### [Template for Project Document (projects below DKK 10 million)]

***[delete guiding text in square brackets]***

**Project document**

**[Project title and partner]**

1. **Introduction**

This project document defines the objectives and management arrangements for the grant to [*name of project/partner and period 20XX-20YY*] and the conditions under which it shall be managed. The project document together with the documentation specified below constitutes the conditions for the grant from the (Insert relevant ministry).

1.1 Grantor and Implementing Partner

[*Specify department or representation within the relevant ministry*] and [*name of Implementing Partner*]

1.2 Documentation (if applicaple)

“The Documentation” may refers to the partner documentation for the supported intervention, which consists of the present standard project/programme document [insert *title*.]

1.3 Contributions

Denmark, represented by [*insert responsible unit*] of [the relevant ministry], commits to a contribution to the project of

DKK [*insert amount in numbers* (write amount in words)]

for the period [*insert start date and end date*].

1. **Background and project description**

*[State clearly, if the project supports a partner programme/project owned by the Implementing Partner with related project documentation, or if no underlying programme/project documentation exists. The below project description should be more elaborated and clearly describe outcomes and outputs in case no project document or other partner documentation of the Implementing Partner exists and is attached.]*

[*The descriptions could include:*

* *Brief background and context setting the scene for the support;*
* *Justification for the selection of the project and Implementing Partner as implementing partner;*
* *Lessons learned from earlier engagements, evidence for what works from studies and evaluations, etc.*]
* *Description of theory of change, explaining how the project intends to contribute to its objectives and achieve its results, with key assumptions for the intended change process;*
* *Summary listing of main components of the project and the Danish support through the grant, including specification of modality (core/earmarked, technical assistance, training, or other), for instance what parts of the partner planning framework is supported, and how.*

1. **Project objective and results framework**

The objective of the […] is [*specify objective*].

The [*responsible unit*] will base the actual support on progress attained in the implementation of the project as described in the documentation provided by the Implementing Partner or in this jointly agreed document. Progress will be measured through the [*name of Implementing Partner*]’s monitoring framework or equivalent.

For reporting purposes to the Peace and Stabilisation Funds Steering Committee [responsible unit], the following objective, key outcome and outputs have been selected from the Implementing Partner monitoring framework to document progress:

[*Objective, 1-2 outcomes (preferably one only) and 1-5 key outputs per outcome and one indicator for each outcome/output - adjust the table accordingly*]

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | |  | |
| Project objective | | [The intended impact contributing to benefit to a society or community] | |
|  | | | |
| Outcome | | [The short-term and medium term effects of the project’s outcome on the target group] | |
| Outcome indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |
|  | | | |
| Output | | [Short-term result in the form of deliverables which result from a set of project activities] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| Annual target | Year 3 |  | [Intended situation after three years of implementation] |
|  | | | |
| Output | | [Short-term result in the form of deliverables which result from the project activities] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | … |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  | | | |
| Output | | [Short-term result in the form of deliverables which result from the project activities] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to the project] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| … | ... |  | … |
| Target | Year |  | [Intended situation when activity under the project ends ] |
|  | | | |

1. **Risk Management**

Summary of risk analysis and risk response for contextual, programmatic and institutional risk factors. Reference should be made to assumptions made in relation to the ToC. If relevant, describe joint risk management arrangements; e.g. discussions as part of the annual reporting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| The risk is formulated as a headline or in one or two sentences | * Very unlikely * Unlikely * Likely * Almost certain | * Insignificant * Minor * Major * Significant | The risk response is formulated as a headline or in one or two sentences | The risk that remains after the identified risk response. | Brief explanation which can emphasize the risk factor itself or any of the other elements in terms of rating and responding to the risk |

1. **Budget**

[*The budget should be prepared in DKK to ensure compliance with the Finance Act, and, if relevant, in the currency used for implementation.* *Budget at main activity-level might be needed in case no underlying project/partner budget exists.* *Budget and supporting text* *must also reflect inputs from other development partners/funding sources*].

Beyond the limits defined in the Financial Management Guideline, funds cannot be transferred between the budget lines without prior approval from [*responsible unit*]. Expenditures beyond the total grant cannot be reimbursed to the [*Implementing Partner*].

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of costs/year** | [year] | [year] | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | |  |  |
| **Total** |  |  |  |

1. **Management arrangement and Financial Management**

[Insert the responsible unit] will be overall responsible for management including financial management.

[*Insert the responsible unit*] will be overall responsible for this management, including financial management.

All parties will strive for alignment of the Danish support to the implementing partner existing rules and procedures, while adhering to the minimum requirements as stipulated in the Ministry of Foreign Affairs’ Guidelines for Financial Management for Development Cooperation, which must be considered an integral part of this agreement.

To reduce the risk of financial mismanagement, steps will be taken to mitigate this risk. As such, the [*Insert the responsible unit*] will assume overall responsibility for keeping track of financial disbursements and partner acknowledgements of receipt of funds. This will be done by [*describe how to mitigate the risk*].

Any unspent balance or any savings of project funds shall be returned to the [insert relevant Ministry] together with any interest accrued from deposit of Danish funds, unless agreed otherwise.

[*The partner*] is obliged to inform the [*responsible unit*] immediately if any changes, including overspending of budget lines, or irregularities in the management of funds are foreseen or have occurred.

[*Summary of management arrangement as described in documentation. Management arrangement should be detailed, specifying the organizational set-up, including description of mechanisms and agreed procedures for monitoring of progress, calendar for financial and narrative progress reporting, timing of project level dialogue and learning, ongoing QA, anti-corruption measures, and risk management. Preparation of an exit strategy commensurate with the scope and volume of support taking into consideration how structures, policies and partner activities will be able to continue without external assistance should be prepared in due course. In case of Joint Financial Agreement (JFA), reference is made to JFA agreement*].

**8. Monitoring and Evaluation**

*[Agreed procedures and mechanisms for monitoring of progress, and dialogue concerning implementation. Reference can be made to the section on management arrangement].*

A project completion report shall be submitted to the [*responsible unit*] no later than [*3 months after* *end date of project]*.

Continued dialogue between [*the responsible unit and the implementing partner*] will ensure progress towards the agreed objectives and timely highlight any irregularities or unforeseen issues that may occur.

The [insert relevant Ministry] shall have the right to carry out any technical or financial mission that is considered necessary to monitor the implementation of the project.

After the termination of the programme support the Danish MFA reserves the right to carry out evaluation in accordance with this article.

For further information regarding reporting requitement, consult the Peace and Stabilisations fund guidelines.

**Annexes:**

Annex 2 and 9 are mandatory. The other annexes can be replaced by partner documentation, if existing, and should be adapted to the complexity of the project.

**Annex 1: Context Analysis**

**Annex 2: Partner Assessment**

**Annex 3: Theory of Change, Scenario and Result Framework**

**Annex 4: Risk Management**

**Annex 5: Budget Details**

**Annex 6: List of Supplementary Materials**

**Annex 7: Plan for Communication of Results**

**Annex 8: Process Action Plan for Implementation**

**Annex 9: Quality Assurance Checklist**