**INTERNATIONAL DEVELOPMENT**

**CO-OPERATION**

**PROJECT PROPOSAL FORM**

*This form is intended to set out the details of an international development co-operation project, enabling the assessment of undertaking it with the Government of Mexico. Should you need assistance in completing the form, please contact the Mexican Agency for International Development Co-operation (AMEXCID).*

|  |
| --- |
| **PROJECT OVERVIEW**  [Please briefly describe the project purpose, planned activities and time-frame, 200 words maximum].  Click here to enter text. |

|  |
| --- |
| **Before completing** the form, please **read carefully** the notes that come with each section and the Annex. Enter text or choose the appropriate response accordingly. Note that sections VI and VII are for AMEXCID use only. |

1. **BASIC INFORMATION**

|  |
| --- |
| **I.1 Project Title**  Click here to enter text. |
| **I.2 Partners Involved** [Countries and/or multilateral organizations involved.]  Click here to enter text. |
| **I.3 Partner proposing the project**  Click here to enter text. |
| **I.4 Estimated Project Duration** [Indicate the approximate number of months and tentative dates.]  Click here to enter text.   |  |  | | --- | --- | | **Start Date** (tentative): Choose a date. | **End Date** (tentative): Choose a date. | |
| **I.5 Type of Project** [Please tick one box only.]   |  |  |  | | --- | --- | --- | | ☐New | ☐Extended | ☐Redesigned | |
| **I.6 Role of Mexico in the Project** [Please tick one box only.]   |  |  |  |  | | --- | --- | --- | --- | | ☐Provider | ☐Recipient | ☐ Horizontal Co-operation Partner (mutual benefit) |  | |
| **I.7 Co-operation Type by Actors Involved** [Please tick one box only.]   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ☐Bilateral | ☐Triangular | ☐Multilateral | ☐Regional | ☐Public-Private Partnership | |
| **I.8 Project Sector** [Please refer to the sectors and sub-sectors listed in the Annex.]  Click here to enter text. |
| **I.9 Project Sub-sector** [Please refer to the sectors and sub-sectors listed in the Annex.]  Click here to enter text. |
| **I.10 If the project falls under an existing programme, please specify.**  Click here to enter text. |
| **I.11 Programme Duration** [If applicable, please provide the number of months/years and the expected/scheduled start and end date.] Click here to enter text.   |  |  | | --- | --- | | **Start Date:** **Choose a date** | **End Date: Choose a date** | |

1. **INSTITUTIONS**

|  |
| --- |
| In this section, please provide the following information about the **institutions** and the **technical managers involved in the project**. Add more pages if required. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **MEXICAN INSTITUTIONS** | | |
|  | **CO-ORDINATING** | **IMPLEMENTING** | **TECHNICAL BRANCH/BODY[[1]](#footnote-1)\*** |
| **II.1 Name of Ministry, Agency or Organization** | **AMEXCID** | Click here to enter text. | Click here to enter text. |
| **II.2 Department, Bureau or Office responsible for the project** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.3 Technical Manager to contact** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.4 Contact Person's Position / Job Title** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.5 Telephone Number** (including extension) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.6 E-mail** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.7 Work Address** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.8 Type of Institution** | **Choose one option below** | **Choose one option below** | **Choose one option below** |
| Other (Please specify.) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.9 Level of Government** (if public body) | **Choose one option below** | **Choose one option below** | **Choose one option below** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PARTNER INSTITUTIONS** | | |
|  | **CO-ORDINATING** | **IMPLEMENTING** | **TECHNICAL BRANCH/BODY\*** |
| **II.1 Country** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.2 Name of Ministry, Agency or Organization** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.3 Department, Bureau or Office responsible for the project** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.4 Technical Manager to contact** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.5 Contact Person's Position / Job Title** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.6 Telephone Number** (including extension) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.7 E-mail** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.8 Work Address** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.9 Type of Institution** | **Choose one option below** | **Choose one option below** | **Choose one option below** |
| Other (Please specify.) | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **II.10 Level of Government** (if public body) | **Choose one option below** | **Choose one option below** | **Choose one option below** |

1. **BACKGROUND AND RATIONALE**

|  |
| --- |
| State clearly the **problem or need** that the project aims to address. Please describe the **background** to the project, and report on the **efforts** previously undertaken. Also explain the way the project links to the **public policy priorities** of the partner country. This information will be used to assess the project **suitability**. |

|  |
| --- |
| **III.1 Problem Definition**  [Please briefly provide all relevant information on the nature and extent of the problem or need to be addressed, and define the population or geographical area affected. 250 words maximum.]  Click here to enter text. |
| **III.2 Context**  [Please briefly describe the current circumstances that would help the Mexican authorities understand the problem or need. Also list the development priorities of the beneficiary country (ies) to which this project aims to contribute. 300 words maximum.]  Click here to enter text. |
| **III.3 Previous Efforts**  [Please report on pre-existing or ongoing co-operation projects, which have attempted to address the problem defined above. Include full details, such as names, involved partners and dates. 300 words maximum.]  Click here to enter text. |

**IV. PROJECT DESIGN**

|  |  |
| --- | --- |
| In view of AMEXCID’s **results-oriented management**, the project must meet the following criteria to be eligible: | |
| * Clear and precise **objectives** * Measurable, reportable and verifiable **indicators** to monitor progress, which must cover the full range of results * Consideration as to which **external conditions** are necessary to achieve targets | * Direct and indirect **beneficiaries**, disaggregated where possible * A post-project **sustainability** strategy * A plan for results **dissemination** * Identification of financial resources and all **costs** expected to be incurred |
| According to the scope of the project, add as many **results** as necessary. Each result can have more than one **indicator.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IV.1 General Objective**  [Please describe the expected scenario at the end of the project. 100 words maximum.]  Click here to enter text. | | | | |
| **IV.2 Specific Objectives**  [Please describe the changes that the project will make in order to achieve the general objective. 200 words maximum.]  Click here to enter text. | | | | |
| **IV.3 Connection with internationally agreed development policies/goals** [Such as the Millennium Development Goals, the Sustainable Development Goals, and Climate Change commitments.]  Click here to enter text. | | | | |
| **IV.4 Expected Outcomes**  [Expected scenario(s) for the target beneficiary (population/institution/geographical area) once the project is completed.  **Syntax: beneficiary + verb + expected output.]** | **IV.5 Indicators**  [Quantitative or qualitative expressions that allow to measure the change/progress produced by the project. **Indicators must be clear, relevant, concise, measurable and achievable.]** | **IV.6 Frequency of Monitoring** | **IV.7 Means of verification**  [Records, reports and instruments used to provide evidence of the progress.] | **IV.8 External Factors / Assumptions**  [Conditions outside of the control of the project that are necessary to achieve the results.] |
| * **Expected Outcome 1:**   Click here to enter text. | * **Indicator 1:**   Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| * **Expected Outcome 2:**   Click here to enter text. | * **Indicator 2:**   Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **…** |  |  |  |  |

|  |
| --- |
| **IV.9 Direct and Indirect Beneficiaries**  [Please specify the group or groups (population, institution(s) or geographical area) who will benefit from the project. 200 words maximum.]  Click here to enter text. |
| **IV.10 Post-Project Sustainability Strategy**  [Please explain the ways in which the results achieved with the project will be sustained once the present initiative concludes. 200 words maximum.]  Click here to enter text. |
| **IV.11 Dissemination Strategy**  [Please clearly state who will be responsible for the dissemination of the project results, and what the planned dissemination strategy is. 200 words maximum.]  Click here to enter text. |
| **IV.12 Estimated Total Cost of Project[[2]](#footnote-2)**  [Please indicate the estimated budget for the project in the original currency. If necessary, insert new rows or attach details of costs and project budgetary information.]  Click here to enter text.  **IV.12.i Financial Resources**   |  |  |  | | --- | --- | --- | | **Source** | **Amount** | **Currency or currencies** | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | … |  |  | |

**V. TIMETABLE OF ACTIVITIES**

|  |
| --- |
| In this section, please briefly describe the **planned activities** to achieve the expected outcomes. For each activity, specify the required **inputs, modality and duration**. Column **V.6** is to be completed by the institution financing the project. Insert new rows if required. |

|  | **V.1 Description of activities**  [Specify activities and/or  products] | **V.2 Inputs**  [Specify experts, mobility needs, etc.] | **V.3 Modality**  [Trainings, consultancy, for instance] | **V.4 Start date and end date**  (Expected) | **V.5 Projected costs**  [Include amount and currency] | **V.6 Additional observations** |
| --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 1** | |  |  |  |  |  |
| Activity 1.1 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| Activity 1.2 | Click here to enter text | Click here to enter text | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| Activity 1.3 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| … |  |  |  |  |  |  |
| **OUTCOME 2** | |  |  |  |  |  |
| Activity 2.1 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| Activity 2.2 | Click here to enter text. | Click here to enter text | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| Activity 2.3 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Choose a date | Click here to enter text. | Click here to enter text. |
| Choose a date |
| … |  |  |  |  |  |  |

|  |
| --- |
| **V.7 This Project Proposal was submitted on: Choose a date** |

|  |
| --- |
| **This section is for AMEXCID use only** |

**VI. CATEGORIZACIÓN DEL PROYECTO**

|  |  |  |  |
| --- | --- | --- | --- |
| **VI.1 Tipo de cooperación** [Seleccione una sola opción.]   |  |  |  | | --- | --- | --- | | Financiera (donación o préstamo) | Educativa cultural | Técnica científica tecnológica | |
| **VI.2 Marco jurídico aplicable**  Haga clic aquí para escribir texto. |
| **VI.3 Origen del proyecto** [Seleccione una opción.]   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Colaboración  interinstitucional | Comisión mixta | Demanda directa | Reunión binacional | Visita de Jefe de Estado/Gobierno | | Compromiso ministerial | Convocatoria (especifique): | | Otra (especifique): | | |
| **VI.4 Vinculación del proyecto con el PROCID** [Indique objetivo y estrategia.]  Haga clic aquí para escribir texto. |
| **VI.5 Indique si es un proyecto de costos compartidos y, en su caso, especifique cuáles costos son compartidos y bajo qué términos**  Sí  No  Haga clic aquí para escribir texto. |
| **VI.6 Indique si el proyecto se ejecutará mediante intermediario** Sí  No  [En caso afirmativo, especifique la siguiente información. De lo contrario, continúe a la sección VII.]   |  |  | | --- | --- | | **Nombre del intermediario** | Haga clic aquí para escribir texto. | | **Tipo de institución** | Elija una opción | | **Estatus del convenio que rige la colaboración** | Haga clic aquí para escribir texto. | | **Mecanismo de rendición de cuentas y periodicidad** | Haga clic aquí para escribir texto. | | **Costo de la administración de los recursos** (si aplica) | Haga clic aquí para escribir texto. | |

**VII. EJECUCIÓN DEL GASTO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VII.1 Gastos asociados a la ejecución del proyecto y partida presupuestaria**  [Indique la fuente de recursos y/o subcuenta que financiará el proyecto; si es necesario, agregue filas.]  Haga clic aquí para escribir texto. | | | | | |
| **Actividad**  [de acuerdo al  calendario] | **Fecha de ejecución** | | **Fuente de**  **financiamiento** | **Tipo de gasto**  [en pesos] | **Total** |
| **Inicio** | **Término** |
| **1.1** Haga clic aquí para escribir texto. | dd/mm/aa | dd/mm/aa | Haga clic aquí para escribir texto. | **Elija una opción** | Haga clic aquí para escribir texto. |
| **1.2** Haga clic aquí para escribir texto. | dd/mm/aa | dd/mm/aa | Haga clic aquí para escribir texto. | **Elija una opción** | Haga clic aquí para escribir texto. |
| **1.3** Haga clic aquí para escribir texto. | dd/mm/aa | dd/mm/aa | Haga clic aquí para escribir texto. | **Elija una opción** | Haga clic aquí para escribir texto. |
| **…** |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VII.2 Ajustes al monto presupuestado originalmente** [Modificaciones posteriores a la aprobación del proyecto.]  **Fecha:** dd/mm/aa   |  |  |  |  | | --- | --- | --- | --- | | **Fuente del**  **financiamiento** | **Monto ajustado** | **Divisa** | **Fecha de autorización de modificación** | | Haga clic aquí para escribir texto. | Haga clic aquí para escribir texto. | Haga clic aquí para escribir texto. | dd/mm/aa |   **VII.3 Sustento jurídico que respalda el ajuste** (por ejemplo: Convenio Modificatorio)  Haga clic aquí para escribir texto. |

**ANNEX I**

**Sectors and Sub-sectors[[3]](#footnote-3)**

LEGISLATION

* Legislation
* Audit

JUSTICE

* Administration of Justice
* Prosecution
* Imprisonment and Social Rehabilitation
* Human Rights

GOVERNMENT POLICY

* Presidency (national) / Governorship (subnational)
* Domestic Policy
* National Heritage Preservation and Maintenance
* Public Management
* Legal Affairs
* Voting and Elections
* Population
* Territory
* Other

FISCAL AND FINANCIAL AFFAIRS

* Financial Affairs
* Fiscal Affairs

NATIONAL SECURITY

* Defense
* Navy
* National Intelligence and Security

LAW AND ORDER AND INTERNAL SECURITY

* Police
* Civil Safety Protection
* National System of Public Security
* Other Affairs

OTHER GOVERNMENT SERVICES

* Registry, Administration and Property
* Statistics
* Media and Communication
* Access to Public Information

ENVIRONMENTAL PROTECTION

* Waste Management
* Water Management
* Wastewater, Drainage and Sewerage Management
* Pollution Mitigation
* Biodiversity and Landscape Protection

HOUSING AND COMMUNITY SERVICES

* Urbanization
* Community Development
* Communal Services
* Water Supply
* Street Lighting
* Housing Development
* Regional Development

HEALTH

* Community Health Service Delivery
* Individual Health Service Delivery
* Budgeting
* Health System Steering
* Social Welfare on Health

CULTURE, ENTERTAINMENT AND OTHER SOCIAL EXPRESSIONS

* Sports and Entertainment
* Culture
* Radio, Television and Publishing
* Religion and Other Social Expressions

EDUCATION

* Primary
* Intermediate
* Higher
* Post-graduate
* Adults

SOCIAL WELFARE

* Illness and Disability
* Elderly
* Family and Children
* Unemployment
* Food and Nutrition
* Housing Aid
* Native People
* Other Vulnerable Groups

OTHER SOCIAL AFFAIRS

* Other Social Affairs

GENERAL ECONOMIC, TRADE AND LABOUR AFFAIRS

* Economics
* Trade
* Labor

FARMING, FORESTRY, FISHING AND HUNTING

* Farming
* Forestry
* Sea Farming, Fishing and Hunting
* Agro-industry
* Hydro-agriculture
* Financial Support for Farming Banking and Insurance
* Rural Development
* Food Safety and Animal and Plant Health

ENERGY AND FUELS

* Coal and other Solid Mineral Fuels
* Hydrocarbons (Oil and Natural Gas)
* Nuclear Fuels
* Other Fuels
* Electricity
* Non-electric power

MINING, INDUSTRIAL GOODS AND CONSTRUCTION

* Extraction of Mineral Wealth, except Mineral Fuels
* Industrial Goods
* Construction

TRANSPORT

* Roads
* Water Transport and Ports
* Rails
* Air Transport
* Oil and Gas Pipelines,
* Other Transport Systems
* Other Means of Transport

COMMUNICATION

* Communication

TOURISM

* Tourism
* Hostelry and Restaurants

SCIENCE, TECHNOLOGY AND INNOVATION

* Research
* Technology Development
* Science and Technology Services
* Innovation

OTHER INDUSTRIES AND OTHER ECONOMIC AFFAIRS

* Trade, Distribution, Warehousing and Storage
* Other Industries
* Other Economic Affairs

FINANCIAL SYSTEM RESTRUCTURING

* Financial System Restructuring
* Development Banking
* Support for UDI-restructured Programmes

OTHER FUNCTIONS PREVIOUSLY UNCLASSIFIED

1. \* If applicable, indicate the specialized/technical body that will handle the project, for example, an institute, bureau, agency or independent department. [↑](#footnote-ref-1)
2. If you do not know the budget, the financing institution should complete this section. [↑](#footnote-ref-2)
3. In accordance with Mexico’s classification of government spending by function. [↑](#footnote-ref-3)