



**SOCIAL SECURITY COMMISSION DEVELOPMENT FUND
(SSC-DF)**

**PROPOSAL WRITING GUIDE FOR EMPLOYMENT &
TRAINING SCHEMES**



These guidelines are designed to assist applicants in preparing a funding proposal document for submission to the SSC-DF and must be strictly followed. The funding proposal document should not exceed 10 pages.

In the proposal, the applicant is expected to explain the followings:

- why the project is important,
- how it will help to solve the problem of unemployment,
- how it will improve the livelihoods of the socio-economically disadvantaged Namibians who are unemployed,
- where the project will take place, and
- who will undertake what actions

The proposal must also provide details of how the work will be organized to produce a successful project with tangible results, how long it will take to implement it and the financial implications involved in undertaking such a project.

The proposal shall include the following main topics:

1. Title of the project:

This must be a short title specifying the type and/or nature of the project to be undertaken. It must also be specified whether it is a training or an employment scheme.

2. Executive summary:

In no more than a page, help the Evaluation Committee to understand at a glance what the project is all about and what exactly you are seeking. This part should entice the reader to continue reading the entire proposal or to discard it.

3. Background:

Provide a brief history of your organization, its mission, size (employees and budget), /previous projects undertaken in this field. Also, convince the Evaluation Committee why it should entrust your organization with SSC-DF's funds based on past project/grant management experience. Give details of the key project team members and their relevant experience.

4. Problem statement or need assessment:

This section should contain a detailed explanation of the type and nature of the project to be funded. It must explain how the scheme/project or concept has come about, what socio-economic problem(s) it intends to address, where and how this problem occurs, what the resultant impacts of the intervention will be and how these will solve the stated problem. It will be important to include adequate information on the current situation, backed with quantitative and/or qualitative data to assist the Evaluation Committee to understand the impact of the project. The need or problem to be addressed and the proposed solution must be closely linked to the project goal(s). In preparing this section, you need to assume that the Evaluation Committee does not know much about the issue you are addressing and in so doing convincing us of the importance of what you propose to do.

5. Goals and objectives:

Under this section, the applicant should define the overall goal of the project and then the specific objectives. The goal gives the overall direction of the project and what it hopes to achieve, the specific objectives give the short-term measurable milestones to be attained to result in a successful project which ultimately lead to the realization of the goal(s). The applicant should also provide a justification as to why this particular project should be considered for funding.

6. Geographical Location:

A description of the geographic area where the project will be based must be provided in this section. If possible, a map of the location must be provided. In the instance where the applicant seeks to set up physical infrastructure, adequate proof must be provided regarding land ownership or rights over the land on which the structures will be established.

7. Beneficiaries:

Provide a detailed description of who will benefit through this project. Explain also what types of benefits are to be generated through the project activities. Explain how the project will contribute to national objectives in job creation and sustainable development. It will be important to provide a list of the proposed beneficiaries segregated by (region of residence in the case of a training scheme) gender and age. It is crucial to indicate who the owners of the project are. Projects owned by private individuals will not be considered as SSC-DF has a specific preference towards community owned projects.

8. The Project:

This section is to provide a detailed description of the project.

8.1 Proposed project activities:

- This section gives all information on 'who will do what, when and where'. Again, the socio-economic problem(s) to be addressed must be stated e.g:
- what will be done to address these and how these will be done.
- Cite the different project phases, activities planned, equipment to be bought, and tasks to be performed must be described thoroughly.

We want to be convinced that your methodology and the execution of activities will lead to the attainment of the set goals.

8.2 Deliverables and Expected results:

List the tangible results that your organization expects to see as the outcome of the proposed project, i.e. what will the project produce? Indicate when each result is expected to occur.

8.3 Indicators for success and evaluation:

Based on your expected results, develop indicators to measure whether or not you have reached these results. These indicators will ensure that the Evaluation Committee understands the project's targets and is able to assess the magnitude of its impact either qualitatively or quantitatively. Indicators will also be used to measure project outcomes during quarterly or mid-term evaluations. This section should also identify any risks or constraints beyond the control of your organization that could prevent the successful implementation of the project. Any relevant assumptions made in the preparation of the proposal must also be mentioned. Indicate how you will assess your accomplishments or impacts, what records you will keep, what data you will collect and how this information will be used? A logical framework or a similar tool can assist you in this regard.

8.4 Sustainability of the project:

An important criterion is the future sustainability of the scheme/project. Describe how the results of the scheme/project will be maintained after completion of the funded tasks. Explain how you see the stated socio-economic problem improving for the long term. It will be useful to propose a strategy for the replication of the project elsewhere, or on a larger scale.

Where the envisaged project is income generating, it is important to provide a business plan detail i.e: pricing issues, access to markets, competition, access to inputs/raw materials, necessary permits/licenses, industry specific experience/technical know-how.

8.5 Project duration

Indicate how long your project will be running with the assistance from the SSC-DF.

9. Annexes:

Annex I:

Include a work plan (use attached version):

This template can be populated in Excel or in Word.

	Time Frame				Results / outputs	Impacts / indicators
	Year 1					
	Q1	Q2	Q3	Q4		
OBJECTIVE 1:						
Activities:						
1.1	.					
1.2			.			
OBJECTIVE 2:						
2.1				.		
2.2				.		

(Add more lines as needed)

Ensure that you fully understand the difference between all headings of this table before completing it.

Annex II:

Budget: Include a budget (use attached version):

Provide a summarized and a detailed breakdown of your proposed budget. In the detailed budget, provide a narrative that explains the rationale for budget items. These templates can be made available to you in Excel

Summarized Budget Template:

SSC-DF
Schedule II
Project Budget



Name of Development Agency:			
Project Name:			
Total Grant Applied for:			
Project Period:	From:		To:

Item	Description	NO. of Units	Cost per Unit	Amount N\$	Own contribution	Amount Requested
1						
2						
3						
4						
	Total					

Important: Training Providers applying for funding for more than one training programme should have separate budgets indicating clearly how much they are applying for the implementation of each programme. The same applies to Development Agencies applying for funding for more than one employment scheme.

Detailed Budget Template:

SSC-DF
Schedule II
Project Budget



Name of Development Agency:			
SSC-DF Project Number:	N/A		
Project Name:			
Total Grant Applied for:			
Signature date of the Agreement:	N/A		
Project Period:	From: N/A		To: N/A



	Budget Line Item	Approved SSC - DF Budget	All Years				Own Contribution
			Units	# Of Units	Unit rate (N\$)	Unit Cost (N\$)	
		1	2	3	4	5	6
1	Human resources						
1.1							
1.2							
1.3							
	Sub Total Human Resources						
2	Travel						
2.1	Per diem						
2.2	Accommodation						
	Sub Total Travel						
3	Equipment & Supplies						
3.1	Computer & Software						
3.2	Office supplies/Stationary						
	Sub Total Equipment & Supplies						
*The total cost for Budget categories 1-3 should not exceed 30% of the Total Costs (10)							
4	Project Running Costs						
4.1							
4.2							
	Sub Total Project Running Costs						
5	Other Costs						
5.1	Training workshops						
5.2	Community meetings						
5.3	Audit costs						
5.4	Bank fees						
5.5	Mid-term M&E						
5.6	End of Project M&E						
5.7	Publicity (plaques/signage/advertising)						
	Sub Total Other Costs						
*Budget lines 5.3 – 5.7 have to be included as part of the Project costs							
6	Sub Total Direct Costs (1-5)						
7	Contingency fees (max 2% of 6)						
*Approval of funds under Management fee is at the discretion of the Evaluation Committee							
8	Sub Total Direct Costs (6+7)						
9	Management fee (max 7% of 8)						
*Approval of funds under Management fee is at the discretion of the Evaluation Committee							
10	Total Costs (8+9)						

NB: A separate budget narrative explaining how amounts were arrived at and for what activity must be separately attached to the proposal. A budget narrative provide a justification why a particular activity requires funding.

10. Own contribution:

In expanding on the budget above, provide details regarding the extent to which the applicant will contribute financially and/or in kind toward this project? Explain how Are other donors contributing to components of the project? Who and how much? This contribution is not paid to SSC-DF but should cover some of the project activities. Note that the “own contribution” part cannot be in the form of labour.

Note:

Before submitting your proposal, ensure that you have carefully studied the application guidelines, and that all required documents are attached to the submission.





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