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 |
| Template 02 - [DD/MM/YYYY] |
| Project Document Inception Phase |



**Strategic Sector Cooperation**

**[Name of Danish Authority]**

**[Partner Country]**

**From [month/year] to [month/year]**

[This application should be prepared by the Danish authority together with the partner authority with input from the Danish embassy in accordance with the SSC Guidelines (see Chapter 2.1.4). The document should be maximum three pages excl. annexes.]

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| **Background information** |

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| **Project title** |  | **MFA file number:** |
| **Partner country** |  |
| **Inception Phase duration[[1]](#footnote-1)** | *[Maximum 12 months (in exceptional cases up to 18 months)]* |
| **Total Inception Phase budget (DKK)** | *[Maximum DKK 1,5 million]* |
| **Thematic focus** |  |
| **Framework programme** | Under an existing framework programme?\_Yes \_No | Is the budget for the Inception Phase already allocated in the framework programme budget?\_\_Yes \_\_No |
| **Partner authoritycontact person(s)** | *[Indicate expected partner authority(s).]* |
| **Danish public authority contact person** |  |
| **The Danish Embassy****contact person** |  |

The objective of the Inception Phase is to better understand the sector context and articulate potential partner authorities’ demand for support in key focus areas, establish cooperation structures, and jointly prepare the Phase 1 project document and first annual workplan and budget. The main outputs of the Inception Phase are the context analysis and the Phase 1 project document incl. annexes, which are designed and formulated in close cooperation with the partner authority(s).

**1. thematic focus areas**

[Please describe the envisaged thematic focus areas for the project.]

**2. Preliminary stakeholder mapping**

[Please identify and describe the key stakeholders relevant for the project. This should be further elaborated in the context analysis during the Inception Phase.]

**3. Output 1 – Context analysis**

The Danish authority is responsible for the preparation of a context analysis preferably within the first six months of the Inception Phase. The potential partner authorities should ideally be an integral part of its formulation, as they are the key information holders on most topics[[2]](#footnote-2).

[Please answer the following:

* Describe how the context analysis will be prepared, including the role of the Danish authority, the partner authority(s), the Danish embassy including trade colleagues, other local stakeholders, other Danish institutions, external consultants, etc.
* Insert detailed workplan of activities leading to the output in Template 3. Examples of activities could be analyses, workshops, consultations, study tours, fact finding missions, studies, etc.]

**4. Output 2 – project Phase 1 design and formulation**

The Phase 1 project design and formulation will be initiated in close cooperation with the partner authority and based on the context analysis. This includes both parties discussing, identifying, and agreeing on which areas to focus on and which types of support to be integrated into the project design and preliminary work plan, as well as determining the most effective and efficient ways of meeting objectives whilst optimising available resources[[3]](#footnote-3).

[Please answer the following:

* Describe the expected project Phase 1 objective.
* Describe how the project document will be prepared, including the role of the Danish authority, the partner authority(s), the embassy including trade colleagues, other local stakeholders, other Danish institutions, external consultants, etc.
* Insert detailed workplan of activities leading to the output in Template 3. Examples of activities could be country visits, visits in Denmark, workshops, consultations, trainings, document preparation, etc.]

**5. management and organisation**

[Please describe the management setup of the Inception Phase, including the management anchor in the Danish public authority; the establishment of a Project Steering Committee (PSC) and its envisaged members; and division of responsibility.]

**6. signature by the danish public authority**

Name:

Title:

Date:

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Signature

**7. Annexes**

* Activities envisaged (analyses, workshops, consultations, document preparation), their timing and who is responsible (Template 3)
* Inception Phase Budget (See the SSC Guidelines Chapters 2.1.4, 6.3, and Template 4a)
* Updated SSC project application (Template 1)
* Letter of Intent or other confirmation from partner authority
1. Project start will be the date of Danish MFA approval. [↑](#footnote-ref-1)
2. See SSC Guidelines Chapter 2.1.5 [↑](#footnote-ref-2)
3. See SSC Guidelines Chapter 2.1.6 [↑](#footnote-ref-3)