Project Document

**Please delete this page after completion of the project description**

**Introductory remarks:**

This ADA template for the description of an intervention (project or programme) is addressed to ADA partners as well as to ADA staff. It defines the key elements, which ADA considers necessary for result-oriented planning of interventions. It informs partners about ADA expectations or requirements and serves as the basis for dialogue and negotiation regarding the intervention’s document. The template also helps responsible ADA staff in field offices in assessing the quality of the description of an intervention and its consistency with the objectives of the Austrian Development Cooperation (how will the proposed intervention contribute to the general objectives and priorities[[1]](#footnote-2) of the Austrian Development Cooperation as defined in the development cooperation act and the current Three Year Programme? and how is the proposed intervention embedded in the relevant Austrian sector policies, country and/or regional strategies?).The questions in the following template are intended as a guidance and facilitation for the planning and design of interventions. The questions provide an orientation as well as a cross-check whether all relevant aspects have been taken into consideration for the analysis, design and planning of the respective intervention. Depending on the respective sector or thematic area as well as specific challenges and potentials within the area of intervention, additional in-depth analysis of relevant issues might need to be carried out and to be integrated into the intervention design. For specific guidance concerning compliance with environmental, gender and social standards, please consult the Environmental, Gender and Social Impact Management (EGSIM) Manual[[2]](#footnote-3) and the Environmental, Gender and Social Standards (EGSS) checklist, published on the ADA website.

The final step of the actual analysis and planning process is putting the results into a written form in the respective chapters of this project document template. Equally all annexes (see page 8) have to be filled-in and attached.

In practical terms the organisation submitting a proposal for an intervention to ADA is asked to delete the questions given under each headline in the template and to enter the information in the respective chapters.

Please limit the project description to a maximum of 20 pages.

Please provide your bank details in the “Financial Identification Form”, Austrian applicants please use the “Financial Identification Form (Inlandsüberweisung)”.

## Project Titel

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| --- |
| Country / Region: |
| Planned project execution period: |
| Applicant: |
| Name: |
| Legal status, year of founding: |
| Address: |
| Telephone number, e-mail: |
| Person, authorized to sign (name and position): |
| Person, in charge of the project: |

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| --- |
| Local Project Partner: |
| Name: |
| Legal status, year of founding: |
| Address: |
| Telephone number, e-mail: |
| Person, in charge of the project: |

## Financing (Euro)

|  |  |  |  |
| --- | --- | --- | --- |
| Project budget (total) | Requested grant ADC | Contribution in cash by the applicant | Contribution(s) from third parties (if any) |
| 100% | % | % | % |
| EUR |  |  |  |

# Summary

Summary providing brief and clear information about

* project impact and outcome,
* outputs/expected results,
* target group (including composition and quantitative description), implementing/local and other partners, target region,
* inputs/activities,
* context of the intervention (project area and socio-economic framework).

(Max. 2.000 characters)

# Background / context

## Analysis of the relevant national and sectoral policies

Which are the relevant regional or national and / or sub national development / sector policies, strategies and plans for the proposed intervention? Which are the relevant (international or regional or national) conventions or guidelines and regulations on environmental and social safeguards? What is the institutional set-up in place to implement them?

## Characteristics of the intervention environment

What are the relevant political, legal and macro-economic frameworks for the intervention? What are the specific socio-economic, institutional, ecological and cultural framework conditions?

Which formal and informal rights concerning access to and utilisation of resources, services etc. are in place? Are there any conflicts or conflict-prone issues to be considered (e.g. in terms of diverging interests and priorities as well as power and/or gender relations)?

## Harmonization

Which regional or national and / or sub-national governmental authorities as well as non- state actors are linked (geographically and / or thematically) to the proposed intervention? Which coordination mechanisms (e.g. exchange of experience and decision-making) are in place to involve all relevant stakeholders? How will participation in the coordination mechanism be ensured? What is planned to avoid the duplications of efforts and to reach synergies?

In case of participation in policy dialogue (e.g. sector financing) specific questions might be: What are the coordination mechanisms in place to involve all relevant stakeholders in the sector policy dialogue? Which legal framework exists to support the implementation of the strategies? Are the necessary resources (human and financial) provided in the national (or sub-national) budget? Which participatory planning and decision-making processes are in place? Which accountability (transparency) mechanisms and reporting systems (top down as well as bottom up, vertical and horizontal) are in place?

# Intervention Design

## Target group, beneficiaries and local partners

Who and how many people will directly benefit (target group)? Of how many individuals and / or groups is the target group composed in terms of e.g. sex, age, disability, majority / minority? Who and how many people are supposed to benefit in the long term and indirectly (beneficiaries)?

Who are the partners in implementation? What is their comparative advantage (in terms of expertise experience, capacities, and resources)?

## Problem analysis and analysis of local potentials

What are the main problems and their causes to be addressed? In which manner – socio-economically, politically, ecologically etc. – are the target group and the beneficiaries affected by these problems? Are they affected to different extents or in different manners?

What local potentials do exist and shall be used or mobilized to resolve the identified problems?

## Strategic Approach & Methodology

Which strategy and methodology have been selected and why? Is the strategy based on local knowledge, innovation and methodologies, e.g. lessons learned from other interventions or from international experiences?

What is the overall perspective of the intervention? Is it part of a larger or long-term programme (sequences or programme phase)? How are the findings and results of previous phases integrated?

How is the intervention consistent with the relevant national development plans and sector policies? Are existing country systems used? If not what is the reason to establish and/or use parallel interventions and implementing units?

How does the strategy take into account the possible conflicting needs, priorities or interests of the relevant stakeholders? What measures are foreseen to overcome possible barriers/obstacles and to strengthen ownership and responsibility, inclusive participation, articulation of interests and accessibility of outputs (e.g. resources, services and benefits)? How will a possible exclusion of certain individuals/ groups be addressed? How will the target group(s) be involved in the implementation and decision-making (women, men and vulnerable groups)?

How will ecological sustainability, climate change mitigation/adaptation, principles of a circular economy etc. be addressed?

Which specific measures are foreseen to strengthen capabilities (technical/ organisational/ management/ monitoring, etc.) of stakeholders to ensure sound implementation and sustainability?

How is it ensured that physical investments (including running costs), resources, assets etc. are maintained after phasing out? If scaling-out and / or scaling-up of (specific) project activities and / or innovations is foreseen, how will this be pursued? What other measures are considered to support the sustainability of the investment / project results? How will necessary phasing-out and handing-over of project activities / investments be ensured?

## Data base for analysis and design

(see annex no. 4)

What are the principal documents and data sources used for the analysis? Which additional analyses have been carried out or used to assess the situation? How have the different conclusions been considered in the design? Is this data disaggregated in terms of gender and social determinants (e.g. age, disability, majority / minority)?

Is relevant data/information concerning climate change impacts, vulnerability situation in the country/region available?

# Intervention logic

(see annex no. 1)

What is the theory of change, the intended cause-and-effect chain behind the intervention logic? What is the anticipated causal relationship between the various elements – inputs / activities, outputs, outcome and impact – over the intervention’s lifetime?

## Impact

To which overarching long-term objective of the relevant national (or regional) development plan will the intervention be contributing?

## Outcome

What is supposed to be achieved? What is the sustainable benefit or the sustainable change generated for the target group/s?

## Outputs

What services or products are being developed and provided to achieve the outcome? Who will do what differently, how will the target group(s) use the developed outputs?

## Inputs / Activities

What activities need to be carried out to achieve the outputs (summarise for each output the main activities, for the comprehensive list all activities, see annex 1)?

## Indicators

Which indicators (indicate a target value for each indicator) will be used to measure to what extent the outcome and outputs (of the logframe matrix) have been achieved? Are the indicators disaggregated in terms of gender and social determinants (e.g. age, disability, majority / minority), where relevant and feasible.[[3]](#footnote-4)

Are the indicators aligned to the relevant SDG targets and/ or indicators as well as EU Gender Action Plan (GAP) II objectives, if and as applicable?

# Risk Management

What are the main potential risks to the achievement of the project outcomes?[[4]](#footnote-5) What measures need to be put in place that are appropriate and effective in preventing such events or mitigating the impact? How will these be monitored?

Which unintended effects by the project might put at risk the required environmental, gender and social standards (see “Environmental, Gender and Social Impact Management Manual”)? How will these risks be monitored and managed? Has a comprehensive Environmental, Gender and Social Impact Assessment (EGSIA) and a respective Risk Management and Sustainability Plan (RSMP) been conducted?[[5]](#footnote-6)

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| --- | --- | --- | --- |
| Risk Register (risk assessment at the time of submission) | | | |
| Description of the risk[[6]](#footnote-7) (concrete event, its cause and possible negative impact) | Likelihood[[7]](#footnote-8) | Possible impact[[8]](#footnote-9) | Risk management measures planned (to reduce either likelihood or possible impact or both) |
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# Monitoring and Evaluation

## Monitoring, steering and dissemination of information

How is the monitoring and decision process for steering measures organised? Is there a monitoring and evaluation (M&E) system in place at national/sub-national level? How will this be used / strengthened?

Which data sources do exist, which additional data / information need to be collected? In which form and when/at which intervals will the data (if possible and meaningful differentiated according to gender, social aspects and vulnerability) be collected and analysed?

To whom and in which form are the monitoring results disseminated (vertical and horizontal)?

## Assessment and Evaluations

What different kinds of measures are foreseen to assess the status of implementation, outputs achieved and possible needs for adaptation (e.g. review, mid-term evaluation, final evaluation[[9]](#footnote-10))?

# Implementation

## Preparation of implementation

In case an inception phase is foreseen, why is it needed? What will be the specific outputs of the inception phase (e.g. baselines, target values for indicators, processes and formats for M&E system, etc.) and how will they be used (e.g. in terms of updating of methodologies, plans and reporting)?

## Organizational structure, processes and management capacities

What will be the organizational structure of the partners for management, internal and external coordination as well as controlling (including monitoring, steering, management of risks and dissemination of results)? Are the roles, functions and responsibilities clearly described and integrated into the respective work-plans / contracts?

Which activities will be carried out by external experts?

## Time schedule

What is the overall action plan for the period of implementation (see annex no. 2)? Which are the specific activities to be carried out during the first 12 months of implementation (see annex no. 2)?

The action plan for the first 12 months of implementation needs to be sufficiently detailed to give an overview of the implementation of each activity. The activities stated in the action plan should match with those described in section 4.4. The detailed action plan for each of the subsequent years must be submitted latest with the progress report of the previous reporting period.

## Necessary means and costs

(See annexes no. 3a and 3b)

What means are necessary to implement the intervention in terms of human resources, services, equipment and other tangible means? What costs will accrue consequently and at what point in time?

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| --- |
| **Processing of personal data**  During initiation and performance of grant agreements, for audit purposes and to fulfil its statutory mandate, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by the grant applicants or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the grant applicants or such third parties.  By submitting this grant application, each grant applicant acknowledges:   * to have taken note of ADA’s **Privacy Notice** <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’); * to ensure that each direct or indirect **transfer or disclosure** of personal data to ADA during the initiation or performance of a grant agreement (or to prove the grant funds are used properly and for the agreed purposes) are **lawful** pursuant to applicable data protection law; * to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably **provided** the **ADA Privacy Notice**; and * that if a grant agreement is concluded and in accordance with its terms, ADA **publishes**, in particular on the ADA website, information about the supported measure as well as reports created during implementation of the measure. |

# Annexes:

Annex No. 1) Logframe Matrix

Annex No. 2) Time schedule

Annex No. 3a) Summary project budget (project budget relevant for reallocations)

Annex No. 3b) Detailed project budget (project budget relevant for accounting)

Annex No. 4) Environmental, Gender and Social Standards (EGSS) checklist

Annex No. 5) List of reference documents

1. These are: reducing poverty, inequality and hunger, gender equality, environmental protection and preservation of ecosystems, conflict prevention, promotion of good governance and human rights. [↑](#footnote-ref-2)
2. <https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/EGSIM_Manual_Juni2018.pdf> [↑](#footnote-ref-3)
3. In case the required disaggregation is not feasible, please provide a justification. [↑](#footnote-ref-4)
4. For the purpose of risk management in the context of projects and programmes, ADA defines risk as the danger of an event occurring that has a negative impact on the achievement of the goals of the respective project/ programme, or those of the implementing organization or ADA. [↑](#footnote-ref-5)
5. ADA requires such an assessment in case of moderate or high environmental, gender or social risks and impacts. See Environmental, Gender and Social Impact Management (EGSIM) Manual. [↑](#footnote-ref-6)
6. For reference, the ADA Risk Catalogue with standard risks that can arise in the context of projects and programmes is available online and can be consulted (on a voluntary basis) for the identification and description of risks. (<https://www.entwicklung.at/mediathek/downloads>) [↑](#footnote-ref-7)
7. Enter a value: (1) very unlikely, (2) unlikely, (3) likely, (4) very likely. [↑](#footnote-ref-8)
8. Enter a value: (1) insignificant, (2) significant, (3) major. An ADA staff guidance on assessing likelihood and impact is available online (<https://www.entwicklung.at/en/media-centre/downloads>) and can be used by applicants on a voluntary basis. [↑](#footnote-ref-9)
9. See also guideline on „Project and Programme Evaluation” [↑](#footnote-ref-10)