**South Africa-UK PACT Country Fund Full Proposal Form – 2024**

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| **Full Proposal checklist**  |
| **Will you be able to set up a bank account that that enables you to receive GBP (£) prior to receiving UK PACT funding?** | **YES** [ ]  | **NO** [ ]  |
| **Have you checked that you have not exceeded the word limit in any section of this form?** | **YES** [ ]  | **NO** [ ]  |
| **Have you included all other relevant attachments? E.g. CVs of key staff, organogram.** | **YES** [ ]  | **NO** [ ]  |
| **Have you completed the Budget and Workplan template, Project Theory of Change form, and Project Risk and Issue Register templates? These are in separate templates and can be found on the South Africa Country Fund webpage.** | **YES** [ ]  | **NO** [ ]  |
| **Have you signed this form?**  | **YES** [ ]  | **NO** [ ]  |

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| 1. **APPLICATION DETAILS**
 |
| **1.1. Project title:** |  |
| **1.2. Expected project duration:**  |   (Start: DD / MM /YYYY; End: DD / MM /YYYY) |
| **1.3. Total project budget (£):** | Cost to UK PACT | *£* | Cost to co-funders (if any*)* | *£* | Total cost of project | *£* |
| **1.4. Co-funding:** Has funding for this project been sought from other donors (UK government departments or other), private institutions or the host government? If Yes, please provide details including: * Source
* Activities/outputs to be funded by co-funder

(UK PACT activities and deliverables should be distinct from those paid for by any co-funding) | Yes / No[Details] |
| **1.5. Project for which the consortium or organisation is applying** (select only one; a separate proposal should be completed if you intend to submit applications for more than one project) | [ ]  Project 1 | [ ]  Project 2 | [ ]  Project 3  |  |  |

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| **1.6. Details about Lead Organisation:**  |
| Name of Lead Organisation: |  |
| Contact Name: |  |
| Email: |  |
| Phone: |  |
| Country: |  |
| Registration Number (CIPC): |  |
| Registration date: |  |
| Website: |  |
| Address: |  |
| Type of legal entity: |  |
| B-BBEE Contributor level: |  |

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| **1.7. Consortium Partners:**  |
|  | **Organisation Name**  | **Location** | **Website** | **Type of legal entity**(NPC, NGO, PBO, Pty Ltd, etc) | **Size of Organisation** (micro: 1 to 9 employees / small: 10 to 49 employees / medium: 50 to 259 employees / large: 300 employees or more) | **Organisation B-BBEE Level** |
| Partner 1:  |  |  |  |  |  |  |
| Partner 2:  |  |  |  |  |  |  |
| Partner 3:  |  |   |  |  |  |  |
| Partner 4:  |  |  |  |  |  |  |
| Partner 5:  |  |  |  |  |  |  |
| Partner 6:  |  |  |  |  |  |  |

*(Add more rows if needed)*

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| **1.8.** Have you or (where relevant) any members of your consortium applied or do you intend to apply to any other opportunities offered through UK PACT? If so, please provide details   | Green Recovery Challenge Fund  |  |
| Skill-Shares and Secondments |  |
| Country Programmes – China |  |
| Country Programmes – Colombia |  |
| Country Programmes – Indonesia |  |
| Country Programmes – Kenya  |  |
| Country Programmes – Malaysia |  |
| Country Programmes – Mexico |  |
| Country Programmes – Nigeria  |  |
| Country Programmes – South Africa |  |
| **1.9.** Did you apply to a previous round of UK PACT funding either as a Lead Partner or member of a consortium? If so, please provide details.  |  |

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| 1. **PROJECT DETAILS**
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| **2.1. Project Description (max 800 words):** Describe the project you are proposing to deliver, specifically outlining:* What the project is and your methodology for achieving what it aims to deliver
* A summary of the activities
 |  |

**2.2. Complete the Project Theory of Change form which you can download from the South Africa Country Fund webpage.**

**2.3. Once you have completed the Project Theory of Change form, complete the output forms found on the following pages. There is a different form for each UK PACT output type. Copy as many of each form that you need so that there is one per output that you have listed in your Theory of Change diagram. You do not need to have every type of output in your project.**

The following table (taken from the Project Theory of Change template) provides guidance on the four different UK PACT output types.

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| **Output types and sub-types** | **Description** |
| **1. Skills enhanced** | Addressing the capacity constraints amongst governments and private sector entities, including increasing ‘key individuals’ (decision makers, senior managers, etc.) institutional capacities, through events and activities such as workshops, trainings and seminars. |
| **2. Recommendations proposed** | 2.1 For relevant policies, legislation, and regulation | Laws, rules or regulations created to reduce, or that can contribute to reducing, carbon emissions in the public sector, e.g., national plans, strategies, road maps, etc. |
| 2.2 Other relevant actions to reduce GHG emissions | Improvements to the usual practices of stakeholders to reduce GHG emissions in the private sector, such as supporting the use of low-carbon technologies, and creating guidelines and incentives, standards, voluntary programmes and pledges. |
| 2.3 Applications/tools to support accessing funds for reducing emissions | Instruments that enable access to new or existing non-programme (i.e., externally sourced) funds, that have not yet been accessed or would have been harder to gain access otherwise. Extra funds proposed for the implementation of recommendations are also included. |
| **3. Knowledge and communications products developed and disseminated** | Addressing the awareness constraints amongst key stakeholder and actors that hinder climate action |
| 3.1 Knowledge products  | Research papers, reports, and training course material (if applicable beyond a single use) |
| 3.2 Communication products  | include presentations, press releases, and leaflets designed to communicate critical climate-related content to particular audiences for specific programme needs. These products do not generate new knowledge, but are used to share, spread, or disseminate existing knowledge to reach specific audiences or raise awareness (they may be reformatted versions of original knowledge products).  |
| **4. Network links established/ strengthened** | Networks are partnerships established through networking initiatives; ‘strengthened’ refer to partnerships that are already in existence but are reinvigorated around specific activities, actions, or plans to support reduced emissions. Effective partnerships are key to unlocking solutions for reducing climate change and its impacts, these outputs aim to foster these networks. |

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| **Output Form 1: Skills Enhanced** |
| Name of training workshop, webinar or capacity building engagement: |  |
| Who is/are the intended target audience / training attendees? |  |
| What is the purpose of the training / capacity building?What specific practices and/or procedures do you expect participants to improve as a result? |  |
| How will increased organisational / institutional capacities / capabilities resulting from the training contribute towards carbon emissions reduction? |  |
| What deliberate measures will you put in place to improve GEDSI and/or reduce the negative impacts of climate change on women and other marginalised groups? (Could include content, location, accessibility, translation, participation, etc.)If none, please explain why. |  |

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| **Output Form 2a: Recommendations Proposed** |
| Name of recommendation/s: |  |
| Who is/are the recommendation/s for / targeted towards? |  |
| What is the objective of the recommendation/s? What change do you expect to occur as a result of delivering the recommendation/s? |  |
| How, when and by whom do you expect the recommendation/s to be adopted (formally agreed), and how and when they are likely to be implemented? |  |
| How will implementation of the recommendation/s contribute towards improved carbon emissions reduction? |  |
| What other factors, external to your project, could help facilitate the adoption and/or implementation of the recommendation/s? |  |
| How have you considered GEDSI as part of the process or final recommendation/s?(e.g., could be through using gender or diversity evidence or research)If you haven’t, please explain why. |  |

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| **Output Form 2b: Applications/tools to support accessing funds** |
| Name of tool/application/support to be developed: |  |
| Who is the tool/application/support for? |  |
| Description of the tool/application/support for accessing funds: |  |
| What is the source of the funding, and through what mechanism will the funding be provided? |  |
| How much finance is expected to be accessed/leveraged, and when is the finance expected to be mobilised? |  |
| Where will the funding be spent, and by whom? Who are the decision-makers who will inform how finance is spent, and who are the downstream stakeholders who are likely to benefit from the application of this finance?  |  |
| What will be the short- and long-term consequences of this finance mobilisation? |  |
| What other factors may contribute to the mobilisation of this finance? Is there any potential for future follow-on funding? |  |
| What considerations have been made towards GEDSI in tool development / support provision / fund selection? (E.g., could be applications to GEDSI minded donors/investors). If none, please explain why. |  |

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| **Output Form 3: Knowledge and Communications Products** |  |
| Name of Knowledge and/or Communications Product/s: |  |
| Who is the target audience? |  |
| Format and dissemination strategy:How will you share the product/s with the target audience?How will you ensure the target audience effectively receives the product/s to increase the likelihood of them acting on the information within them?  |  |
| How will the product/s increase stakeholder awareness, skills, or capacity to contribute towards carbon emissions reductions, in-country transformational change, and/or reducing impacts of climate change on the most vulnerable?How do you expect the product content to be applied by beneficiaries?  |  |
| How have you considered GEDSI as part of the research, process, final document or dissemination?(E.g., could be through gender analysis, gender balanced key informant interviews, having a particular GEDSI section in the final report, promotion of diversity or challenging social norms through the strategic selection of channel, content, reach, format, accessibility to different audiences, etc.)If you haven’t, please explain why. |  |

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| **Output Form 4: Network Links Established** |
| Name of network / partnership to be established / strengthened: |  |
| Who are the individuals, organisations and/or stakeholder groups that this output aims to establish / strengthen a partnership / relationship between?  |  |
| What is the scope, purpose and intended objectives of the network / partnership? |  |
| Through what specific activities or collaborations is the newly established / strengthened network / partnership expected to contribute towards carbon emissions reductions, in-country transformational change, and/or reducing the impacts of climate change on the most vulnerable? |  |
| What deliberate actions are being taken to make sure the network / partnership empowers women and marginalised groups or improves diversity?(E.g., considering who is invited to the table, how they are involved, who holds decision making power, what is the overall goal, etc.)If none, please explain why.  |  |

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| 1. **POTENTIAL FOR TRANSFORMATIONAL CHANGE**
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| **3.1. Leverage: Incentivising action (max 500 words)*** How is the project designed in a way that helps to guarantee that outputs will be adopted and implemented by counterparts?
 |  |
| **3.2. Gender equality and social inclusion (max 500 words):*** Responding to the GEDSI requirements outlined in the Terms of Reference, please explain how your project / outputs are designed in a way that will improve or enhance gender equality, disability and social inclusion and/or reduce climate change impacts on vulnerable and marginalised groups.
 |  |
| **3.3. Replication and/or scaling (max 500 words):** * Where relevant, what is the pathway for replicating or scaling-up project outcomes? For example, this might be increasing the scale of one outcome or by duplicating an outcome in other locations.
 |  |
| **3.4. Disseminating lessons learned and sharing effectiveness (max 500 words):*** Describe your plans for sharing lessons learned from implementation within the timeframe of the project and then more widely after completion, including who you will share your lessons with and how will this increase your project’s impact.
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| 1. **Stakeholder engagement plan**
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| **4.1. Key counterpart engagement and communications plan** **NB: Please copy and insert new sections as required** |
| **Key counterpart 1:** |  |
| * Describe the level of participation of this counterpart in planning the project
 |  |
| * Describe the type and level of participation this counterpart will have in project delivery
 |  |
| * Outline your plan for maintaining counterpart support as the project progresses. This must include collating feedback and where relevant, adapting the programme based on that feedback
 |  |
| **4.2. Additional Counterpart Engagement Plan** (if applicable) |
| **Additional Counterpart 1:** |  |
| * Describe the level of participation of this counterpart in planning the project
 |  |
| * Describe the type and level of participation this counterpart will have in the project delivery
 |  |
| * Outline your plan for maintaining counterpart support as the project progresses. This must include collating feedback and where relevant, adapting the programme based on that feedback
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| **4.3. Other supportive stakeholders (Government, Private Sector, CSOs, Communities)** Please list other stakeholders or stakeholder groups who would be supportive of your project and reasons why?How do you anticipate they could support your project (open doors, financial resources, technical assistance, publicity, etc.)? |
| **Stakeholder/ stakeholder group** | **What is their interest in the project?**Low/Medium/High | **What level of influence will they have in the project?**Low/Medium/High | **Engagement/ Communications plan** How to engage, how often and who by/who to |
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| **4.4. Opposed Stakeholders (Government, Private Sector, CSOs, Communities)** Please list stakeholders or stakeholder groups who would be opposed to your project and reasons why?How do you anticipate they could oppose your project (close/block doors, financial resources, technical assistance, publicity, etc.), and how are you planning to mitigate such risks? |
| **Stakeholder/ stakeholder group** | **What is their interest in the project?**Low/Medium/High | **What level of influence will they have in the project?**Low/Medium/High | **Engagement/ Communications plan** (How to engage, how often and who by/ who to)  |
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| 1. **PROJECT MANAGEMENT AND GOVERNANCE**
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| **5.1a. Knowledge, skills, and experience – consortium (max 800 words):*** Provide detailed information about your organisation and, where relevant, each member of the consortium proposed. Describe why they are important for the delivery of this project and your approach to consortium management
 |  |
| Attach an organogram showing the project team, including positions, proportion of time allocated to the individual and the organisation each individual is representing. You can either include this on the end of this template or upload a separate version with your application |
| **5.1b. Knowledge, skills and experience – project team (max 800 words):*** Provide a bio for each key member of the project team who will be involved in delivery of the project
* This must include responsibilities outlined for:
	+ Project management
	+ Monitoring, Evaluation and Learning
	+ Gender Equality & Social Inclusion
 |  |
| **5.2. Project Management (500 words):** * Detail your plan for project mobilisation
* Describe your project management approach, including the day-to-day project management tools and systems that will be put in place to ensure the success of project delivery. For example: describe how you will resource and organise quarterly reporting, including carrying out monitoring and reporting activities such as collecting and submitting evidence of activities and outputs that have been completed.
 |  |
| **5.3. Internal Governance (max 500 words)*** Describe how the project will be governed internally to ensure quality. For example, will the project include a steering committee?
 |  |
| **5.4. Environmental sustainability (max 300 words)*** How will you mitigate or minimise the risk of environmental harm caused by the project? For example, through minimising travel, tracking emissions, carbon off-setting, adhering to environmental policies etc.
 |  |
| **5.5. Gender Equality, Disability and Social Inclusion Processes (max 300 words)*** What activities and measures are in place across your consortium to ensure gender equality, disability and social inclusion approaches, practices, procedures, and systems are understood and in operation?
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| 1. **FINANCIAL MANAGEMENT AND CONTROL**
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| **6.1. Value for Money**How will you ensure items purchased or staff paid for by the project will represent good value for money, i.e., benchmarking fee rates, quotes etc? In this case value for money is about getting the right inputs of the right quality for the right price. |  |

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| 1. **BUDGET, WORKPLAN AND THEORY OF CHANGE**
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**Please complete the Budget and Workplan template, as well as the Theory of Change form template, and submit them with your proposal. You must use the templates found on the South Africa Country Fund webpage.**

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| 1. **RISK MANAGEMENT AND MITIGATION**
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| Complete the **Project Risk and Issue Register template** found on the **South Africa Country Fund webpage** and submit it with your proposal to document and assess the most significant risks associated with implementing this project and outline plans to manage those risks.Guidance on preparing a risk register can be found in the first tab within the Register template, in addition to a guidance note available on the UK PACT website. Please make sure you include the following as appropriate to your project:* Delivery risks (events or circumstances that could impact delivery of activities, deliverables, outcomes)
* Political risks (i.e., the political context shifts in your country of operation that directly impact the project)
* Fiduciary risks (i.e., misuse or misappropriation of funds, corruption, fraud, conflict of interest etc.)
* Unintended consequences on women and marginalised groups
* Safeguarding risks (events, activities, circumstances that pose a risk of harm, exploitation or abuse to project personnel or beneficiaries)
 |

**9. Signature**

Please sign the application form once complete and before uploading as part of your application. Electronic signatures are accepted.

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| --- | --- |
| **Name**  |  |
| **Organisation** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |