

## Contents of a Project Document

<b>Title</b>	<ul style="list-style-type: none"> <li>The selected title of the project should describe the subject of the project and be clear and distinctive</li> </ul>
<b>Table of contents</b>	
<b>Abbreviations</b>	
<b>Project fact sheet</b>	
<b>1. Summary</b>	<ul style="list-style-type: none"> <li>Short overview of the project: background, linkage to wider objectives and processes, beneficiaries and objectives, strategy and approach, coordination and cooperation, financing, duration</li> </ul>
<b>2. Background</b> <ul style="list-style-type: none"> <li>Needs</li> <li>Previous phases</li> <li>Relevant sector policies, strategies, donor coordination arrangements, other processes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Reasons for launching the project: problems and needs; opportunities upon which the project is built on; preceding processes</li> <li>Key partner country strategies, policies and change processes the project will support</li> <li>Rationale vis-à-vis Finnish policies, strategies and value-added</li> <li>Other processes which affect the project</li> <li>Project's previous phases; how and by whom the project has been planned</li> </ul>
<b>3. Beneficiaries and other stakeholders</b> <ul style="list-style-type: none"> <li>Key beneficiaries and stakeholders and their roles</li> </ul>	<ul style="list-style-type: none"> <li>Project's final beneficiaries and partner institutions are described, including specific features of the distribution of impacts among stakeholders (e.g. gender and social vulnerability)</li> <li>Specific features of the partner institutions, including governance and institutional capacity as well as possibilities for use of country systems (institutional framework; planning, budgeting, management and decision-making, monitoring and evaluation reporting mechanisms; financing mechanisms)</li> <li>Critical measures for ensuring the ownership, rights, interests, opportunities, needs and participation of the key beneficiary groups</li> <li>Project's wider institutional framework including key stakeholders and their roles, responsibilities and cooperation mechanisms</li> <li>Geographical or other physical scope of the project</li> </ul>
<b>4. Objectives and indicators</b> <ul style="list-style-type: none"> <li>Overall objective</li> <li>Project Purpose</li> <li>Project Components and related outcomes/activities</li> <li>Indicators</li> </ul>	<ul style="list-style-type: none"> <li>Objectives and outcomes/outputs/activities expected to be achieved (based on the Logical Framework concept)</li> <li>Specific cross-cutting objectives relevant to the project</li> <li>Disaggregated monitoring indicators (qualitative and quantitative by each project purpose/outcome) with related monitoring methods</li> <li>Overview of the baseline data for indicators (detailed baseline data may be presented in annexes), and/or instructions on how baseline data will further be developed during project inception</li> </ul>
<b>5. Approach and strategy</b> <ul style="list-style-type: none"> <li>Phasing of implementation</li> <li>Main approaches and strategy</li> <li>Critical issues</li> </ul>	<ul style="list-style-type: none"> <li>Project's main strategic approaches (e.g. sequencing of the implementation, harmonisation and alignment, how to ensure participation and ownership, specific strategic approaches under project components)</li> <li>Strategies/approaches to address environmental, climate change and disaster risks</li> <li>Critical approaches to address cross-cutting objectives relevant to the project</li> <li>Conditionalities to be addressed to ensure efficient start-up and implementation of the project</li> <li>Measures needed to ensure sustainability</li> <li>Exit strategy</li> </ul>
<b>6. Work Plan (or Activities)</b>	<ul style="list-style-type: none"> <li>Work plan for the Inception Phase and indicative work plan for the whole</li> </ul>

<ul style="list-style-type: none"> <li>• Key activities by project components /outcomes</li> </ul>	<p>project/current phase: key activities by project components and cross-cutting objectives (detailed presentations in annexes):</p> <ul style="list-style-type: none"> <li>• Mechanisms and sequencing for detailed work planning during implementation</li> </ul>
<p><b>7. Institutional framework and project management</b></p> <ul style="list-style-type: none"> <li>• Management structures, including decision-making and financial management</li> <li>• Roles and responsibilities</li> <li>• Monitoring and reporting</li> <li>• Evaluation</li> <li>• Dissemination</li> </ul>	<ul style="list-style-type: none"> <li>• Project's management and decision-making structures and arrangements (e.g. Supervisory Board, Steering Committee), including usage of country systems in project management</li> <li>• Financial management, procurement and auditing mechanisms, including use of country systems</li> <li>• Results-based monitoring mechanisms</li> <li>• Mechanisms and schedules for results reporting</li> <li>• Approach and timing for external evaluations</li> <li>• Mechanisms for dissemination of results, experiences and learning</li> <li>• Measures needed to ensure accountability and good governance</li> </ul>
<p><b>8. Means and budget</b></p> <ul style="list-style-type: none"> <li>• Human resources</li> <li>• Other resources</li> <li>• Budget and financing plan</li> </ul>	<ul style="list-style-type: none"> <li>• Human and material resources needed for project implementation</li> <li>• Roles/contributions of each partner for providing the resources</li> <li>• Budget summary (detailed budget and financing plan indicating different financing sources in annexes)</li> </ul>
<p><b>9. Risk, assumptions and mitigation measures</b></p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Critical assumptions</li> <li>• Mitigation measures and safeguards</li> </ul>	<ul style="list-style-type: none"> <li>• Critical risks and related mitigation measures and safeguards</li> <li>• Critical assumptions the project is depending on and mechanisms to monitor the realisation of the assumptions</li> </ul>
<p><b>Annexes</b></p> <ul style="list-style-type: none"> <li>• LogFrame Matrix</li> <li>• Organisational Framework</li> <li>• Job Descriptions</li> <li>• Work plan(s)</li> <li>• Budget</li> <li>• Thematic assessments</li> <li>• Baseline studies (when available)</li> <li>• Relevant background material, maps, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Logical framework and/or results chain (or other similar description)</li> <li>• Organisational framework (if not presented in Chapter 7)</li> <li>• Job descriptions for long-term experts to be hired/procured for project implementation (Note: Job descriptions should include main responsibilities only)</li> <li>• Detailed work plan for the Inception Phase</li> <li>• Indicative overall work plan</li> <li>• Detailed budget breakdown (breakdown by project components and by source of financing)</li> <li>• Assessments as relevant, e.g.: <ul style="list-style-type: none"> <li>○ Policy relevance assessment</li> <li>○ Human rights assessment</li> <li>○ Assessment on legal framework and implementation of laws</li> <li>○ Socio-economic assessment</li> <li>○ Institutional assessment</li> <li>○ Technical assistance / capacity building strategy</li> <li>○ Management assessment</li> <li>○ Financing assessment</li> <li>○ Equality assessment</li> <li>○ Gender assessment</li> <li>○ Environmental impact assessment and climate proofing</li> <li>○ Feasibility of proposed technologies</li> </ul> </li> <li>• Relevant other background material such as baseline studies, maps, statistics, etc.</li> </ul>