



## **THE OFFICE OF OVERSEAS AFFAIRS AND INVESTMENT (LAGOS GLOBAL)**

### **PROJECT PROPOSAL TEMPLATE**

This document outlines the format to be adhered to in developing the initial proposal (for concept approval) to be submitted to the Office of Overseas Affairs and Investment.

Please note that;

The highlighted aspects (**in italics**) are to be filled as appropriate

The format is not exhaustive and as such supplementary information should be provided in the appropriate section as required.

This page is not to be included in your submission

Note that non-adherence to all the above instructions may adversely affect your proposal

Proposals should be submitted to:

**Permanent Secretary  
Office of Overseas Affairs & Investment  
Governor's Office  
Lagos House  
Alausa – Ikeja  
Lagos State**

*Please note that submitting a proposal does not constitute a commitment on the part of Lagos State Government to execute the project with the proponent. Proposals may be subjected to Competition.*

## **1. Introduction**

*Briefly describe the project. Outline the underlying need, problem or opportunity that the project will address and how it will optimally address them. This section should include the following as appropriate:*

- i. Project background and current situation.*
- ii. Elucidate on the project's strategic fit and how it supports any of Lagos State's strategic policy thrusts (eg Lagos State Development Plan or Governor's manifesto )*

## **2. Project Objectives**

- i. What are the objectives of the project?*
- ii. What will the project accomplish in general (qualitative) and, in clear and measurable (quantitative) terms?*

## **3. Benefits of the Project to Lagos State**

*State the actual benefits that the project will bring to the State and its citizens. e.g. improvement of living standard and public safety, job creation, infrastructure redevelopment, increased revenue etc*

## **4. Project Scope and Modalities**

- i. What is the actual scope of the project?*
- ii. Detail the*
  - Project design (if appropriate)*
  - Implementation approach*
  - Infrastructural and technical content and specifications*
- iii. How will success and progress be measured/milestones?*
- iv. What innovation is the project/solution proposing?*

## **5. Transaction Structure**

- i. What type of structure(s) is/are being proposed for the project (PPP or otherwise)?.*
- ii. Would an SPV be required? If so, detail the proposed ownership of the SPV.*
- iii. Who would fund the transactions?*
- iv. The terms and conditions proposed for the transaction should be included here. The proposed Heads of Terms (HOT)*

## **6. Project Stakeholders**

- i. Who are the project beneficiaries? Who would benefit from/be directly or indirectly impacted by the project?*
- ii. Enlist the various parties that would be involved in the project and their responsibilities in/contributions to the project?*
- iii. Include the sponsor(s)/ fund provider(s)? if any.*
- iv. Detail the obligation expected from the State.*

## **7. Project Viability**

*i. State the estimated total cost of the project i.e. the total investment required for the project. The whole life costs of the project. This should be for both the Capital Expenditure (CAPEX) and Operating Expenditure (OPEX).*

*ii. 5-Year financial projections with the broad assumptions clearly outlined.*

*iii. Scenario analysis that will incorporate the effect of movement in key economic variables (interest rates, foreign exchange rates, etc) and government policies, as applicable.*

## **8. Consortium/Company structure and Capabilities**

### **8.1 Ownership structure & Shareholding**

*List of shareholders and related shareholdings.*

### **8.2 Consortium/Company structure**

*Details of the consortium/organisation proposing the project and teams that would implement the project. This should include a schematic diagram showing the inter-relationships between consortium members.*

### **8.3 Capabilities Statement**

*i. Outline the relevant technical and managerial capabilities of the consortium/ organisation, including cognate project experiences, track records and references as necessary.*

*ii. Outline the local and foreign partners. Detail the partnership relationships as it relates to the project e.g. technical partners, subsidiary relationship.*

*iii. Audited financial statements for 3 years of consortium/company(ies)*

*iv. Details of available funding and access to credit lines.*

*v. Provide details of any on-going projects/forthcoming projects with Lagos State If any.*

### **8.4 Documentation to support consortium structure and capabilities**

*i. MOU or Agreement with technical partners.*

*ii. Memorandum of Association and Article.*

*iii. Partnership Agreement as applicable.*

*iv. Commitment letters from bankers*

*v. Any other documents deemed appropriate.*

## **9. Programme/ Timelines**

*Outline the project timelines and phases with the appropriate milestones (if the project is to be implemented in phases). This could include high level work plans, deliverables and targeted durations/dates of completion, required resources (personnel), pre and post implementation approach.*

## **10. Appendices**

*i. All relevant appendices should be clearly listed and attached in order.*

*ii. Additional information as deemed necessary should be provided herein under the appropriate headings.*