



# Proposal Format – Water as Leverage

*This proposal format describes the topics in general that should be addressed. For each chapter the maximum amount of pages is given. 1 page corresponds with approximately 500 words.*

The proposal has a maximum of 10,000 words (about twenty pages of which 10 pages annexes). The document consists of five chapters. Below is a description of which topics should be discussed per chapter.

## **Proposal title**

Use the name of the proposal as given in the WaL application form.

## **Public summary (50-200 words)**

If your proposal is successful, we may want to publish this summary for marketing purposes. The summary will not be assessed. Make sure that the wording is understandable to the general public and that it is suitable for public disclosure.

## **1. Vision on the challenge (1 -2 pages)**

Based on the provided city information, provide a clear narrative which substantiates the vulnerabilities you want to address in the city of your choice, the key elements, their interdependencies and the planning context of the city. What is your initial thinking on the challenges? Please note that your thinking is not a repetition of the available information in your own words.

If you have any additional information regarding the information provided by Water as Leverage and you think may be relevant for your approach (Chapter 2) and choice of team members (Chapter 3), please provide it in this chapter.

## **2. Approach (2-4 pages)**

Describe the team's proposed research and design approach and initial conceptual project ideas that may emerge within the selected city. The potential pathways in *Setting the Scene* offer concrete design questions to orient your proposal towards relevant project plans and can be used as guidelines for your approach. Include in your approach description the vulnerabilities, key elements etc. your team wants to focus on as mentioned in Section 1. Please use ideas/concepts as illustrations for the team's approach and innovative thinking.

Please also articulate how the team will approach the work (process) and how it will connect the research and analysis activities (phase 1) to the development of implementable, place-based design solutions

(phase 2). Please also articulate the proposed timeline, identify any potential risks and how the team will manage them, and elaborate on a clear focus on youth and gender balance in the approach.

### 3. Team experience and expertise (2-3 pages)

Describe the qualifications of your Team to do this work, including:

- A summary of team’s strengths and relevant experience related to
  - the goals as mentioned in the Call for Action;
  - the team's selected city,
  - and the approach described in Section 2.

Clearly articulate each team member's specific contribution to this effort and the multidisciplinary composition of the team. Discuss past collaborative efforts among team members, if applicable.

- Provide short descriptions of 5-10 projects that highlight previous work relevant to the challenges of the selected city and proposed approach. Do not include links to external documents.
- Outline members of team and expected contribution of time in the Table 1 below.
- If applicable, outline how you are taking youth and gender balance into account in your team to broaden the knowledge base and to create a correct, effective and cost-efficient division of labour and balance between senior and junior experts / expertise and gender.

**Table 1: Team members & relevant expertise/experience**

Criteria	Expert 1	Expert 2	Expert 3	Expert 4	Expert 5	(etc.)
<b>Name of team member:</b>						
<b>Position/role in team:</b>						
<b>Estimated time (hours or days) Phase 1:</b>						
<b>Estimated time (hours or days) Phase 2:</b>						
Skills and expertise of each team member						
Relevant experience						

#### 4. Costs (1 page)

A summary of the costs for the main contractor and any subcontractors should be provided by filling in table 2 below.

##### **Table of overall Costs**

	<b>Phase 1 (Euros)</b>	<b>Phase 2 (Euros) estimation</b>	<b>Total Costs (Euros)</b>
<b>Direct Staff Costs</b>			
- Main contractor			
- Subcontractor 1			
- Subcontractor 2			
- Subcontractor 3			
- etc.			
<b>Overheads (specify %)</b>			
<b>Travel &amp; DSA Costs</b>			
<b>Other Costs (specify)</b>			
<b>TOTAL COSTS</b>			
<b>TOTAL FUNDS REQUESTED (pre-defined in this Call for Action)</b>	<b>75,000.00</b>	<b>125,000.00</b>	<b>200,000.00</b>

#### 5. Annexes (max 10 pages)

- I. CVs of team members
- II. Reference projects