**Annex 2 – Project proposal form**

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| **I. Basic project data** |
| **1.1 Requesting institution** *(Organization or entity responsible for executing the project)* |
| **1.2 Primary contact** *(Name, title, tel., e-mail, etc.)* |
| **1.3 Project name** |
| **1.4 Country** | **1.5 Date of request** |
| **1.6 Category/scope of the proposal****( ) Development of a digital financial services (DFS) strategy****( ) Provision of DFS (as agent, in partnership or own product)****( ) Agent****( ) Partnership****( ) Own****( ) Improvement and diversification of current DFS offerings****( ) Other (must encompass both financial inclusion and digitization of financial services)** |
| **II. Post** |
| **2.1 Legal status of Post** *(Specify legal status.)* |
| **2.2 Management team** *(Provide a brief description/bio of the Post’s executive management.)* |
| **2.3 Financial services offered** *(Specify financial services currently being offered and volumes/transactions for each of them, as well as profile of current beneficiaries.)* |
| **2.4 IT infrastructure** *(Provide a description of the Post’s current IT infrastructure and indicate whether it is built in-house or outsourced.)* |
| **2.5 Technical partners***(Provide a list of technical/business partners the Post is using to provide financial services.)* |
| **III. Environment** |
| **3.1 Regulatory framework for postal financial services***(The type of financial services the Post can offer.)* |
| **3.2 Competition***(The key competitors of the Post for provision of financial services.)* |
| **IV. FITAF project** |
| **4.1 Project objectives** *(What is the Post trying to achieve?)* |
| **4.2 Project rationale** *(What led the Post to decide to launch this new product/service?)* |
| **4.3 Target group** *(Who precisely will benefit from the new product/service?)* |
| **4.4 Anticipated financial inclusion impact** *(Profile and number of people expected to be reached.)* |
| **4.5 Proposed budget** *(Indicate project costs, including counterpart funding provided by the recipient or project partners, as % of total costs.)* |
| **4.6 Recipient technical capacity** *(In this section, the applicant should briefly describe its technical capacity to carry out the proposed activities and provide brief information on relevant experience. A paragraph related to demonstrated senior management experience in the target area should be included.)* |
| **4.7 Project partners** *(Partners that may assist in implementation. List any organizations that may assist with implementation and provide information on how they will participate.)* |
| **4.8 Participating countries** *(For regional projects only.)* |
| **4.9 Implementation period** *(Maximum 18 months. Ensure that the imple­mentation period is sufficient to complete the project.)* | **4.9 Possible start date of activities***(Indicative only.)* |
| **4.10 Components, activities and time frame***(Describe each project component and list the proposed activities to deliver each component (a, b, c, etc.), along with the time required for the implementation of each component.)* |
| **4.11 Short description of implementation arrangements***(This section should provide a breakdown of the project from start to finish, as well as the execution structure that will be responsible for the day-to-day project implementation (project execution unit), including financial aspects (e.g. staffing requirements). Project implementation should not exceed 18 months.)* |
| **4.12 Short description of recipient institution’s financial performance, including the financial ser­vices business line***(Provide a description of the following: profitability, trends, drivers, revenue diversification strategy highlights.)* |