

## Annex II.3: Tier 1 'Support to EIF National Implementation Arrangements (NIAs)' project template

ENHANCED INTEGRATED FRAMEWORK	TIER 1 'SUPPORT TO NIAs' PROJECT PROPOSAL
<b>SECTION I: Summary Page</b>	
I.1 Project title	Condensed description of project focus.
I.2 Category of project	Tier 1.
I.3 Grant recipient entity	Name, nature (public, private, other), national or international.
I.4 Implementing entity (if different from grant recipient entity)	Name, nature (public, private, other), national or international.
I.5 Project duration	Years, months, indicating expected start date.
I.6 Total project costs	In US\$.
I.7 EIF funding sought	In US\$.
I.8 Other sources of funding (including counterpart funding)	In US\$. (list source and amount).
I.9 Results statement	Short summary of the expected results and project contribution to the national trade agenda.
I.10 Approved by and date	EIF Focal Point (FP), Chair of the EIF National Steering Committee (NSC), EIF Donor Facilitator, ED.
I.11 Submission data	<DD/MM/YYYY>.
<b>SECTION II: Situation Analysis</b>	
<p><b>II.1 Aid for Trade (Aft) overview</b> Provide an overview of the implementation of the Aft and trade development agenda in the country, including any problems/difficulties that are being encountered.</p> <p><b>II.2 EIF process</b> Summarize briefly the IF/EIF process in-country and progress achieved, as well as weaknesses in the implementation.</p> <p><b>II.3 Government and donor support</b> Summarize the support to the trade agenda (past, ongoing and planned projects) by the government and other donors.</p> <p><b>II.4 Trade implementation</b> Describe national trade implementation arrangements, including consultation mechanisms in place on trade policy/strategy and inter-ministerial and external stakeholder levels. Describe any capacity constraints that may exist.</p>	
<b>SECTION III: Strategy and Project Description (including the logframe, work plan and budget)</b>	
<p><b>III.1 Strategy</b> State the overall goal and the specific objectives of the project.</p> <p><b>III.2 Project description</b></p> <p><b>III.3 Summarize</b></p> <ul style="list-style-type: none"> <li>• How the project will contribute to trade mainstreaming;</li> <li>• How the project will contribute to inter-ministerial and donor coordination; and</li> <li>• How the project will achieve capacity development to implement the Aft and the larger trade development agenda, including the EIF process.</li> </ul> <p><b>III.4 Link to the findings of the Diagnostic Trade Integration Study (DTIS) and the Action Matrix</b> Describe how the project will support the implementation of the DTIS Action Matrix priorities</p> <p><b>III.5 Project logical framework</b> Provide a logical framework that delineates the overall goal, outcome and outputs, including their associated indicators, sources of verification for the project and underlying assumptions. The logframe should include/align with the programme level for EIF Phase Two.</p>	

### **III.6 Work plan**

Provide a work plan with activities based on the output indicators of the logframe.

### **III.7 Budget**

Delineate the main budget items (according to the activity-based budget template – see format below). Budget items should be based on the activities in the work plan, which should flow from output indicators in the logframe.

### **III.8 Government contributions**

What are the government contributions (financial, in-kind (premises, vehicles, overheads, insurance, etc.) and complementary activities necessary to achieve the results of the project) and other demonstrations of government commitment? It is expected that government contributions increase over the course of the project (if multi-year).<sup>1</sup> Therefore, provide a projection of government contribution phasing-in while EIF support phases out over the five-year period.

### **III.9 Sustainability of the results**

How will the government ensure sustainability (financial, functional/institutional and structural) of the results past the Tier 1 project phase?

How will EIF contributions and government contributions be phased in/out over the course of the project? That is, how will the government:

- financially continue the objectives of the project by funding activities of the national trade agenda and employing staff with full civil service scale and associated benefits to continue implementing the national trade agenda;
- functionally/institutionally continue the objectives of the project and capitalize on the results at ministerial and national levels; and
- structurally integrate staff into the ministry responsible for trade or other trade-related line ministries (i.e., EIF staff and associated activities transformed into a unit in the ministry or integrated into other departments of the ministry).
- What will happen with capital goods purchased under the project at the end of the EIF support phase?

## **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.

---

<sup>1</sup> 2 Notes:

#### Salary contributions and other recurrent costs

A project may support salaries on a country-specific basis provided that a detailed justification/explanation is given and demonstrates how such salary contributions shall be temporary in nature. Therefore, the section on sustainability in Sections III.9 should address the project's graduation strategy with reference to the salaries and how the sustainability of the results is ensured in light of the graduation strategy.

The EIF National Implementation Units (NIUs) may be composed of government staff and/or externally recruited experts. In any case, a justification for the composition should be provided. Governments are encouraged to assign staff to the NIUs on an appropriate basis or to release them so that they may compete for positions in, or associated with, the NIUs. All staff associated with the NIUs should be remunerated in accordance with local standards; salary top-ups can, however, be provided but are not to exceed 100% of local salary level of the staff.

The project cannot fund severance payments.

#### Vehicles and other capital items

The purchase of a vehicle may be granted, but a justification is necessary in Section III.3 above.

#### Payment of import duties and taxes

Governments are requested to afford the EIF programme the same treatment they afford to international organizations present in their countries.

**IV.2 Describe how the risks under Section 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**

**V.1 Legal status and description of the implementing entity**

Provide legal personality and fiscal identification, including the nature of the implementing entity, experience in providing services as requested, references, etc.

**V.2 National ownership**

Describe how the project will ensure national ownership.

**V.3 NIU implementation arrangements (if applicable)**

Describe the internal supervision arrangements adopted by the NIU while implementing and/or coordinating activities to be undertaken by other entities (government line ministries, NGOs, international agencies). It is highly encouraged that staff assigned to the NIU be staff in the ministry responsible for trade or seconded staff from other line ministries.

**SECTION VI: Project Accountability Arrangements**

**VI.1 Fiduciary responsibilities**

Organization of the project and succinct description of roles and functions of key staff assuming fiduciary responsibilities (line ministry, FP, NIU, NIU Coordinator, accounting/finance officer) (see National Fiduciary Responsibility Framework (including reporting and control mechanisms).

**VI.2 Financial and fiduciary management**

Detailed description of procedures for recruitment, procurement, subcontracts, accounting, etc.

**VI.3 Audit requirements**

Description of internal audit procedures and external audit requirements.

**VI.4 Monitoring and evaluation (M&E)**

Summarize the M&E mechanism of the project, including the monitoring plan, with a clear identification of who performs the various tasks and when.