**CAP 2013 -2015 Proposal Writing Tips**

As a follow up to the 2013-2015 CAP call for proposal, the FSC is providing you additional guidance which will be critical as you finalise proposals. Please note that given the tight CAP deadlines and high number of proposals which the FSC is expecting to receive, there will be very limited exchange between the CRC and partners in the way of enhancing proposals. We strongly encourage you to make use of both the following guidelines as well as those provided to you in earlier communications.

**(a) 2013-2015 Overall CAP timelines**

- The revised date for partners to upload projects online is now **11 to 21 October 2012**. The CHF Database is already open since 6pm, 11 October 2012.
- CRC review of projects is now 22 to 02 November 2012

**(b) GENERAL ISSUES TO CONSIDER WHEN PREPARING FOR CAP PROJECTS/PROPOSALS**

These notes are not meant to substitute existing guidelines on preparation of CAP proposals. The information below highlight some of the key issues commonly noted in various projects submitted via the FSC for CHF/CAP over the last 12 months.

**Beneficiaries**
- Inconsistency in beneficiary numbers-are they households/individuals?
- Kindly refer to FSC targets per area.
- Correctly identify the IPC phase (s) for the population you are targeting and ideally the number of people (or all of the population) in that phase of which you are targeting.
- Although it is good to highlight the food security situation for a region or multi-region with correct statistics, it is important to i) highlight the needs in your operational area and ii) what are the causes and outcomes of food insecurity in your operational area and iii) how your cap activities are going to address point i and ii.
- Ensure you provide complete beneficiary information by location

**Needs/Project rational**
- Use the most updated assessment results available.
- Ensure you highlight the needs which are in line with your planned responses i.e. those you are going to address
- Kindly explain why you choose a particular modality and how it relates to the identified problem/needs.
- It is important not only to take into consideration the estimated needs in the CAP targets, but factor in variation of need during the different livelihood seasons. Thus it is important to indicate when during the year the operation will take place; as well as explaining how the intervention is related to the seasonal livelihood patterns of the targeted population.

**Objectives/Outcomes/Indicators**
- Ensure objectives/outcomes/indicators are simple, measureable, accurate, specific, achievable, relevant and realistic.
• Quantify the outcomes. The outcome is envisioned for how many?

Work Plan
• Include all necessary activities; such as procurement, community mobilization, beneficiary selection, monitoring distribution etc
• Kindly complete the timeline for each activity

Coordination
• What coordination mechanisms exist at local level including with the cluster?
• How is the project complementary to other ongoing interventions (if applicable)?

Budget
• Kindly ensure that budget lines are clear including for amounts to be transferred to beneficiaries.

AVOID OMISSION!
• Kindly submit a complete proposal with all sections filled out including Locations, Cross cutting issues section, workplan etc. Projects with some sections which are blank may not be considered by the CRC for review!

(C); ESSENTIAL GENDER 'TO DO' TIPS FOR THE 2013-2015 CAP

• Remember that your project’s Gender Marker code is decided only on the gender dimensions you write into three sections of the CAP sheet: 1) Needs Analysis 2) Activities and 3) Outcomes.
• Donors will never see the gender information you write in the Cross-cutting Themes/Gender section although you need to write something there. (The OPS public version is briefer and this is not included) That is why the Cross-cutting Themes information cannot influence your Gender Marker code. So, any important gender information you put in Cross-cutting Themes must also be inserted into Needs Analysis, Activities or Outcomes.
• Use the Needs Analysis section to paint a compelling 'word picture' of the different needs and realities of the Somali men and women your project targets.
• Set targets, and explain why you set them, for participation levels of men and women in food relief, CfW, cash grants, asset distribution (e.g. seed, livestock, tools), services (e.g. veterinary) and training.
• Don’t forget the men! Identify livelihoods options, coping, and protection issues specific to men and to women.
• Include Outcome statement(s) that will track whether male and female beneficiaries do achieve the participation levels and benefits identified in Activities. No fuzzy lofty Outcomes.

(D) Attachments

We are attaching, for your reference, documents which pertain to Gender and protection mainstreaming.

If you have any questions on the guidance above, please email the food security cluster through the following email addresses:

Info.somalia@foodsecuritycluster.net
Somalia.Foodassistancecluster@wfp.org