

Project Document

**Nepal Peace Trust Fund
Ministry of Peace and Reconstruction**



PROJECT DOCUMENT

Name of the Project

By

Name the Organisation

Month Year

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ABBREVIATION

PROJECT SUMMARY

Applicant:		
Responsible Project Officer:		
Cluster/Thematic Area:		
Title of Project:		
Brief Description of the Project in the context of NPTF programme for this cluster:		
Implementing Agency (ies):		
Target Beneficiaries:		
Location:		
Duration:	Start Date:	End Date:
Total Project Budget:		

LOGICAL FRAMEWORK

Description	Measurable indicators	Means of Verification	Important assumptions
GOAL			
PURPOSE <i>Wider problem the program project will help to resolve</i> <i>-Broadest change</i>	<i>Quantitative ways of measuring or qualitative ways of judging timed achievement of objectives</i>	<i>Cost- effective methods and sources to quantify or assess indicators</i>	<i>External factors necessary to sustain objectives in the long run</i>
OUTPUTS: <i>The specifically deliverable results expected from the program project to attain the objectives</i> <i>Deliverables or products often tangible from activities</i>	<i>Quantitative ways of measuring or qualitative ways of judging timed production of outputs¹</i>	<i>Cost- effective methods and sources to quantify or assess indicators</i>	(Output to immediate objectives) <i>Factors out of program/project control which, if present, could restrict progress from outputs to achieving program project objectives</i>
SCOPE OF ACTIVITIES: <i>Tasks to be done to produce the outputs</i> <i>Concrete events or services performed</i> Note: each output followed by scope of activities under it.			

1. Context and Issues

This section makes an analysis of broader national context of the peace dynamics and relevant policy framework on the issue in question. This section should answers questions related to the following points of the issue:

- Relevant planned reforms, policies, legislation and programmes
- Policies and implementation issues relevant for conflict transformation, gender and inclusion.
- Relevant institutions, civil society groups, NGOs, academic institutions and other stakeholders – and coordination with these.
- Government budget allocations if any in relevant sectors
- Conflict and peace context

¹ Where relevant use GESI specific indicators (qualitative and quantitative)

2. Rationale

2.1 Lessons from previous project (if applicable)

This section highlights the lessons of previous support and why it would be necessary to extend further the activities and/or replicate them in other parts of the country.

2.2 Justification of the project (in the agreed NPTF programme context)

The importance of the project – what and how are the problems to be addressed by the project? And how do these problems relate to causes and consequences of conflict in Nepal, and what are the implications of these problems for current peace dynamics in the national and local context?

2.3 Primary and secondary target groups

Define who are/will be the primary and secondary target groups for this project and where possible provide approximately how many people will benefit from the project.

2.4 Benefits to the primary and secondary groups

Explain expected outcomes/impacts on the lives of primary and secondary target groups. How will it make a difference on the lives of the target groups?

2.5 Location and duration of the project:

Where will the project will be implemented and for how long? Where possible provide the location to the lowest unit i.e. DDC/VDC/Area/Ward

3. Strategic Approaches

3.1 Highlight choices made in terms of strategies that will be used during the implementation of the project (process of implementation; networking; use of media; dissemination).

3.2 Will the project be implemented by one organisation or through alliances, networks, government agencies and/or community participation? How are other partners identified and brought into the implementation process?

3.3 What is the exit strategy? How will the project/activities be carried out once the project duration is over? How will it be integrated with regular GoN process?

4. Organizations and Management

Brief introduction of the implementing organisation

- Governance system and structure
- Daily management responsibility
- Staffing structure and organization of project
- In case of multiple partners, specify names, roles and responsibilities of each partners

5. Financial Management

- Financial management policies and systems
 - Procedures for budgeting, transfer of funds (to affiliates, chapters, stakeholders), cash flow management and accountability system
 - Fund request mechanism (cash forecast linked with activity plan)
 - Disbursement authorization

- Budget monitoring and reporting system
- Audit committee and internal audit system
- Periodic work plans and budgets
- External Audit and preparation and implementation of audit follow-up action
- Procurement Plan, with timeline and methods envisaged against each items to be procured
- Compliance with NPTF reporting requirements
- Other control measures envisaged (for sound financial management)
- Financial monitoring plan

6. Monitoring, Reporting and Evaluations

Propose internal project monitoring strategies for measuring the progress of project activities, their contribution in meeting the objectives of NPTF and assessing the output of proposed project on direct beneficiaries. Describe how management will ensure that:

- 1) Information and data will be collected and used to demonstrate the results of the project;
- 2) Self-assessment, evaluation and continuous improvement will occur
- 3) GESI responsive monitoring and evaluation
- 4) Adequate feedback mechanism exist so as to ensure all goals, objectives and deliverables of the project will be met

- Reporting processes and mechanisms
 - Describe procedures and responsibility for financial and narrative project progress reports, on four monthly basis, annual basis and on completion of the project, and their sharing/dissemination
- Evaluation
 - Plans for evaluation – internal/external, define clearly how the implementing agency plans to undertake the assessment of outcomes and impact of the project at the end of the project period.

7. Project Support Communication

The NPTF strategy envisages IAs to engage in proactive project-support communication. This would entail communication with stakeholders and beneficiaries about the services and support provided by the IAs under the project. The communication components need to include mediums accessible to the intended audiences. The project document needs to specify the following:

1. The audiences communication intends to reach
2. The number and type of communication activities planned
3. The process of selecting communication partners (media, NGOs, etc.) and communication capacity within the IA (staff assigned for the purpose)
4. How communication messages would be determined and how communication effectiveness would be assessed, if needed.

For example, it would not be enough to say the project will publish a newsletter and produce a radio program. The proposal would also need to specify how the newsletter would be useful and how it would be disseminated. The same would be true for the radio program: It must specify the intended audiences, and provide evidence that the intended audiences can be reached by the radio program, etc. The project will not support audience surveys and

'awareness raising programs' unless the awareness raising programs are clearly explained in terms of the need, approach and the output.

8. Sustainability

Describe how this project contributes to the following:

- Sustainability of project benefits at the community level
- Organisational sustainability
- Ownership

9. Inputs

Describe the nature and area of inputs required from NPTF, including technical support.

Summary of budget should appear by outputs as follows:

S. N.	Budget Headings	Y1 T1	Y1 T2	Y1 T3	Y2 T1	Total
A	ACTIVITY BUDGET						
	Output 1 (name the output)						
	Output 2 (name the output)						
	Output 3 (name the output)						
	TOTAL, ACTIVITY BUDGET (A)						
B	EQUIPMENT BUDGET (B)						
C	MONITORING AND EVALUATION BUDGET (C)						
D	ADMINISTRATION (D)						
	TOTAL (A+B+C+D)						
	TOTAL, PROJECT BUDGET						

10. Assumptions, Risk Assessment and Mitigation Strategy

Describe the assumptions considered while developing this project document, dynamics of potential risks and how such risks will be mitigated? The risk management matrix for NPTF 2014 to 17 (as developed for the NPTF Strategy) is given below for reference. Risks and assumptions related specifically to the project needs to be identified and how such risks would be mitigated.

Main identified risks related to the intervention	Probability of incidence	Impact	Planned measures (for mitigation or others)
Risks related to social dimension (CAP support):			
There is a risk that agreement cannot be reached on adequate definitions of CAPs and registers cannot be adequately reviewed and maintained.	Low	Medium	Mitigation: This risk is considered low, taken into account the commitment of the GoN to this strategy. If the issue arises during program and project formulation/implementation, it will be brought up for agreement at high level between the parties.
There is a risk that it will not be possible to identify capable IAs to design and manage the support and who agree to continue to provide support to those in need after NPTF closure where needed.	Low	Medium	Mitigation: At this stage there would already seem to be institutions willing and capable to manage the envisaged program and for taking over when NPTF phases out. The area of psycho social support is however of concern related to support post 2017. Work over the next year will aim at identifying permanent support for those in need in this group.

11. Implementation Annual Timeline

Prepare an implementation plan based on project outputs and activities.

S.N	Activities	Target		Y1 T1	Y1T2	Y1T3	Y2T 1.....
		Unit					
Output 1: Name the Output							
	Activity 1.1.						

	Activity 1.2									
Output 2: Name the Output										
	Activity 2.1									
	Activity 2.2									
Output 3: Name the Output										
	Activity 3.1									
	Activity 3.2									

Attachment 1-1: Detailed Budget (Amounts in NPR)

(Note: this format is in Excel)

S. N.	Particulars	Budget Description/ Explanation	Unit	Qty	Rate	Total Budget	Year 1 (Trimester I)	Year 1 (Trimester II)	Year 1 (Trimester III)
A	Activities								
1	Output 1: (as in the Logframe)								
1.1	(Activity 1.1 - as in logframe of the project document)								
	(more lines may be added under each activity for sub-activity/assumptions)								
1.2	(Activity 1.2)								
1.3	(Activity 1.3)								
	Sub- total for Output 1						-	-	-
2	Output 2: (as in the Logframe)								
2.1	(Activity 2.1)								
2.2	(Activity 2.2)								
2.3									
	Sub- total for Output 2						-	-	-
	Total, Activity Costs (Outputs 1 and 2)						-	-	-
B	Equipment and Machinery								

	Sub-total for Equipment					-	-	-
C	Monitoring & Evaluation							
C.1	Monitoring							
C.2	Evaluation							
	Sub-total for Monitoring & Evaluation							
D	Administration							
D.1	Project staff costs/Personnel							
D.2	Project Travel Cost							
D.3	Project Stationery							
D.4	Project Communication							
D.5	Others (pls. specify)							
	Sub-total for Administration							
	Total (A+B+C+D)					-	-	-
	Grand Total - Project Cost (A+B+C+D+E+F)					-	-	-

