



**PROJECT FORMULATION,
MONITORING, EVALUATION AND
RESULTS-BASED REPORTING**

CONTENT OF A PROJECT DOCUMENT

SUMMARY

- I. GENERAL INFORMATION ON THE PROJECT DOCUMENT
- II. CONTENT OF A PROJECT DOCUMENT
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 - 2.3 Project management and implementation mechanism
 - 2.4 Project timeline
 - 2.5 Budget
- III. OTHER USEFUL DETAILS
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DEFINITION OF SOME CONCEPTS

- **PROJECT:** a set of activities broken down into tasks carried out, in a given time and with a fixed budget in order to obtain the planned results.
- **A PROGRAMME:** a set of projects that must contribute to the overall objective (GO) of the programme.
- **ASSUMPTION** - are factors considered to be true, real with some degree of certainty, failure to occur affect project implementation.
- **RISK** - Uncertainty threat, if it happens/ occurs will affect the project

I. GENERAL INFORMATION ON THE PROJECT DOCUMENT

- A project document takes up and structures all the elements collected during the design of the project
- The project document serves two different objectives:
 - ✓ Guiding the implementation of the project, and
 - ✓ Convince a donor to finance the project

I. GENERAL INFORMATION ON THE PROJECT DOCUMENT

- It should be noted that financial partners often impose their own project presentation models.
- However, it is preferable that the project manager first drafts a project document so as to make it a document that is above all useful for managing the project.
- If the project document is complete and clear, it will be easily adaptable to the formats imposed by donors

II. CONTENT OF A PROJECT DOCUMENT

A project document must contain:

- A description of the project, summarizing the diagnosis carried out and the technical and organizational solution adopted
- A summary of the project (e.g. A simplified logical framework)
- The project management and implementation system
- The project chronogram

SIMPLIFIED LOGICAL FRAMEWORKS

- Logical frameworks are useful for debating with stakeholders when preparing an intervention and for clearly agreeing on its objectives and how to achieve them.
- They are also used to plan and program the action, design a monitoring-evaluation system, prepare an evaluation, present a project according to the standards of a donor.
- A simplified logical framework includes the specific and general objectives of the project, the expected results, the proposed activities
- It is often not necessary to go to the level of precision required by certain financial partners. If the project has been well thought out, constituting the simplified logical framework should not pose any difficulty.

II. CONTENT OF A PROJECT DOCUMENT

THE PROJECT TIMETABLE

The project timetable specifies when the activities must be carried out, highlights their dependencies and reminds us of the means they will be mobilized.

THE BUDGET

- A budget will consist of planned expenditures and expected resources for the implementation of the project.
- The main items of expenditure are investments (i. building equipment). To assess these costs, it may be necessary to obtain quotes from several companies or suppliers.
- But we should not under estimate the expenses related to studies, social mobilization activities, or capacity building.
- Finally, the budget will show the expenses linked to the coordination and monitoring of the project: personnel (employees, consultants), materials, consumables, management costs, monitoring costs, evaluation costs.

THE BUDGET (continued)

- A budget should not be underestimated because it would block the execution of the project
- A budget should not be overestimated as this will block approval of the donor
- A budget is clearly detailed

Regarding Funding:

- How will you raise the required participation? From whom ?
- Do you already have other funding for this project?

III. OTHER USEFUL DETAILS

1. PROJECT STAKEHOLDERS

1.1 THE LEADING GROUP

- What type of group are you (cooperative, association, neighborhood committee, etc.)
- How long has the group existed?
- What is your purpose, your usual areas of intervention?
- What is your experience in the sector?
- What are your recent accomplishments?
- What are your usual partnerships?
- Have you benefited from external financing, which ones?
- Specify the members of the leading group and the function in the group of each member

III. OTHER USEFUL DETAILS

1.2 PARTNERS AND STAKEHOLDERS IN THE PROJECT

- What actions will the leading group carry out within the framework of the project?
- Who will be the actors involved in your project (Town Hall, NGO, public or private structure, etc.)?
- What are their respective commitments?
- Will the group carry out all the activities itself or will certain operations be delegated, to whom?

III. OTHER USEFUL DETAILS

2. PROJECT EXIT STRATEGY

This is a long-term perspective

- How are you going to make your project last?
- What organization will you put in place to ensure the smooth running of the project once the financing is finished?
- What resources can you reasonably count on?
- How will they be distributed?
- Will they be sufficient to cover operating and monitoring costs

IV. MODEL FOR DEVELOPING A PROJECT DOCUMENT

SEE PROJECT SHEET

Thank you for your kind attention!

	PROJECT SUMMARY	INDICATORS	MEANS OF VERIFICATION	RIKS/ASSUMPTION
GOAL	XXX increase in non-oil export earnings contribution by women exporters in next XXXX.	Percentage of non-oil export value by women exporters.	Comparison of records of exports by women exporters in NCS, PIA. CBN etc	
OUTCOMES	Improve women effectiveness in export activities by 20% within 2 years	Women effectiveness in export activities.	Annual export records by women in NCS, PIA, CBN etc	
OUTPUTS	<ul style="list-style-type: none"> i. 5000 women exporters with low export capacity and skills complete capacity and skill development training. ii. 2000 women exporters participate in international trade events. 	<ul style="list-style-type: none"> i. Number of women exporters completing export capacity/skills development training. ii. Number of women exporters that participated in international trade shows. 	<ul style="list-style-type: none"> i. Training attendance records in WIE Division etc ii. International trade show participation file in IEO Department, WIE Division 	
ACTIVITIES	<ul style="list-style-type: none"> i. Organize 50 capacity/skills development trainings, each for 100 women exporters with low export capacity/skills. ii. Sponsor 2000 women exporters to international trade shows. 	<ul style="list-style-type: none"> i. Number of trainings organized for women exporters. ii. Number of women exporters sponsored to international trade shows. 	<ul style="list-style-type: none"> i. Training records in WIE Division. ii. International trade show participation file in IEO Department, WIE Division. 	

