



PROPOSAL DEVELOPMENT PROCESS FOR DRL- INITIATED PROJECTS

1. DRL sends email request (a paragraph) to ICSC.
2. ICSC shares the request with all GIJTR partners, including consultant partners.
3. Interested partners send ICSC very brief information about relevant experience and (possibly) proposed activities.
4. Within one week, ICSC compiles and shares all interested partners' input with DRL (including ICSC's experience & proposed activities, if applicable).
5. DRL decides whether or not to request a full proposal. They may send a paragraph-long summary for what they are requesting in the proposal, if they haven't done so already.
6. ICSC, in consultation with DRL, determines which partners are best suited for this initial proposal, keeping in mind that if a project grows later, additional partners may be brought in.
7. ICSC organizes a call with partners who will be included in the proposal, to discuss proposed activities and formulate proposal development plan.
8. (If applicable) ICSC emails partners who were interested but won't be included in this proposal, letting them know that they weren't quite the right fit for this initial proposal and offering additional feedback if applicable.
9. Within three weeks, ICSC submits one project proposal on behalf of GIJTR partners, which includes the following documents:
 - Proposal narrative (max. 5 pages)
 - Budget(s)
 - Budget narrative(s)
 - Timeline
 - Logic model, if over \$200k
 - M&E plan, if over \$200k or relevant
 - Risk assessment, if over \$200k or relevant
 - Contingency plan, if over \$200k or relevant
10. If the project is recommended for funding, DRL shares feedback/conditions/recommendations with ICSC.
11. Within 1-2 weeks, ICSC submits revised project proposal to DRL. DRL GOR/PO review and approve revisions.



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12. ICSC submits final project proposal (all documents) to AQM via email for review/approval.
13. Once AQM approves the project proposal, ICSC uploads final project proposal (all documents) and confirmation of DRL/AQM approval to the official award file.