

## THE NEPAL ONE WELFARE FUND SUBMISSION GUIDANCE

This document contains all the questions within the Concept Note submission form, with some guidance, to assist you in preparing for your application.

Please note there is no mechanism for saving your progress when applying, so we recommend making a copy of any long answers, in case you experience technical or connectivity issues during the process.

### I. Application

Are you applying as a lead agency with one or more downstream partners?

*Yes/No*

Do you anticipate that the Animal Welfare element of your One Welfare project will be targeted at improving the welfare of donkeys and mules?

*Yes/No*

### II. Agency

#### **Lead Agency:**

Organisation name

Address

Main website address

#### **Main contact details**

First name

Surname

Email

Job title

Organisational registration number

Date organisation established

#### **Financial details**

Please provide figures for the organisation's two most recent full financial years

*Please provide income and expenditure figures for the organisation's two most recent full financial years. Please specify your currency.*

How many full-time and part-time people work in the organisation?

*Please provide numbers of full-time and part-time paid staff and volunteers.*

Over the past 5 years, what has been the organisation's main activities and/or notable projects in Nepal?

*Please reflect how this may link to One Welfare.*

Please provide an example(s) where you have previously worked collaboratively with another organisation, or as part of a consortium

*Please reflect how you can demonstrate you have the experience to work as part of a consortium, fulfilling the role of lead agent.*

## References

*You will be asked to provide the contact details for two referees. Where possible, at least one referee must be a current or past donor.*

*The Donkey Sanctuary may contact those who you name as a reference, so please ensure that their details are correct and that they will be happy to provide a reference.*

## III. Partners

*For each of the downstream partners within the consortium, please input the following information:*

Organisation name

Main contact person

Email address

Official website

This organisation has a formally constituted governance structure.

**Yes/No**

This organisation can legally operate in Nepal.

**Yes/No**

This organisation has previously completed impactful work in Nepal.

**Yes/No**

This organisation has a designated ordinary business bank account.

**Yes/No**

*Please complete an additional answer box using the 'Add' button for each subsequent partner.*

## IV. Concept

### Consortium concept and structure of the programme

*The purpose of this section is to establish a high-level understanding of your initial thinking around how the consortium will function, and what the project may involve. We accept that this may change during project development.*

*Please note this whole section should not be more than 1,500 words.*

Please describe what role each organisation will play within the consortium, and what elements of the One Welfare Approach they will be contributing to?

Based on the expertise of each organisation, please indicate which element of the One Welfare approach they will be targeting and, in the case of multiple organisations within one subject area, whether they will take a lead or supporting role within the consortium.

Please explain why you believe you are the right consortium to implement this project

*We are looking to understand the experience and expertise that the organisations as a consortium would bring to this project.*

Have you had any experience leading a consortium before?

**Yes/No**

As the lead agency what measures and processes are you going to put in place to help you manage multiple organisations and monitor the progress of the project?

*We would like to understand how you intend to maintain effective oversight of the consortia and its progress against the project monitoring plan. Please also consider what process/measure you will use for partners to voice any challenges they may face throughout the project.*

### **Key Staff**

*Please include who you anticipate will be the lead for each element of the One Welfare Approach (Animal Welfare, Human Welfare, Environment), as well as the lead for MEAL & Reporting, and Finance.*

*For each key member of staff please provide the following information:*

Organisation name

Role

Qualification and/or experience

*Please include the same information for any additional key staff you feel will be relevant to the application within the 'Other' box.*

Within the One Welfare Approach, please explain what mutually beneficial outcomes your project will be seeking to achieve and why

*Considering the experience and expertise that each member of your consortium brings, please describe what changes (outcomes) to donkey and mule welfare, human wellbeing, and the environment your project may be seeking to create as a result of the activities and outputs you will carry out.*

*Please make sure to reflect on how these outcomes interlink with one another, why these outcomes specifically and how this is aligned with the One Welfare Approach.*

*We accept that this may change during the co-design of the project, however we want to understand your expertise and current vision to deliver the One Welfare Approach.*

What is the estimated total project budget?

***Please make a selection:***

*Up to £50,000*

*Between £50,000 and £100,000*

*Between £100,000 and £150,000*

What are the potential locations within Nepal you anticipate the consortium project will be implemented?

*Please indicate to at least provincial level, the potential locations for project implementation. We accept that this may change during project development.*