



Guiding Questions to Review – Highlighting the Most Common Mistakes

Proposal

Information Table

Do the dates proposed in the table match those in the Work Plan?

Do the Sectors and Sub-Sectors match the exact wording of the Sectors/Sub-Sectors in the RRF Guidelines?

Does the budgeted amount match the budget?

Problem Statement

Describe the emergency situation that has impacted people in Oromia and Somali areas of Ethiopia. Describe their needs based on the emergency situation. Does your Problem Statement clearly answer the following question:

What has happened in the last month or so to necessitate an emergency response for the affected population?

Please describe the vulnerable populations in the area. This information will be used to evaluate the section below called “Addressing Crosscutting Issues”.

Coordination

Coordination with the relevant Clusters is highly recommended!

Describe clearly the coordination with the Cluster as well as other actors working in the same area.

Program Goal

We recommend that you take a look at the Objective of the relevant sectors for inspiration towards writing your program goal.

Activities

Please clearly list the sector and sub-sector first.

Check the RRF Guidelines to make sure the activities proposed are allowed. Read the technical guidance for the sector and sub-sector.

Next, please describe the activities related to that sector and sub-sector with details about how you select beneficiaries, volunteers or staff to receive support or trainings as well as information about how you implement activities as each organization has a different methodology. Do not just list the activities without some sentences describing the methodology to implement the activity.

Include the targets that will be part of the logframe in the activity descriptions as well as impact budget information. For example:

IOM's WASH Project Assistant will train 5 female and 5 male hygiene promoters (HPs) selected based on interviews and ability of at least 50% of the selected HPs to read and write. The training will be 2 days and will focus on: safe water storage, use of household water treatment products, use of pool testers to assure that products are used correctly, hand-washing with soap or ash at critical times and safe disposal of human excreta.

In the budget, there will be training for 10 people for 2 days and in the staffing a WASH Project Assistant. In the work plan the training will occur in the first week of the project. In the Logical Framework, the indicator "Number of female hygiene promoters trained" will be 5 and the "Number of male hygiene promoters trained" will be 5.

Remember that everything is linked!

Some activities require waivers. Please check the RRF Guidelines to see whether there are special waivers required.

Addressing Crosscutting Issues

In the Problem Statement, vulnerable populations were identified. This section will allow you to address special measures you may take to ensure their needs are also met through the project.

At the beginning of each Sector in the RRF Guidelines, there is a section called "Addressing Crosscutting Issues". Please check this section to see the types of mitigating measures to consider in implementing the project.

Exit of Transition Strategy

RRF projects are typically 3 months. Please describe what you will do to assure a proper handover of project activities at the end of 3 months.

Risks and Assumptions

Please list the risks and assumptions you've made in developing the proposal. Please include mitigating measures you are taking to address the risks you've identified.

Monitoring and Evaluation

This is the narrative to the Logical Framework. Please describe how you will monitor the indicators, who will monitor and timing for monitoring.

Please also tell us how you will evaluate the progress and achievements of the project.

Please also include plans to meet the reporting requirements of the RRF: weekly email, interim and final narrative and financial report.

Budget

Budget notes are required! These are detailed descriptions of what will be purchased and the estimated costs per item.

Check that new activities have not been added in the budget that are not included in the Activities section above.

Check that the numbers correspond to the proposed activities – i.e. if 10 people are to be trained, please make sure that the budget isn't for 5 people. If there is a difference, please explain why in the Activities section – i.e. 5 people were already trained and can start working immediately.

Check that costs are reasonable for the number of direct beneficiaries to be reached.

Check that cost-sharing for office costs is reasonable.

Check that the formulas are correct.

Please make sure the budget total is what you have put as project budget on the first page.

Logframe

Each Sector/Sub-Sector has REQUIRED indicators. These must be included in the logframe for each Sector/Sub-Sector you are applying to meet the needs of emergency affected populations.

In the RRF Guidelines, there are descriptions of the indicators and suggestions for data collection. In the data collection sources column of the logframe please list the methods you will use.

Make sure that your narrative description in the Monitoring and Evaluation section corresponds to the information, including data collection source, which you list in the Logframe.

Work Plan

Please list the activities in exactly the same order as described in the Activities section.

Please make sure the dates in the table on page 1 match the overall dates marked in the work plan.

Please check that no new activities are introduced in the Work Plan that are not included in the Activities section.