of women involved in the design of the proposed project? (e.g. 50%)
- What is the percentage of women involved in the key decision-making concerning the implementation of this project? (e.g. 60%)

Project justification – Targeted group

- Description of the target group, Stakeholders, beneficiaries and partners
- Will you be using UNESCO's resources (such as MOOCs, publications, IPDC Council decisions, handbooks, networks, others)?
 - Will the actions of the project take account of the specific needs of women as beneficiaries?
 - Links with 2030 Agenda

- Links with National ICT development plans and UNSDCFs

Project description: Outcome, output and activity

- Project-specific outcomes
- Project-specific outputs
- Activities

Project's Sustainability, Risk Analysis and Exit Strategy

Project's Visibility, Communication and Monitoring of the Project

Budget breakdown

Timeline and deliverables

Guidelines for filling out the IFAP Project Submission Template

General Template filing tips

Please read and follow the form filing instructions:

1. Completed Project Proposal Form shall be submitted to IFAP Secretariat via the following email address: ifap.secretariat@unesco.org
2. Make sure you **fill out form and answer all questions**. Incomplete proposals will not be considered.
3. **Be precise**. To increase the chances of your proposal being approved, it is important to answer the questions as precisely as possible.
4. Be **specific and realistic** in terms of goals and activities of your proposal.
5. **Underline the added value of the project**. Demonstrate how your project proposal can contribute to the area of access to information and knowledge or enable environment more broadly.
6. **Provide eligible budget** corresponding to your project's content. Poor or incorrect budget justifications are often the reason for the proposal's rejections. You can refer to the Budget Breakdown guideline below.
7. Make sure all the elements of your project proposal (outcomes, activities, outputs, budget) correlates.

Detailed Guidelines

The following sections provide detailed information on how to fill out the different parts of your submission. To orient yourself, please refer to the title of the corresponding part of the project template form.

I. General information of submitting institution

The objective of this section is to gain a better understanding of the submitting institution's key characteristics.

Please be as precise as possible when answering these questions.

- Submitting institution's activities scope

Please indicate where most of your activity is usually targeted (although you can also tick more than one).

- **Local**, when the submitting institution's main activities are centered around local communities in its country of origin.
- **National**, when the submitting institution's main activities take place in the country where the institution is based and the activities' scope is at country level.
- **Regional**, when the submitting institution's main activities take place in different countries that belong to the same region as the one in which the submitting institution is based.
- **International**, when the submitting institution's main activities take place in different countries that do not belong to the same region as the one in which the submitting institution is based.

- Institutional Framework

Briefly describe the mission of the submitting organization, its management structure, number of regular staff and their functions, annual income, income sources and manner in which it intends to implement the project.

Also describe the other institutions, if any, involved in the implementation of the activities and explain their involvement. Any preparatory activities to be carried out by the applicant in order to create necessary conditions for project implementation should be described in the institutional framework. Any history of co-operation with UNESCO should be included.

- What is the percentage of women involved in the design of the proposed project? (e.g. 50%)
- What is the percentage of women involved in the key decision-making concerning the implementation of this project? (e.g. 60%)

The gender equality dimensions in the planning and project execution are important considerations for the IFAP Secretariat, in line with UNESCO's Priority Gender.

II. Project justification – Targeted group

Justify why the proposed project is important for the development of national information policies and knowledge strategies in your country (or region if a wider project). This information should include the following:

A brief description of the level of the information policies in the target country/ies: existence of legal frameworks for the right to information; related to information and communication technologies (ICT); any national initiatives to support and implement digital development policies (e.g. to promote and support digital skills development for ICT; to support a cooperation between government and various stakeholders related to the digital economy, like private sector, academia, intergovernmental organizations); Are there entities to measure the access to information in specific sectors? Data availability to measure digital gaps (e.g. number of people who can access the information, existence of gender inequality, the number of the information resources available)?

Identification of the problem that the project proposal would address and an explanation of why it is important to address this problem in the manner proposed by the project. Evidence of the problem will enable later assessment of impact at the end of the project.

Gender analysis relevant to the problem that the project proposes to address. Please include information on inclusion of the women's interest and needs in national strategies and policies on digital development and general information on the legal, social and economic status of women in the concerned country or region. In line with UNESCO's priority of gender equality projects should be gender aware.

III. Project justification – Targeted group

- Description of the target group

There should be only one primary target group per project. The target group should describe the immediate beneficiaries who are directly involved in the project.

- Will the actions of the project take account of the specific needs of women as beneficiaries?

The IFAP Secretariat is interested in whether the specific needs of women beneficiaries were identified. This is because women in ICTs field continue to face a glass ceiling, with senior positions still predominantly held by men. In addition, women continue to be most vulnerable and face online attacks, such as sexual harassment, misogynistic online and offline threats, abuse.

- Will you be using UNESCO's resources (such as MOOCs, publications, handbooks, networks, others)?

If applicable, specify as much as possible which of UNESCO's knowledge resources will be used. Projects that demonstrate a connection to UNESCO's publications, networks, and instruments will be given higher consideration.

- Linked with 2030 Agenda for Sustainable Development

The 2030 Agenda commits all countries and stakeholders to working together to achieve sustained and inclusive economic growth, social development and environmental protection. It identified digital technologies as potential tools for achievement of the Sustainable Development Goals (SDGs).

Make sure your project proposal is aligned to the 2030 Agenda, which emphasizes the way digital technologies contribute to the achievement of SDGs towards inclusive digital society.

- Linked with National ICT development plans and United Nations Sustainable Development Cooperation Framework (UNSDCF)

The UNSDCF is the framework that facilitates closer partnership between UN system agencies and government to better support national development priorities.

You can emphasize the importance of UNSDCF framework within countries' digital policy priorities, that contributes to a sustainable development in the country and frames the contribution of the UN System within its overall development.

IV. Project description: Outcome, output and activity

Outcomes correspond to the medium-term changes (e.g. in institutional or behavioral capacities or in development conditions) that should result from implementation of the project.

The outcome statement should refer to the direct beneficiary group, the desired change and the purpose.

An outcome is the last step of the intervention logic to be achieved within the timeframe of the project, where inputs (human, material, technological and information resources) are mobilized to undertake activities leading to key outputs which contribute to a desired change in state or condition, thus the outcome.

For example, the organization of a capacity reinforcement workshop in policy formulation (activity) will lead to participants with new knowledge, skills and abilities (outputs), and the outcome will then be the behavioral change among the participants leading to an improvement in their

performance/institution. The outcome is the ultimate purpose to be achieved within the timeframe of the project.

Example of project expected outcome: strengthening the preservation of indigenous and minority languages, and of multilingualism in Russia.

Example of the same project at the level of expected output: encouragement of the government and various stakeholders to develop national policies aiming to support and protect indigenous and minority languages in the country, with a gender perspective.

- Project-specific outputs

Outputs are changes in skills, abilities and capacities of individuals or institutions, or in the availability of new products, goods and services that result from the completion of activities within the project.

They are within the control of the submitting institution and attributable to it and are achieved with the resources provided and within the time period specified.

Hence, an output is the first effect of the project which contributes to the achievement of outcome(s). In general terms outputs can be considered as the new knowledge, skills, processes and/or attitudes that the project proposal envisages.

Most projects encompass the following key outputs:

- awareness is raised through effective advocacy and sensitization;
- knowledge is developed.
- capacities and skills are reinforced;
- technical support or policy advice is provided;
- partnerships and networks are established, strengthened or fostered;
- policy analysis and monitoring is ensured.

The output/s description should contain brief information about the implementing team, the desired change in relation to the existing baseline, and the purpose of the output/s in relation to the overall outcome.

See above for Examples of a project output in comparison to a project outcome.

- Activities

Activities are the tasks to be carried out by (and with) those people involved in the project. Explain the reasons behind the planned activities in relation to the outputs and outcome of the project.

NB: In the case of training activities, the duration, objective of the training and the number of trainees should be specified for each training activity. Ensure that information about the activity/ies is/are sex-disaggregated.

Example of an activity: Organization of a training workshop on ICT Competency Framework for teachers to build the capacity of master trainers to effectively deploy ICT into their teaching, school administration and lifelong professional learning.

V. Project's Sustainability, Risk Analysis and Exit Strategy

Please explain how the project achievements will be made sustainable without further assistance from IFAP.

In the case of training projects, describe to what extent and in what manner the training course will become a regular part of the training programmes offered by the submitter. In the case of seminars, describe how the conclusions/recommendations of the seminar will be followed up.

Note that the status of receiving an IFAP project grant can often be leveraged to attract other funders. Accordingly, where relevant, the project proposals should specify what other sources of funding the applicant intends to approach (or has secured). Further, because IFAP is a partnership programme, it also counts on contributions (often in kind) by beneficiaries and support from other partners that have been secured for the project.

VI. Project's Visibility, Communication and Monitoring of the Project

Projects should normally have a communications plan, in terms of which the activities will be publicized (both before and/or during their implementation, as well as after their completion). It should list the relevant constituencies to be engaged with visibly and interactively.

Project implementation should be monitored by beneficiaries at key moments in order to assess activities and outputs and take corrective actions where needs be. This monitoring information is also key for the implementation reports and evaluation of outcome/s at the end of the project.

VII. Budget breakdown

a. Budget

- The budget should be realistic and justifiable in terms of relevance to the project activities.
- The budget must be presented in US dollars.
- IFAP will contribute a maximum of USD10,000 (ten thousand dollars) to the budget of the proposed initiative. If the budget is above USD10,000, the proposal must indicate where the additional resources will come from.
- Budgets that are presented in lump sum are not accepted, and will likely result in rejection of the proposal.
- The budget should be broken down into different line items, which should be filled out with specific detail.
- Only include eligible budget items (e.g. content production, as an end in itself, is not eligible for IFAP support. Funding of conferences is not supported unless these are clearly a component of a wider ongoing programme initiative such as network building, or capacity-building).

- Avoid overestimation of the budget.
- Incorrect calculations in the budget will likely lead to the rejection of the proposal.

This is an example of a budget breakdown that is coherent and in line with the activities of the project.

Number	Budget breakdown	Cost (USD)
1	Translating the <example document> into English for producing deliverable 1	3,000
2	Editing and proofread of the translated text for producing deliverable 1	2,000
3	Publication design and layout for producing deliverable 2	500
4	Printing 200 copies for producing deliverable 2	1,400
5	Evaluation	207
6	Communication/dissemination	150
7	Indirect costs (overhead)	943
TOTAL		8,200

The total budget for the Project in the example above is eight thousand two hundred USD (USD 8,200).

VIII. Timeline and deliverables

Given the IFAP project cycle of 18 months, which includes the submission and selection processes, each IFAP granted project will be implemented within a maximum duration of 12 months. For contracting purpose, the submitters must present the workplan containing a timeline and the deliverables that will be presented to UNESCO, also indicating the amount of payment to request upon presentation of each deliverable, in a format such as in the example below (all dates and amounts are indicative):

1. *By 20.09.2021 US\$ 3,000 to be paid upon signature of the contract and the receipt of the work plan.*
2. *By 30.12.2021 US\$ 6,000 to be paid upon submission of interim report and a draft plan for post-conference follow-up activities.*
3. *By 30.06.2022 US\$ 1,000 upon submission of the final report of post-conference follow-up activities, and an itemized financial statement in respect of UNESCO's allocation, certified by the Chief Executive Officer and the Chief Financial Officer.*

The final financial report should follow below items:

Line Item/description	Original budget in USD	Disbursement in Local currency	Equivalent amount in USD *	Remarks		
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Exchange rate USD *