

Stage II

Detailed form of the project plan

To complete the following form, you will need to rely on the information you provided during the first stage.

1. IMPLEMENTATION PLAN

In the form you will find an Implementation Plan template to download and complete it, along with the instructions to do it.

2. BUDGET PLAN

In the form you will find a Budget Plan template to download and complete it, along with the instructions to do it.

3. MANAGEMENT CAPACITY

Role of organizations

Indicate in detail the role that grassroots / co-implementing organizations will play in the implementation and / or execution of the project.

Organization name	Role

Staff

Describe the management capacity, including the personnel and main job tasks that will be assigned to each position. Include staff from both the organization submitting the project and the grassroots / co-implementing organizations.

Organization name	Staff	Tasks

4. BENEFICIARIES AND STAKEHOLDERS

Beneficiaries

Describe the beneficiaries of the action.

(1) Benefits

What benefit will the project provide for the needs of the country or countries or regions where it will be implemented?

(2) Addressing the needs of beneficiaries

How will your project address the needs of the final project beneficiaries?

Stakeholders

Who are the people, groups or stakeholders interested in this project and who will be affected by it and/or can influence its success, either positively or negatively? How will you handle your commitment to them?

Stakeholder	Interest

5. SUSTAINABILITY OF THE PROJECT

Describe the project's exit strategy to ensure that the results achieved continue through sustainability measures, agreements with other donors to sustain financing and technical assistance, or clearly identify subsequent activities that will occur without the project's support.

Sustainability

Are the expected results of the proposed action sustainable? How will the project ensure that the benefits are sustained after the project funding ends?

(1) Financial sustainability

How will the activities be funded after the funding ends?

(2) Institutional sustainability

Will the structures that allow the activities to continue be available at the end of the action? Will there be local "ownership" of the results of the action?

(3) Policy-level sustainability (if applicable)

What will be the structural impact of the action? Will it lead to improved legislation, codes of conduct, methods, etc.?

6. MAIN RISKS FOR IMPLEMENTATION

Describe the most important risk factors that may affect the implementation of the intervention and that would not allow the expected results to be achieved. These risks can include internal or external factors.

Use the following values to complete the fields:

- Impact (Low / Medium / High)
- Probability (Low / Medium / High)
- Risk management (How the risk will be managed and monitored and what are the mitigation actions).

Risk list

Risk	Impact	Probability	Risk Management

7. MONITORING AND EVALUATION OF THE PROJECT

Provide an explanation of the monitoring and evaluation plan for the activities, both during implementation and at the end of the intervention.

Monitoring

How will the development of activities be monitored in terms of compliance with the steps and times established in the Implementation Plan?

Corrective actions

How will correction be provided in the middle of the intervention to adjust the design of the plan, if necessary, based on the comments received?

8. STATEMENT OF TRUTH

I hereby declare that:

- i) All the information contained in this application is true;
- ii) I am responsible for the veracity and accuracy of all the data consigned in the documents and information that I must present in order to participate in the different stages of this call;
- iii) I agree to inform the International Labour Organization of any supervening event that makes it impossible or substantially hinders the execution of the proposed initiative;
- iv) I submit to the verification of the information provided by the international organizations executing the RBCLAC Project;
- v) If the information provided to participate in the call for applications for the RBCLAC Fund is found to be false or inaccurate, I declare to know that my organization will be disqualified from the competition, and I will lose the right to apply in the following calls for this fund, and in If all or part of the subsidy has been received, this amount must be duly returned to the International Labour Organization.

DISCLAIMER

The activities, products, points of view and opinions developed or expressed by the organizations applying to this Fund do not belong to or represent the people, institutions or organizations responsible for the RBCLAC Project, in particular the International Labour Organization or the European Union.