



This project is funded
by the European Union

**Technical Assistance to support CSO
development in the Republic of Moldova**

EuropeAid/138197/DH/SER/MD-Relaunch
(Contract No: 2017/388-484)



A project implemented by a
KMOP led consortium

Frequently Asked Questions

Project Cycle management

N	Question	Answer
1.	What are the main requirements of the donor institutions regarding the project proposals to be submitted?	Each donor institution has its own requirements and, therefore, those need to be read carefully. Nevertheless, there are requirements that are common for all donors. Among those, the most common are the following: the profile of the organization, its experience and expertise in the field of project management, as well as in the specific area the project will be implemented, requirements related to financial contribution, etc.
2.	What are the most relevant activities we need to conduct in order to understand better the needs of the target groups representatives?	When working in a certain area, you constantly communicate with representatives of your target groups. Therefore, you have a good knowledge of their needs. Additionally, when preparing a project proposal, it is important to involve them in order to ensure their needs are represented in your future project. This might be done either inviting them to an workshop, or interviewing, questioning their representatives and applying other data collection tools.
3.	What we have to take into consideration in order to develop relevant formulations of the future project?	It is important to adjust the proposal to the donor's priorities and to the development priorities that are in the country, region, area, etc. the project will be implemented in. Therefore, you should take into consideration the guidelines issued by the donor, perhaps go through additional documents that present donors priorities. National strategic documents also need to be analyzed in this respect.
4.	How many objectives there should be developed for a project?	It depends very much on how big the project will be. If the project is not very big (financially and calendaristically), one single objective might be sufficient to reflect the change you want to accomplish. If the project is more extensive, it can have two, three and even four objectives. It is important to keep in mind the balance between the donor's priorities and the need of the target group(s).
5.	When performing the risk analysis, how to estimate the possible impact of an identified risk?	Here the experience is the most helpful. You also can ask some of the stakeholders, which are familiar with the issue.



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6.	Where to find additional financial contribution when the main donor requires it?	An NGO needs to be constantly involved in activities that are oriented towards identifying donors, communicating with their representatives, following the opportunities announced, etc. It is also crucial to develop relationships with the donors. Therefore, you might consider developing projects in such a way that allows you to build on previous or intermediate results of previously funded projects and, consequently, develop new proposals using your reputation and capacities.
7.	How to connect the organizational priorities and the priorities of the donor?	In a long-term perspective, it is important to submit proposal to the donors that fund initiatives in the area that corresponds to the organizations mission. In such a case there will not be difficulties connecting those priorities.
8.	What are specific tools that might help us collecting data about the progress achieved during the implementation of the project?	In this respect, a monitoring framework needs to be developed. In order to collect relevant data to measure the progress using the indicators developed as part of that framework. Interviews with stakeholders, questionnaires, focus group discussions are the most common tools that are used to collect relevant data.
9.	What are the most effective actions we should conduct when unexpected circumstances occur and the project implementation process is threatened?	During the project implementation it is important to periodically refresh the risk analysis conducted during the planning phase. It will allow avoiding the occurrence of such unexpected circumstances. In case they occur, the implementing organization has to maintain a constant communication with the donor in order to develop alternative actions.
10.	How to deal with the changes in fiscal and legal requirements that occur during the implementation of the project?	You have to comply with them. If these changes have a significant influence on your project / budget, discuss with your donor's representatives. Quite often, they are flexible enough to help you developing a feasible alternative.
11.	How to ensure a sufficient number of proposals during procurement of goods and services?	By developing and constantly practicing fair procurement procedures and by maintaining a constructive communication and relationships with existing and potential suppliers.
12.	Where to find partners (particularly when it is required) for specific calls?	An NGO has to be constantly developing its partners base. Additionally, many donors willingly offer such information, including by offering access to complex databases.



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