

Outline for a Project Document

Cover page	<ul style="list-style-type: none"> • Title of Project • Duration of the Project / Programme • Date
Table of contents	
Abbreviations	
Project fact sheet	
Summary	<ul style="list-style-type: none"> • Short summary (max. 1 page) explains the results of the project and how they will be achieved; its relevance to the country policies and Finnish Development cooperation policy, scope, budget and implementation and funding arrangements
1. Background	<ul style="list-style-type: none"> • Country context(s), policy and priorities¹ • Policy framework: highlights of the main national policies which directly relate or guide the project (Development needs/challenges to be addressed by the Project) • Rationale vis-à-vis Finnish policies, strategies, value-added and complementarity. • Project's previous phases and lessons learnt • Short description of the project formulation process
2. Context and stakeholder analysis	<ul style="list-style-type: none"> • Summary of budget and financing (including other donors and interventions), achievements, and development needs • Other projects and donor coordination arrangements, etc. which affect the project • Overview of the human rights analysis relevant to the sector or intervention • Overview of the gender equality and analysis of persons with disabilities in the sector² • Integration of gender, non-discrimination (disability inclusion) and human rights issues throughout the document into relevant sections • Stakeholder analysis, identifying their roles as duty bearers, rights holders and their capacity gaps related to the Project sector or results areas
3. Project Description	<p>3.1. Overview of the Project</p> <ul style="list-style-type: none"> • Rationale for launching the project • Description of the internal project logic, Results Chain/ Theory of Change or Results Framework • Scope of the project (e.g. duration, geographical scope etc.)

¹ If climate related risks are relevant to the project, they should be described in this section. If relevant, measures should be taken to avoid or mitigate the eventual climate related risks to ensure that they do not hurt or undermine the results of the project.

² be based on gender equality, human rights and non-discrimination analysis, where relevant, that includes persons with disabilities. This analysis should, at the minimum, ensure that the project, programme does not have negative implications to the existing gender equality situation, situation of persons with disabilities, mitigates identified or emerging risks and seeks to ensure equal participation for women, men, persons with disabilities.

	<p>3.2. Results and key strategies³</p> <ul style="list-style-type: none"> • Description of results (outputs, outcome and impacts) expected to be achieved (based on the result chain or theory of change, including cross-cutting objectives relevant to the project) • Description of the key strategies to achieve the project results, main types of activities • Key milestones for project implementation • Defined outputs and main activities for the Inception Phase, including assumptions and preconditions for efficient start-up
4. Implementation arrangements	<ul style="list-style-type: none"> • Implementing agencies and arrangements; including analysis of institutional capacity to justify use/non-use of country systems and related capacity development needs • Project's management and decision-making (e.g. composition of Supervisory Board, Steering Committee, Project Management) • Budgeting, financial management, procurement, monitoring and audits and their linkage to respective country systems • Coordination and cooperation with other actors and interventions • Communication and information dissemination plan, including internal and external exchange of information on plans, results, experiences and lessons learned
5. Work Plan and Main Activities	<ul style="list-style-type: none"> • Indicative work plan for the project, including key activities for each output
6. Resources	<ul style="list-style-type: none"> • Human and material resources and partnerships needed for achieving the results • Roles/contributions of each partner in providing the resources • Budget summary (detailed budget and financing plan indicating different financing sources in annexes)
7. Sustainability	<ul style="list-style-type: none"> • Analysis of measures to ensure sustainability⁴ • Phasing-out plan
8. Reviews, Evaluations and Audits	<ul style="list-style-type: none"> • Plan for audits and possible reviews and evaluations. List and links of possible past reviews and evaluations of the same project/programme.

³ If the project aims to advance gender equality or non-discrimination, it is necessary to set specific objectives and measurable indicators to enable monitoring & evaluation of the results. Data disaggregated by sex, age and disability should be collected when relevant. If the project includes objectives or expected results related to climate change, they should be included in this section.

⁴ This section should include all aspects of sustainability: social, economic and environmental sustainability. Including considerations, if relevant, on how climate risks might affect the sustainability of the results of the project.