NEW ELEMENTS IN THE TIER 2 PROJECT TEMPLATE

Following the Change Management Plan which is part of the Programme Framework Document for the EIF Phase Two, new elements on leveraging, communication and poverty/gender/environment assessments are to be included in the Tier 2 Project Template for EIF Phase Two.

New sections related to these new elements are highlighted below for EIF Board approval. The Tier 2 format might change further – though not considerably – to make it simpler and more userfriendly, and to include the fiduciary guidelines following the selection of the TFM for Phase Two.

The new Tier 2 project template and guidance for completion will be turned into an online template as part of the EIF Management Information System. Space limitations will be introduced to ensure concise proposals.

ENHANCED INTEGRATED FRAMEWORK	TIER 2 PROJECT PROPOSAL
SECTION I: Project Accountability Arrangements	
I.1 Project title	Succient statement of the project's purpose
I.2 Category of project	Classify project as technical assistance, or capacity building and training, or special study or other.
I.3 Grant recipient entity	Name, nature (public, private or other), national or international.
I.4 Implementing entity (if different from grant recipient entity)	Name, nature (public, private or other), national or international.
I.5 Project duration	Number of years, months, indicating expected start date and end
I.6 Total project costs	In US$.
I.7 EIF funding sought	In US$.
1.8 Other sources of funding for the project (from government, private sector or development partners)	In US$.
I.9 Leveraging activity	Summarize measures taken to mobilize resources from other sources besides the EIF, to fund the project.
I.10 Objective of the project	Brief (one paragraph) summary of III.1 below.
I.11 Results statement	Short summary of III.2 below.
I.12 Brief description of the project	Which sector is addressed? What are the main activities under the project?
I.13 Approved by and date	FP, Chair of the NSC, DF, ES.
SECTION II: Strategic Context – length about 2000 words	

II.1 Succinct explanation on how the project is covered by the medium term programme aimed at strengthening the country's productive and trade capacities (annexing a copy of this).
In the absence of such a programme, provide the explanation linked to the DTIS Action Matrix and narrate any progress in developing such a medium term programme.

II.2 Support to the national trade and private sector development agenda by the government and other donors:
Overview of actions under implementation and in the pipeline, specifying for each of the actions foreseen in the medium term programme which part of funding is provided by the government and which by donors.

II.3 Status of sector targeted by the project (if applicable)
Summary description of sector targeted by project; highlight constraints, including those the project will address.

SECTION III: Project Description	
III.1 Overall objective and specific project purpose	State the project's overall objective with reference to impact to be obtained and specific purpose with reference to outcomes to be obtained.
III.2 Results	State the specific results (outputs and outcomes) the project seeks to achieve; this section has to be congruent with the logframe in VI.1 below.
III.3 Key activities	List the key activities under the project for each of the outputs to be achieved with these activities. These outputs must be sufficient to reach the outcomes identified in III.1.
III.4 Document fundraising activities <u>preceding</u> the preparation of the Tier 2 project proposal	Summarize when and on which occasion the donor community had been asked to fund the project contained in this proposal; fill out Annex 1.
III.5 Summary budget, specifying government funding	Mention main budget items and government funding (*according to the budget template to be developed in cooperation with the TFM for Phase Two*); these should be monetized if possible; it is expected that government contributions increase over the course of the project (if multi-year).
III.6 Communications plan	Indicate outreach and dissemination activities planned to support the project implementation and ensure its visibility at national, regional and global levels (stakeholder sensitizazion and mobilization, promotion of the project in regular communication through media, web, social media and/or other tools, branding). Include activities linked to sections III.7 (leveraging) and V.2 (national ownership)
III.7 Leveraging plan	Describe how additional resources will be leveraged (from the government, the private sector and development partners) through the <u>implementation of the project</u>. The leveraging plan should include targets, milestones and key activities related to leveraging.

III.8 Sustainability plan	Describe how the results of the project (see III.2 above) will be made to last beyond the life of the project. The sustainability plan should include specific benchmarks, milestones and timeframes related to sustainability and a linke with the leveraging plan in III.7.
III.9 Exit plan	What happens at the end of the project? What happens to capital goods purchased under the project?
III.10 Poverty assessment	The questions in Annex 3 should be addressed.
III.11 Gender assessment	The questions in Annex 3 should be addressed.
III.12 Environmental assessment	The questions in Annex 3 should be addressed.
SECTION IV: Risk and Mitigation Strategy	
IV.1 Identify risks for project delivery and/or project results	Risks should be categorized into those that are integral to the project, i.e., those that the project design can address, and other risks outside of the project and outside of the influence of the project.
IV.2 Describe how the risks under IV.1 will be mitigated	For risks integral to the project, show how the project design intends to mitigate the risks; for risks outside of the project, describe what mitigation strategy the government might have.
SECTION V: Project Implementation Arrangements (TBC with TFM for Phase Two)	
V.1 Description of the implementing entity	Nature of the implementing entity, experience in providing services as requested, references, etc.
V.2 National ownership	Description of how the project will ensure national ownership.
V.3 Implementation arrangements (if applicable)	Description of internal supervision arrangements adopted by the NIU (or government division implementing EIF activities) while implementing and/or coordinating activities to be undertaken by other government entities.
SECTION VI: Logical Framework, Work Plan and Budget	
VI.1 Logical framework	Fill in a logical framework including the overall impact, , results, indicators and sources of verification and assumptions for the project.
VI.2 Work plan	Provide a month-by-month work plan for the activities listed above.
VI.3 Budget	Format to be developed in cooperation with the TFM for Phase Two

SECTION VII: Project Accountability Arrangements (TBC with TFM for Phase Two)	
VII.1 Legal status of the implementing entity	Legal personality and fiscal identification.
VII.2 Fiduciary responsibilities	Organization of the project and succinct description of roles and functions of key staff assuming fiduciary responsibilities (see Fiduciary Format for Tier 2 projects in Annex 1).

VII.3 Financial and fiduciary management	Detailed description of procedures for recruitment, procurement, accounting, etc.; see fiduciary administrative process in Annex 1.
VII.4 Audit requirements	Description of internal audit procedures and external audit requirements.
VII.5 M&E	Summarize the M&E mechanism of the project, including a clear identification of who performs the various tasks. Must be consistent with the with your logframe

Operational policies on specific project inputs/budget items

1. Vehicles and other capital items: purchase of a vehicle or other capital items may be granted for the purpose of delivery of public service and implementation of governmental or technical assistance functions, but a justification in the project description is necessary.

2. Payment of import duties and taxes: governments are requested to afford the EIF-funded projects the same treatment they afford international organizations present in their country.

Procurement guidelines

3. The procurement rules to be applied are usually the ones of the implementing entity provided they are in line with international standards.