



**Submission Guidelines for
IPMA Coaching for Development
Beneficiary Project**

1. Eligibility

Any Non-Profit Organization (NPO) can apply with its project focused on contributing to one of the selected UN SDGs¹ to receive support from IPMA Coaching for Development. Projects may be of any size or value and located anywhere in the world. The NPO does not have to be a Corporate Member of the International Project Management Association (IPMA).

The selected UN SDGs are:

- 1: Poverty,
- 2: Zero Hunger,
- 3: Good Health and Well-Being,
- 6: Clean Water and Sanitation
- 11: Sustainable Cities and Communities

The project must have an approved project plan and budget. The project can be a part of the larger program.

2. General Terms and Conditions

In instances where a project runs across two or more countries, the application normally comes from the country that is the principal work place of the project coordinator/manager. However, in instances where the project coordinator/manager is in a different country to the project team, the submission should be entered from the country of his/her location.

The Beneficiary Project Application Form should address the following 3 main sections:

1.1. Applicant data (Section A)

In this section of the submission, please include the following information:

- Date of the application
- Name of Organization
- Address of Organization
- Name and contact details of President/ Executive Director
- Name and contact details of the Beneficiary Project Coordinator/Manager
- Name and contact details if different then above.

1.2. Organizational Information (Section B)

In this section provide the following details about the organization which runs a Beneficiary Project:

- Year established
- Total organization budget
- Total number of Board members
- Total number of Staff
- Total number of Volunteers
- Organizational mission statement (max 70 words)

¹ *United Nations Sustainable Development Goals*

- Brief description of organization (max 70 words)
- Organizational strategy
- Organizational Chart (it can be either inserted in the application form or sent as an attachment)
- Project Management System/ Methodology used (Standards/ Software tool), if any
- Population served (max 25 words, include age groups, race & ethnicity, income level etc.)

1.3. Beneficiary Project/Program (Section C)

In this section include the information related to the Beneficiary Project:

- Project/Program name
- Total Project/Program budget
- Project allocation in % between Project Management/Administration and Final Beneficiary
- Development focus of project:
 - Poverty
 - Hunger
 - Health
 - Water & Sanitation
 - Sheltering
 - Other
- The scope of the Project/Program (max 50 words) to state the purpose of the project and principles of Sustainable Development Goals incorporated into the Project.
- Intended impact of the Project/Program
- Start and finish date of the Project/Program
- Involved Resources/ Volunteers
- Number of End Beneficiaries
- Proposed coaching focused
- Priority areas (indicate how your request fits in the strategic interest(s))
- Geographic areas served
- Most recent grants received, please provide organization name, amount and date
- Project Manager CV (it can be either inserted in the application form or sent as an attachment).

All submissions must include a profile of the project of not more than 50 words; the IPMA may use this in any audio-visual presentation compiled for the promotion of the IPMA C4D program.

NOTE: Profiles may be amended at the sole discretion of the IPMA to suit the technical requirements of the AV presentation.

3. Format and Content of the Beneficiary Project Application Form

The application must be formatted in Arial 12 point font, single spaced in a Microsoft Word compatible document or pdf file. Each section of the application must be filled in with relevant and sufficient information for the IPMA C4D team to adequately decide on the support and assignment of the IPMA C4D Coach. The application should be submitted in English.

4. The Application Process

The Application can be submitted any time throughout the year. All applications submitted must follow these guidelines. Any organization may submit at most two proposals per year.

Please send your application to c4d@ipma.world. For specific personal enquiries please contact c4d@ipma.world. More information can be found on the website: www.ipma.world/c4d.
IPMA International Project Management Association, P.O. Box 7905, 1008 AC Amsterdam, The Netherlands,
www.ipma.world.

5. Application Materials

The application should contain the following materials:

The Beneficiary Project Application Form

- An electronic file copy of the complete Application in suitable email format file (e.g. word or pdf file format) is to be submitted.

Photos

- A minimum of 5 and a maximum of 10 high resolution project related photographs in JPG format.

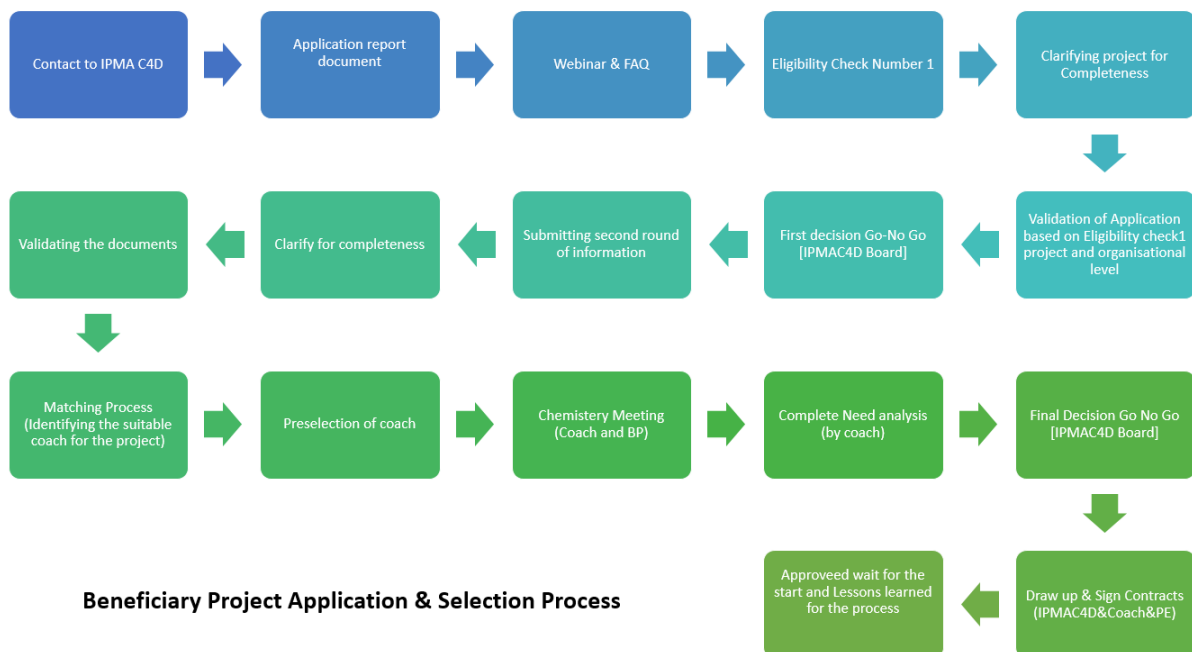
Logo

- Organization Logos – Provide company logos in EPS or other similar format which is suitable for use in high resolution printing and publishing processes. Applicants must ensure that they have permission to use the company logo.

6. Evaluation of the Project Beneficiary Application

The evaluation of the Application Form as well as the final decision and Coach matching process are conducted by the IPMA C4D Team.

The detailed process is as following:



A positive decision depends on the content of the application form, the financial resources currently available, and the availability of a suitable Coach.

7. Coaching process

The architecture of the coaching process and its duration depends mainly on the coaching needs, location and complexity of the Beneficiary Project.

The standard process contains the following steps:

1. Chemistry meeting: on-line pre-coaching meeting between the Beneficiary Project and assigned Coach
2. Needs analysis of the Project Manager and the Beneficiary Project
3. On-site meetings with the Project Manager of the Beneficiary Project: 2 days in a 5 day period
4. Regular on-line meetings to follow-up agreed on actions and supply additional coaching, as needed
5. Coaching project closure to evaluate the impact of the coaching on the Project Manager and the Beneficiary Project

8. IPMA C4D Financing

The IPMA bears the costs of the coaching process. That includes the coaching service, travel, and accommodation costs of the coach for the coaching sessions. The Coach can be accompanied by the “shadow” Coach, whose costs are also covered by the IPMA.

The Applying Organization bears the costs of the preparation of the Application Form and any additional documents related to the coaching process.

9. Obligation of Beneficiary Projects

Before the coaching process, the Beneficiary Project signs an agreement which describes the obligations of both parties. The main Beneficiary Project Manager responsibilities are:

- Set coaching goals aligned with the project, the organization and personal needs
- Be willing to learn and change, and be committed to the coaching process
- Provide necessary documents requested by the IPMA C4D Coach on time
- Commit to plan of learning and change
- Prepare for the coaching sessions as requested by the IPMA C4D Coach
- Be on time for the coaching sessions and notify about absence sufficiently in advance
- Respect the IPMA C4D Coach
- Make final decisions and own the results and take responsibility for own behaviour
- Develop open and honest working relationship with the IPMA C4D Coach and share information with other members of the project as appropriate.
- Delivery requested feedback and reports to IPMA C4D on time according to the provided format.
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10. Media

All Beneficiary Projects may be approached by the media and IPMA following the coaching process.