

GUIDELINES FOR SUBMITTING PROJECT PROPOSAL

Legal Department
Bank of World Residence Program (BWRP)
URL: www.bwrp.org, Email: info@bwrp.org

Requests for a project funding from the 'Bank of World Residence Program (BWRP)' should be concise but detailed. The guideline is to prepare projects for 'RPPF/ Residence Program Project Funding' by receiving fund from the 'Bank of World Residence Program (BWRP)' whereas project shall submit in a document format as described in the following:

Assistance Available from the Legal Department: -

Legal Department of the 'Bank of World Residence Program (BWRP)' is to liaise, facilitate and coordinate RPPF (Residence Program Projects Funding) in the United Nations member countries through establishment of National/ State BWRP to solve residence problems of the respective country citizens/ as well as for the world citizens.

Project/s of the 'Bank of World Residence Program (BWRP)' should enabling with strategic and comprehensive development of humanitarian-infrastructures, medical, educational, technological and others required development projects to envisage creating a peaceful, harmonious and much happier civil life for the world citizens for the next century with priority for unprivileged people of the world.

What is a project?

The Bank of World Residence Program (BWRP) defines a project as a set of activities, which shall organize in response with identified need or issue to solve residence problems of a nation/s and will carried out within a specific period of time and budget to achieve stated objectives.

How a project would appraise?

A project proposal shall appraise in respect to:

- (1) The consistency of the request with the terms of the Bank of World Residence Program (BWRP)
- (2) The relationship of the proposal to national development strategies, policies and programs, and
- (3) The logic of the project design, its organization, substantive content, works plan and budget.

What is a project documents?

We expect the Project Documents that will provide all the basic information required to appraise a proposal and to prepare a detailed plan of operations. The project proposal documents should have the five sections:

- 1. Background and justification of the project: -**
- 2. Objective of the project: -**
- 3. Expected results of the project: -**
- 4. Project implementation and management policies: -**
- 5. Project budget with BQ/ Bill of Quotations: -**

PRESENTATIONS OF A PROJECT DOCUMENT

A project documents can be present in a package designed as follows:

1. LOI (Letter of Intent) to the Legal Department
2. A Cover-Page of the Project Proposal
3. Executive Summary of the Project/ Project Profile

A sample Cover-Page format has presented as below; and the Summary of the Project Proposal would begin to the next pages.



PROJECT DOCUMENT COVER PAGE:

Proposed For:

The ‘Bank of World Residence Program (BWRP)’

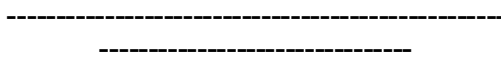
Project title:.....

Implementing agency:.....

Location:.....

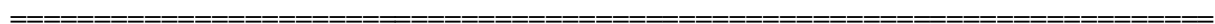
Proposed starting date: Duration:.....

**NAME OF THE PROJECT-IMPLEMENTING AGENCY /
DEVELOPER/ CONTRACTOR:**



ASSIGNED CONSULTANTS OF THE PROJECT:

1. Mr./Mrs í í í í í í í í í í í í í
Management Consultant
2. Mr./Mrs í í í í í í í í í í í í í í í í
Consultant, Legal Affairs
3. Mr./Mrs í í í í í í í í í í í í í í í í
Consultant, Financial Affairs



Preparation of a Project Document/ Project Profile: -

A project executive summary should have described in the FIVE main parts are as below:

PART - I.

BACKGROUND AND JUSTIFICATION

- Provide a brief summary of the existing situation concerning the family;
- Describe the problem or critical issue which the proposed project will address;
- Describe how the proposed project relates to national development policies and strategies;
- Are there ongoing programs and activities which will complement project operations;
- Indicate how the need for the project came to be determined;
- How are intended beneficiaries being involved in project planning;
- Are the concerned governmental authorities aware of the proposal?
- If so, what kind of assistance are they prepared to provide;
- Briefly describe the capabilities and experience of the project-implementing agency, including resources that can provide the project.

PART - II.

OBJECTIVES

A. Development objective

- What is the link between the concerned family issue and national development strategies, policies and programs?
- How does the proposal relate to the programs?
- To which national, social and economic objectives will the project contribute, and
- How will this result in improved well-being and livelihood of the family/citizens?

B. Immediate objectives

- What does the project expect to achieve in terms of effects among intended beneficiaries.
- Can project operations be extended to other areas, and
- Can the project experience would be applied/or adapted to other sectors?

PART - III.

PROJECT IMPLEMENTATION AND MANAGEMENT PLAN

A. Expected project results

- Describe the overall results expected of the project on its successful completion;
- Are unintended effects possible as well?

- Indicate in quantitative terms, to the extent possible, what the project will produce through its planned activities and budget.

B. Project activities and work plan

- Describe how each immediate (project) objective will be carried out in terms of activities, planned timing and duration;
- Who will be the responsible party/s?

C. Project Beneficiaries

- How many citizens will benefit from the project/s (directly and indirectly)?
- How will intended beneficiaries to be involved in project design, implementation and evaluation.

D. Institutional Setting for the Project

- Where project/s will take place?
- Who will be responsible for the planning and management of project operations?
- Who are the other bodies and organizations will be involved in the project, either on a direct or indirect basis.
- What arrangements would envisage ensuring coordination with other programs and activities?
- How will project operations continue to other areas or sectors, once the current phase of assistance is completed?

PART – IV.

BUDGET

The project budget should indicate

- The total cost of the project, with a brief descriptive figure of the costing with complete Bill of Quotations.
- Description of the components/ parts that would be support by the project-implementing agency and components/parts the BWRP assistance is to sough.

PART – V.

- Necessary government approval and certification of the respective government authorities to the Project and to the project-implementing agency
- Brief Notes about the Qualifications and Experience of the each occupied Consultant (Not more then 200 words for each individual consultant)
- Documents/certifications in favor to the project-implementing agency (if any)

This is a standard guideline; any additional documents/ data required by respective Government and Central Bank authorities should include with the Project Profile.

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