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Volunteer Name: Nadira Branch, MPA
Country: Ethiopia
Country project: Pre-Award Proposal Development
Host: Wetlands
Venue: Dilla (Southern Nations)
Audience: Office staff
Number of people : 10
Dates: August 25th – September 1st 2016



1. Assignment Objectives as in SOW

- **Objective 1: Equip project management and implementation staff**
 - Donor relations and relationship building
 - Understanding grant funded projects from the donor's perspective
 - Comparative advantage – offering a great product or service at a cheaper rate than the competition

1. Assignment Objectives as in SOW

- Into to project design and logical framework
- How to develop a project proposal and concept note
- Developing a budget that is consistent with the project scope and activities that will lead to measureable results (SMART goals)

2. Achievement of the assignment objectives

- **Objective 2: Based on identified needs, develop a viable and marketable grant/business proposal for submission to appropriate donors**
 - **Goal not achieved b/c**
 - **The NGO wanted me to focus on teaching them the concepts**
 - **I had to help them develop their logical framework, project design, SMART Goals and budget framework**

2. Achievement of the assignment objectives

- **Objective 2: Continued**
 - **Topics covered include:**
 - Following Directions and not Past Proposals
 - Project Design (formula based writing)
 - Logical Framework w/Theory of Change
 - SMART Goals – Attainable and not overselling
 - Timeline and Project Sustainability Tips
 - Budget Preparation Tips
 - Effective Tips for Writing Narratives

3. Recommendations to the host with regards to the assignment

- Meet with donors before you apply
- Follow the directions, answer the questions, and don't read past proposals
- Remember TOC, logical framework, timeline, sustainability, timeline and budget tips
- Determine eligibility before you apply
- Keep concept notes short 3-5 pages including budget but be sure to answer all questions that are asked

3. Recommendations to the host with regards to the assignment

- Make sure the proposal follows SMART goals
- The project budget demonstrates an added value and smart use of funds to the donor
- Measure performance always
- Do good work to ensure continued funding

4. Anticipated Impact

- A better project design at a reasonable cost that promotes the NGOs comparative advantage

5. Recommended future volunteer Assistance

- Find already prepared research PPT slides using Linkedin Slides Share –
 - <http://www.slideshare.net>
 - Offers slides on many topics related to development
- Use flipcharts when the power goes out
- Wifi is essential for research. It works better at night

5. Recommended future volunteer Assistance

- Manage expectations
 - Tayé wanted a full proposal and training for his entire staff within seven days
- Possibly breakdown the F2F assignment into certain topics
 - F2F Volunteer #1 – Project Design
 - F2F Volunteer #2 – Proposal Writing
 - F2F Volunteer #2 – Budget

6. Recommendations to other non-host stakeholders

- Pls give them a sample RFP w/guidelines before the F2F volunteer visits the site
- Wifi is essential but it may not always work
- Set expectations and goals w/host bf the F2F visit

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1. Research donors and meet with them	Create a list of donors orgs, contact persons and contact information	Shibashshi	???
2. Create a logical framework	Write SMART Goals for each project	Shibashshi	???
3. Prepare budget	Create budget based on acceptable percentages for direct vs indirect program costs	Shibashshi	???
4. Write 3-5 page Concept note proposal (max)	Remember project design tips	Shibashshi	???
5. Write compliance reports	Must be written on time and goals must be attained	Shibashshi	???
6. Reapply for funding	Always search for new funding	Shibashshi	???

7. How can CRS improve future volunteer experience

- Provide a simple language book
- Provide several local adaptors
- Help the F2F volunteer meet w/host to set expectations bf the assignment starts

Questions???

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Contact Information

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Thank You