



F2: Proposal Format

Civil Works activities Proposal Application Form (THIS FORM IS NOT FOR SALE)

For official Use only	
Name of the Water Users Associations (WUA)/CBO/Community Group:	
Proposal Reference No:	
Category Applied for :	
Date Received:	

Instructions

*Please read this application form and civil works document on the **Call for Proposals (CFP) guidelines** carefully before you fill this proposal application form. The application forms should be filled in **English**. Filling this form is **not a guarantee** that your project will be funded.*

Requirements

- 1. The application form for proposal is only to be filled and submitted by applicants who meet the general and specific criteria as indicated in the “call for proposals”.*
- 2. It is important to attach all the required documents as a proof that all the requirements have been met.*
- 3. All proposals must be endorsed by the FDAC, before they are submitted to the County Project Coordinator’s office.*

<p><i>I, the County Project Coordinator of.....County confirm that the proposed project as stated in this Proposal Application Form is in line with the objectives and priorities of the Upper Tana Natural Resources Management project and county development plan/agenda.</i></p> <p>Name:</p> <p>Date:</p> <p>Signature:</p> <p>Official Stamp:</p>

A. General Information

Name of the CBO/WUA/ Community Group	
CBO/WUA /Community Group Registration No.	
Contact Address	
Date of Registration	
Type of registration/registered with	
Number of WUA/CBO/ Community Group members (Men, Women)	
County	
Sub-County	
River Basin	
FDA	
Nearest trading centre	

Details of the WUA Executive Committee

Name of Chairperson	
Telephone number of Chairperson	
Duration in office	
Name of Secretary	
Telephone number of secretary	
Duration in office	
Name of Treasurer	
Telephone number of Treasurer	
Duration in office	

Details of the FDAC Executive Committee

Name of Chairperson	
Telephone number of Chairperson	
Name of Secretary	
Telephone number of secretary	
Name of Treasurer	
Telephone number of Treasurer	

CBO/WUA/ Community Group Bank Details

Bank Name	
Branch Name	
Branch Code	

Account Name	
Account Number	

CBO/WUA /Community Group Account Signatories

Signatory 1	
Name(Full Names)	
ID number	
Signatory 2	
Name(Full Names)	
ID number	
Signatory 3	
Name(Full Names)	
ID number	

B. Proposed Project Information

Proposal General Information

Name of the proposed project	
Duration of the proposed project	
Requested(IFAD) funding (Kshs.)	
WUA contribution (Kshs.)	
Total cost of the project (Kshs.)	
% of WUA contribution to project cost	
Project Direct Beneficiaries: Number of Women: Number of Men: Number of Youth: Number of the Elderly: Number of vulnerable people Others (specify): Total number of beneficiaries	

MEMBERSHIP BY AGE AND GENDER

Age bracket	Male	Female	Total
18-35 yrs			
36-45 years			
46-65years			
Over 65 years			
Total			

BASELINE STATUS

1. Are people getting water from the same water source for which the group is submitting a proposal? Yes [] No []
 - 1a. If No, where were they getting water from? (Tick as appropriate): a) River []; b) Dam []; c) A different shallow well []; d) Spring []; e) Others (specify) _____
2. How many households are accessing water from the site to be rehabilitated?

3. What is the average distance (one way) to the nearest water source (Km) _____
4. What is the average time taken (one way) to the nearest water source? Km _____
5. How much is the waiting time for your turn to fetch water? Km _____
6. What is the 20ltr jerrican filling time? (Minutes) _____
7. Which months of the year is water adequately available? (tick appropriately)

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec

8. How many 20 litres jerrican does a member on average use per day? _____
9. Land ownership: In whose name is the land where the project is to be being implemented? ----- What is the type of document held by the group in relation of the project site? Title deed, lease agreement, others -----
10. What measures has the institution/group made in environmental conservation?
 - i. Tree planting; how many? When?
 - ii. Soil conservation: type of structures and length in metres?
 - iii. Solar energy? No with Bio-gas and or improved energy saving jikos,
 - iv. Rainwater harvesting: how many litres of water harvested/tanks available and connected; pans/dams
11. If it is an institution, are there plans to distribute the water to the neighbouring community? Yes [] No [], If yes, how many?-----

Detailed Proposal Information

i) Description of the project and its Effectiveness* (1 page)

Background information that led to the formulation of the Project

Describe the possibilities for replication or extension of the Project outputs in other communities or individuals (multiplier effects)

****Effectiveness:** The extent to which the objectives of a development intervention were achieved, or are expected to be achieved or measure of the actual or likely attainment of project objectives

ii) Goals and objectives of the proposed project (½ page)

iii) Main project milestones and related activities of the proposed project (½ page)**

The milestones should be Specific, Measurable, Achievable, realistic and Time bound

***** Milestones is a logical flow of activities**

iv) Expected Outputs (½ page)

The outputs should be Specific, Measurable, Achievable, realistic and Time bound

Outputs**. The tangible results achieved due to the implementation of project activities**

v) Relevance** of the proposed project in addressing poverty and natural resource issues in the area (½ page)**

- Project Coordination Team

- Others

Organizational structure of the CBO/WUA/ Community Group

vii) Financial and Implementation capacity of the CBO/WUA Community Group /

Experience of the CBO/WUA to manage and implement this project

Experience of the CBO /WUA in managing financial resources

viii) Sustainability mechanisms

Financial sustainability: financing and financial management of follow-up activities, sources of revenue for covering all future operating and maintenance costs

Institutional sustainability: organizational structures which will allow the results of the Project to continue being in place after the end of the Project

Environmental sustainability: availability of Environmental Impact Assessment report and mechanisms put in place to implement Environmental Management Plans and future Environmental Audits.

ix) Indicative activity schedule

Attach the activity schedule

x) Budget

The budget will be prepared as per respective category. See Technical Support Notes in appendix 4 of the civil works manual to assist in budget preparation.

xi) Proposal certified by CBO/WUA /Community Group

Name	Designation	Signature	Date
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WUA official Stamp.....

xii) Proposal Endorsement by other Stakeholders

Level	Name	Signature and stamp	Date	Comment
Line Department/ Agency				
FDAC				
CPFT				
PCT				

C: Attachment to this Proposal

The following copies of documents should be attached:

- i) CBO/WUA/ Community Group registration certificate
- ii) Signed CBO/WUA/ Community Group members list (name, ID number and signature)
- iii) Minutes approving this proposal
- iv) Financial report (Recent bank statement, Recent Financial statement , Bank/cashbook reconciliation statement – among others)
- v) Drawings/Bill of Quantities or any documents required for implementation
- vi) Sketch map showing location of the CBO /WUA/ Community Group.
- vii) CBO/WUA/ Community Group Constitution
- viii) Minutes of the most recent full CBO/WUA /Community Group members general meeting
- ix) Project design
- x) All statutory requirement to implement the project e.g water permit, way leave, EIA, Land agreements, title deeds etc.

General comments of the proposal by the CPFT
