



Add a classification if required.

Please refer to **Project Proposal Form: Guidance for Completion** whilst completing this form.

Project Proposal Form

Section A: Project Concept

A1 Basic Information

Departmental Strategic Objective			
Fund/Programme			
Programme Indicator			
Country Business Plan Objective			
Project Title		Counselling Services Support/Reproduction & Distribution of Public Awareness Materials	
Countries covered			
Cost to FCO (total from Budget below)			
Project Start Date	1 January 2011	Project End Date	31 March 2011

Project Purpose (One sentence only, describing the anticipated change. The immediate outcome or direct benefit the project will achieve resulting from the activities and outputs).

Combating violence against women & children by support for provision of counselling services to survivors/victims of domestic & sexual violence and child abuse and enhancing public awareness of domestic & sexual violence and child abuse by reproduction & distribution of public awareness materials

Indicators of success (evidence: how we will know the purpose (above) has been achieved?)	Status before project/baseline data (what is the situation before the project starts?)	Source of information (where will you obtain the information to demonstrate if the indicators have been achieved?)
Number of survivors/victims of violence counselled	Ongoing need for provision of counselling services to survivors/victims of violence	Help & Shelter counselling data & M&E reports
Number of public awareness leaflets reproduced & distributed	Ongoing need for reproduction & distribution of public awareness materials	Help & Shelter records of leaflets reproduced & distributed (NB not all will be distributed during project period)

Outputs (The results of project activities. These should be sufficient to	1. Estimated 150 existing clients & 120 new client survivors/victims counselled, some 80 of whom referred
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achieve the project purpose)	for other social services - Estimated 90 hotline callers assisted - Estimated 13 survivors/victims assisted through the court process; estimated 120 court attendances by court support counsellors 36,600 public awareness leaflets reproduced; 15,000 distributed
Main Activities <i>(List the tasks to be done to deliver the outputs. Please link activities to outputs through the numbering, e.g. output 1 may have three activities, 1.1, 1.2 and 1.3)</i>	- To conduct face-to-face counselling sessions with survivors/victims of violence, both existing clients & those who will seek our help for the first time, over 80% of whom are/will be women (most of them mothers or of child bearing age) and girls. at Help & Shelter's crisis centre & make appropriate referrals - To conduct hotline counselling for survivors/victims of violence and make appropriate referrals for face-to face-counselling &/or other services as necessary - To deliver comprehensive court support services, (counselling, preparing client for court procedures, attending court sessions) for survivors/victims of violence - To reproduce & distribute public awareness leaflets
Background <i>(250 words max. Please include the rationale, the context and relevant work conducted in this area by others)</i>	The context/rationale of the project is the continuing – indeed apparently increasing – high level of violence, particularly gender-based violence that permeates Guyana. Although a Domestic Violence Act was passed in 1996 and a National Policy on Domestic Violence adopted in 2008, domestic violence continues to be the leading cause of injury to women between the ages of 15-44. A 2005 Guyana Human Rights Association study on sexual violence in the criminal justice system in Guyana found that only (1%) of rapes reported to the police resulted in convictions. This study also found that in 2007 92% of sexual assault victims were female, of whom 69% were girls aged 16 and younger. From November 1995, when Help & Shelter launched its counselling services, to December 2010, over 9,000 survivors/victims of violence have received counselling and other support services, 75% between the ages of 14 and 40 and 86% of them female. 40% of all adults seen had experienced some form of physical spousal abuse and 18% non physical spousal abuse. 16% of cases were also alcohol and/or drug related, indicating that alcohol and other

	substance abuse is a major contributing factor to violence in the homes. Of 1,136 child clients counselled, 54% had been raped or sexually abused and 24% physically abused. 48% of clients were from urban areas and 51% from rural communities, which demonstrates that even though our crisis centre is located in Georgetown, we assist persons from almost all regions. All current and past counselling statistics are available on our website.
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Does the project have local or host government support and engagement ? Please briefly describe what support and how it will engage. (1 paragraph max)
Help & Shelter receives Guyana government support on the form of rent-free office space in Georgetown and an annual subvention for our shelter

A2 Project Risk Analysis

***For full project proposals under £30,000, a project risk analysis must be completed here, or, for proposals of £30,000 and over, in Section B.**

Risk*	Likelihood (H/M/L)	Impact (H/M/L)	Management

A3 Project Budget – Please see accompanying Excel document

Has funding for this project been sought from other donors, private institutions or co-funding with the host government? If yes , please complete below: If no , go to FCO Costs.		☒ Yes ☐ No	
Name of organisation?		UNICEF	
Have you heard the outcome? Briefly describe the position.		UNICEF has provided G\$4m as support for our counselling services during the period August 2010-April 2011	
Type (e.g. in kind or budget) :		If budget, amount:	£12,820 (£4,145.85 for the period 1/1/11-31/3/11)

A4 FCO Costs

<i>Proposed start date of project</i>	1 January 2011	<i>Estimated end date</i>	31 March 2011
<i>Please state how costs will be divided in each Financial Year (FY April – March)</i>	FY 2010 FY 20**/** FY 20**/** Total cost to <u>FCO</u>	£5,000 £ £ £	

<i>Total Cost of Project? (FCO/other donor(s))</i>	£11,269.23 for the period 1/1/11-31/3/11
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A5 Post Contact Information

Post	Help & Shelter	Contact e-mail address	hands@networksgy.com
	Homestretch Ave	Contact no	227 8353
	Georgetown		

A6 Implementing Organisation

Name of Implementing Organisation	Help & Shelter		
Contact Name	Josephine Whitehead	e-mail/fax or phone	j.whitehead@cameronandshepherd.com 226 2671; 623 4148
Is the implementer a UK-based Third Sector organisation?	☐ Yes ☐ x No ☒ x Charity ☐ Voluntary/community sector organisation ☐ Social enterprise ☐ Mutual ☐ Co-operative		
If "Yes", how does the implementing organisation define itself?			
<i>See guidance for details</i>			

A7 Beneficiary Organisation

Name of Beneficiary Organisation	Help & Shelter		
Contact	Josephine Whitehead	e-mail/fax or	j.whitehead@cameronandshepherd.com

Name		phone	d.com 226 2671; 623 4148
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A8 Post Comments Log

Date	Comment
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A9 Programme Team Comments

Date	Comment
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A10 Programme Panel Comments

Date	Comment
	•

For concept bids, you only need to complete Section A, above.

The final decision on whether or not to fund a project can only be made on a fully developed proposal. For full project proposals:

For projects **below £30,000**, now complete Annex A, the Activity Based Budget. This is a separate Excel spreadsheet.

For projects of **£30,000 and over**, now complete Section B below and Annex A, the Activity Based Budget.

Section B: Further Information

Expected Outputs (as outlined in A1 above)			
Outputs	Indicators of success (evidence: how we will know each output has been achieved?)	Status before project/baseline data (what is the situation before the project starts?)	Source of information (where will you obtain the information to demonstrate if the indicator has been achieved?)
1. Estimated 150 existing clients & 120 new client survivors/victims counselled, some 80 of whom referred for other social services	Number of clients counselled	Ongoing need for services	Help & Shelter client data
2. Estimated 90 hotline callers assisted	Number of hotline calls	Ongoing need for services	Help & Shelter hotline call records
3. Estimated 13 survivors/victims assisted; estimated 120 court attendances by court support counsellors	Number of clients assisted	Ongoing need for services	Help & Shelter court support data
4. 36,916 public awareness leaflets reproduced; 15,000 distributed	Numbers of leaflets reproduced & distributed	Ongoing need for public awareness materials	Help & Shelter records of reproduction & distribution

B1 Institutions

Please briefly describe the implementing organisation's capacity to deliver the project (1 paragraph max)
Help & Shelter is recognised as the premier agency in Guyana providing comprehensive counselling & referral services to survivors/victims of domestic & sexual violence and child abuse and raising public awareness of the issues of domestic & sexual violence and child abuse

Please briefly describe the level of participation of **beneficiary** group(s) in planning the project? (1 or 2 sentences max) N/A

B2 Project Risk Analysis

***This should be completed here for projects over £30,000.**

Risk*	Likelihood (H/M/L)	Impact (H/M/L)	Management / Mitigation

B3 Sustainability <i>(how will the project ensure benefits are sustained after the project has come to a close?)</i>	Help & Shelter's work to date has been sustained through a programme of 10% funding through fund raising activities and 90% funding through donor programmes. We do not see a change in this balance for the foreseeable future but will continue to strive to provide services that become more and more holistic in their approach, which will give survivors and their families the necessary psychological and practical support to help them cope with the traumatic effects of domestic and sexual violence and child abuse through counselling and other service interventions, and to enhance public awareness of the issues of domestic & sexual violence and child abuse.
B4 Longer Term Impact <i>(what long term impact is anticipated?)</i>	Improvement in the lives of victims/survivors of domestic and sexual violence and child abuse who, as a result of counselling and referral services will be able to develop necessary coping skills, access support services and build confidence and self esteem so as to rebuild lives free from violence and the threat of violence. Enhanced public awareness of the issues of domestic & sexual violence and child abuse

B5 Monitoring & Evaluation Plan

How will the project be monitored?	By an M&E officer
The project completion report is due up to 3 months after the project is over and is linked to the final payment.	
All projects require a <u>project completion report</u> . In addition , it is recommended that all projects over £100,000 should have an evaluation. For projects over £500,000, an independent external evaluation is mandatory. Have you included the cost of evaluation in your budget? Please carefully note other projects below these thresholds may also require an evaluation.	

B6 Procurement *To access the links type Ctrl + click*

External Contracting and Procurement. Larger projects (June 08 over €133,000) should be in line with EU purchasing guidelines. Refer to http://www.ogc.gov.uk/key_cross-cutting_government_policies_the_policy_and_legal_framework.asp . FCO Corporate Procurement Group can advise further.		
Have you considered EU thresholds for the project (these might be subcontracts within the project) as highlighted in the box above?	Yes	No

B7 Cross Cutting effects of the project.

Does the project have any cross cutting effects? E.g. Environment, Human Rights and Diversity?

FOR FCO USE

Now submit this bid to the Post Project Committee

Signature.....

(I confirm that all relevant budgetary details have been submitted with this bid and I am content for this bid to now be considered by the relevant FCO Board)

Name

Committee Chairperson.....