PROJECT TITLE

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| --- | --- |
| **Project type:** | - |
| **Secondary project type:** | - |
| **Geographical coverage:** | - |
| **Executing agency:** | IOM |
| **Beneficiaries:** |  |
| **Partner(s):** |  |
| **Management site:** | - |
| **Duration:** | - |
| **Budget:** | - |

**Summary** *(350 words maximum)*

Provide a brief overview of the proposed project, including the context and the need, and the objective of the project. Also, describe how the project’s activities will achieve the key outputs, and how outputs are likely to influence the achievement of the project’s outcomes.

See Module 2 of the *IOM Project Handbook* (Step 3: Preparing a Project Summary).

1. **Rationale** *(400 words maximum)*

Justify the project being proposed by describing its rationale:

(a) What is the problem, for whom is it a problem and why is it significant?

• What is the situation to be addressed?

• Why is the situation a problem?

• Is the problem ongoing or is it foreseen to be realized within the foreseeable future?

• Where, specifically, is it a problem?

• For whom is it a problem? How is it affecting certain groups differently, such as men, women, boys,

girls and other groups?

(b) Why is the problem the right one to address?

• How would solving the problem be of value to the intended beneficiaries? How might it affect other

groups? Consider unintended negative consequences for all groups affected, whether or not they

are the focus of the project.

(c) How is the project linked to broader national, regional, and/or global initiatives, including IOM

internal strategies and results frameworks?

See Module 2 of the IOM Project Handbook (Step 4: Developing a Project Rationale).

1. **Project description** *(600 words maximum)*

Articulate how and why a set of intended results and activities will bring about the changes the project

seeks to achieve.

(a) What is the intended change brought about by the project? What are the assumptions and hypotheses

underlying the casual relationships between activities, outputs and outcomes?

• Why is the approach being proposed to address the problem(s) the best course of action?

• What are the assumptions that must hold true in order that results are realized?

• What are the hypotheses explaining why it is thought that the implementation of activities will lead

to the achievement of outputs, why the achievement of outputs will influence the achievement of

outcomes, and why the achievement of outcomes will contribute to the project objective?

(b) Who are the stakeholders?

• Why is IOM best placed to address the problem? What is IOM’s added value/comparative advantage

in implementing the project? What special skills, knowledge and/or capacities does IOM have to

justify its involvement?

• Which other stakeholders would be involved in the project, and why are they required for the

project to succeed?

• Consider gender and age when identifying stakeholders and strive for stakeholders who are

representative of the target population.

(c) How will the project address the following cross-cutting themes of rights-based approach to

programming, gender mainstreaming, environmental sensitivity and sustainability, sustainability of

project results, principled humanitarian action and mainstreaming protection in crisis response?

See Module 2 of the IOM Project Handbook (Step 5: Outlining the Project Description).

1. **Partnerships and coordination** *(350 words maximum)*

Describe the role and/or the key responsibilities of each of the main partners who will be involved in the

implementation of the project. Also describe how the project management structure will ensure that the

main partners will coordinate their activities.

See Module 2 (Step 6: Describing Partnerships and Coordination Arrangements).

1. **Sustainability** *(350 words maximum)*

Explain how the project would ensure the sustainable results after the project has ended. If the project is meant to set the stage for a follow-up project or activity, that plan should be specifically noted. Alternatively, if the project results are to be sufficient in themselves to resolve the problem, that position should be explained and defended.

1. **Monitoring** *(350 words maximum)*

Indicate how the project will monitor the main aspects of the project by providing an overview of the roles

and responsibilities of team members. Describe how data for the project indicators will be collected, what

data collection tools will be used, and how often data will be collected and analysed. If working through

implementing partners, mention how they will be monitored and their reporting requirements, and in

particular if working in a remote management situation with difficult access due to security.

See Module 2 (Step 7: Describing the Monitoring Approach).

1. **Evaluation** *(350 words maximum)*

Indicate the timing and purpose of the evaluation, its intended use and the evaluation criteria to be used. Briefly describe the expected methodology to be employed in realizing the evaluation purpose, and

indicate if the evaluation would be conducted internally or externally.

See Module 2 (Step 8: Describing the Evaluation Approach).

**7. Results matrix**

See Module 2 Proposal Development (Step 9: Preparing the Results Matrix)

|  | **Indicators** | **Data Source and Collection Method** | **Baseline** | **Target** | **Assumptions** |
| --- | --- | --- | --- | --- | --- |
| **Objective**  The most significant, realistic goal to which the project can contribute. It seeks to align to a broader, longer-term  strategy, whether internal  or external. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes.  Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the  indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result.  Disaggregated by key characteristics (age, sex), wherever relevant. |  |
| **Outcome 1**  The intended changes in institutional performance, individual or group behaviour or attitudes, or the political, economic, or social position of the beneficiaries. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes.  Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result.  Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions  necessary for  the outcomes to  contribute to the  achievement of  the objective. |
| **Output 1.1**  The intended changes in the skills or abilities of the beneficiaries, or the availability of new products or services as a result of project activities. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes.  Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result.  Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions  necessary for the  outputs to deliver the outcomes. |
| **Activities that lead to Output 1.1:**  The coordination, technical assistance, training, production, delivery, transportation, and other tasks that are organized and executed under the project. | | | | | Assumptions  necessary for  the activities  to deliver the outputs. |
| **Output 1.2**  The intended changes in the skills or abilities of the beneficiaries, or the availability of new products or services as a result of project activities. | Quantitative or qualitative factors or variables to measure achievement or to reflect expected changes.  Data is disaggregated by key characteristics (age, sex), wherever relevant. | Data source and collection method indicate from where and how information will be gathered for the purposes of measuring the indicator. | Establishes the value of the indicator at the beginning of the project planning period. Disaggregated by key characteristics (age, sex), wherever relevant. | Describes the expected value of the indicator upon completion of the result.  Disaggregated by key characteristics (age, sex), wherever relevant. | Assumptions  necessary for the  outputs to deliver the outcomes. |
| **Activities that lead to Output 1.2:**  The coordination, technical assistance, training, production, delivery, transportation, and other tasks that are organized and executed under the project. | | | | | Assumptions  necessary for  the activities  to deliver the outputs. |

**8. Work plan**

Complete a basic work plan which includes the following information:

(a) When are the main activities expected to begin? How long will they last? When will they be complete?

(b) Which partners are responsible for the implementation of each of the main activities?

See Module 2 Proposal Development (Step 10: Work plan).

| **Activity** | **Responsible Party** | **Time frame** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**  **1** | **Month**  **2** | **Month**  **3** | **Month**  **4** | **Month**  **5** | **Month**  **6** | **Month**  **7** | **Month**  **8** | **Month**  **9** |
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**9. Budget**

Prepare a budget using the appropriate IOM Development Fund budget template.

**Annex 1. Risk Assessment Plan**

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| **Risk Factor** | **Consequence** | **Likelihood and Timeline** | **Risk Treatment Plan** | |
| List the risk factors  identified during risk  analysis processes.    See Module 2 Proposal Development (Step 12 Analysing Risks and Developing the Risk Assessment Plan). | Indicate a rank of the risk consequence, from 1 to 6, based on the analysis done using a modified version of Tool 1.10 as per the context of the project idea. | Insert likelihood and timeline ranking as per the Risk Register, with any necessary revisions or updates. | Select the treatment option:  - Avoiding the risk  - Changing the likelihood of the risk  - Changing the consequence of the risk  - Sharing the risk with another party  - Tolerating the risk without further treatment. | Describe the treatment action to be taken to implement the treatment option (e.g. build a road, conduct public info campaigns). |
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