

Developing a Successful Proposal

OSI NPHP Workshop
Bucharest 16-17, 2004

Session II. Activities, Evaluation, Budget

Session Structure

- Discussion to improve our understanding of basic proposal and project components
- Break into groups per country to refine your draft proposal components + get advice from Heather and Adrian, if needed
- Reconvene for short presentations of refined proposal components

6. Activities/Methods

- Apparently, the easiest part of the proposal
- They identify concrete actions (usually more than one) towards achieving a specific objective
- They may include concrete advocacy actions (based on designed power map), mobilization of LGBT, health outreach, ...
- Are timed in a logical sequence
- Timeline model: handout and discussion

7. Evaluation

- The evaluation section of your proposal describes how you will measure the success of your project
- Link between evaluation and project objectives
- Evaluation plan: provides the reader with the level of information, data, statistical tests you will collect and perform in order to judge the success of your project. Shows what will be measured, the date(s) and instruments of measurement, and who will do it (internal/external)
- Monitoring: is the process of collecting the information. (handout and discussion)

Evaluation Report

- A result of implementing the evaluation plan
- Includes lessons learned
- Should focus on results as opposed to describing that the proposed activities have been carried out
- Provides others with the opportunity to replicate your success and learn from your lessons.

8. Budget

- Budget presentation models:
 - (a) per expense category
 - (b) per objective/activity
- Handout: European Commission PHARE ACCESS budget model. Discussion.
- How do you make the estimations needed for the budget? (link with logical framework)

- Questions and comments?
- Break into groups (per country)