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 |
| Template 07 - [DD/MM/YYYY] |
| Project Document  |

**Strategic Sector Cooperation**

**[Name of Danish and Partner Authority(s)]**

**Phase: [X]**

**[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 1 and 2).]

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| **Background information** |

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| **Project title** |  | **MFA File number:** |
| **Partner country** |  |
| **Phase duration** |  |
| **Total project budget (DKK)** |  |
| **Thematic focus** | *[Refer to relevant thematic focus areas of the framework programme, if applicable.]* |
| **Framework programme** | Under an existing framework programme?\_Yes \_No | Is the budget for the phase already allocated in the framework programme budget?\_\_Yes \_\_No |
| **Partner authority(s)contact person** |  |
| **Danish public authority contact person** |  |
| **The Danish Embassy****Sector Counsellor** | *[Name of the Sector Counsellor]* |

**1. Introduction (1/2 page)**

[Provide a brief introduction to the document, including reference to prior phases and the framework programme, where relevant.

The project document constitutes the basis for the cooperation between the Danish authority and the national partner authority(s). For projects not under a framework programme, the project document is furthermore the basis for the grant and the MFA commitment to the Danish authority. See SSC Guidelines Chapter 2.1.7.]

**2. Background and context description (2-3 pages)**

[Provide a brief background and context description setting the scene for the support. Extract as relevant from the context analysis (Annex 1, see Chapter 2.1.5) formulated during the Inception Phase and updated in subsequent phases. Include:

* A description and justification of the relevance of thematic focus areas addressed by the project and relevant national partner(s) priorities and initiatives, i.e., demand for the cooperation.
* Aspects in the thematic focus areas of relevance to promoting inclusive and sustainable development, including poverty, human rights, gender inequality, job creation, and other SDGs. Consider how the work by the partner authority can deliver positive change on these aspects and how this can be further strengthened by the project.
* Provide in more detail the relevance and the reasoning behind the selection of the national partner authority(s), its mandate and organisation, reform efforts, change management, technical and operational capacity, engagement with other actors. Furthermore, describe the relevance of the Danish public authority’s experience and competencies, and the match between the partner’s ambition for change and the mandate and capacity of the Danish public authority. Extract this from the partner assessment (Annex 2) and see SSC Guidelines Chapters 1.2.1 and 2.1.6.
* Lessons learned and concrete results from earlier engagements, evidence for what has worked and created results, and how this will inform the approach to cooperation.
* A description of how the partners have worked together to develop the project. The description can include how the project design process has unfolded and how you have complemented each other in the process.
* Brief explanation of the coherence with Danish priorities and initiatives in the country, including bilateral relations, economic diplomacy, and the Danish public authority’s prior or ongoing relations with partners in the country (as relevant).

If this is Phase 2 of the project, or it has been decided to end the cooperation, include a transition strategy (see SSC Guidelines Chapter 4 and 1.2). Develop a shared understanding among project partners about the end-of-project situation (what does success look like?). This includes a road map of the goals, and the specific activities related to project completion/transition efforts to ensure sustainability of results and/or a strategy for transition to a cooperation without a project.]

**3. Theory of Change and project description (1-3 pages)**

[Outline the project itself and the underlying theory of change. See SSC Guidelines Chapter 1.2, 2.1.6, and 2.1.8. In particular, Chapter 1.2.1 is key to understanding what change is possible with an SSC project in terms of how capacities can be built.

Present the intervention logic:

* List the main components of the project. *What* changes are envisaged to be realised in the partner authority’s capacities to improve framework conditions and delivery of products and services (i.e., the overarching objective 1 of the SSC instrument) through the partnership? Explain *how* the project is expected to contribute to sustainable changes of the partner authorities’ capacities and deliveries, and the mechanisms and pathways through which the intended changes will take place (See SSC Guidelines Chapter 1.2.1, 2.1.6, and 2.1.8).
* List the main components aiming to leverage the bilateral relationship and joint multilateral action, and explain how the collaboration on capacity building (overarching objective 1) is expected to pave the way for strengthened bilateral diplomatic relations (overarching objective 2) (See SSC Guidelines Chapter 1.2.2, 2.1.6, and 2.1.8).
* List the main components aiming to stimulate the interest of Danish companies to contribute to the country’s inclusive and sustainable development on a commercial basis, and enhance the knowledge of partner authorities of relevant Danish technologies and possible solutions, and explain how the collaboration on capacity building (overarching objective 1) is expected to further engagement of the Danish private sector and use of Danish technology and knowledge on a commercial basis in the country in the longer term (overarching objective 3) (See SSC Guidelines Chapter 1.2.2, 1.2.3, 2.1.6, and 2.1.8).
* Highlight key assumptions made for such changes to take place (the associated risks should be outlined below and in annex 3). Assumptions could for example include central government support and availability of budget and staff, support, and activities from critical partners in the sector, activities funded by other donors critical for the success of the project, change willingness within the partner authority at highest level etc. Assumptions should identify elements which are critical for sustainable results of the Danish support.
* Describe in concrete terms the end of project situation – meaning how has the capacities or deliveries (e.g., services and products) of the partner authority changed – i.e., what will the partner do differently in the future, and what has been achieved with respect to deeper and wider bilateral relations, and enhanced private sector engagement in the longer term.]

**4. Project objective and results framework (3 pages)**

[Fill in the results framework table below. See SSC Guidelines Chapter 2.1.8. The project level results framework should reflect and contribute to the three overarching objectives of the SSC instrument. For Danish authorities with a framework programme (FP), the project results framework should also reflect the specific thematic areas and targets that have been established in the FP, and how the project is expected to contribute to the FP’s overall outputs and outcomes.

The table below provides an example based on one outcome. Copy and paste rows as necessary. The project should include 3-6 outcomes and a maximum of 12 outputs in total. There should be at least one outcome for each of the overarching objectives 2 and 3 of the SSC instrument. Formulation of outcomes and outputs should reflect the fact that the SSC instrument is funded by official development assistance (ODA) (See SSC guidelines Chapters 1.2.1, 1.2.2, and 1.2.3 for each of the three overarching objectives, and an example in Chapter 2.1.8).]

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| **Project title** |  |
| **Project objective** | [The intended impact contributing to benefiting a society or community] |
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| **Outcome X** | [The short-term and medium-term effects of the project’s outcome] |
| **Outcome indicator** | [Quantitative or qualitative factor or variable that provides a simple and reliable mean to measure achievement or to reflect the changes connected to an intervention e.g. changes in the partners deliveries in terms of products and services]  |
| **Baseline** | **Year** |  | [Situation prior to engagement activities] |
| **Annual target** | **Year 1** |  | [Intended situation after first year of implementation] |
| **Annual target** | **Year 2** |  | [Intended situation after two years of implementation] |
| **End target** | **Year 3** |  | [Intended situation by the end of engagement (phase)] |
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| Output X.X | [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 mean 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] |
| … | … |  | … |
| Target | Year |  | [Intended situation when project activities end] |
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| Output X.X | [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 mean 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 project activities end] |
|  |
| Output X.X | [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 mean 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 project activities end] |
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**5. Risk Management (1/2 page)**

[Provide a summary overview of the most important risks and risk mitigation measures. Reference should be made to assumptions made in the theory of change presented above. A full risk management matrix including risk analysis and risk response for contextual, programmatic and institutional risk factors is included as annex 3. See SSC Guidelines Chapter 2.1.7 and template 9.]

**6. Project inputs and budget (1/2 – 1 page)**

[Provide a short summary overview of the work plan by output, and by year of manpower and other inputs by both the Danish public authority and the national partner authority(s), as laid out in Annex 5 (see SSC Guidelines Chapter 3.2.4 and Template 11). This should include an overview of the Danish contribution to the SSC, including the Danish authority, the different sections of the embassy and the sector counsellor; and an overview of the contribution from the national partner authority(s), for example in kind contributions such as relevant staff resources; office space and budget for needed equipment; making relevant information/data available; availability of high-level management for meetings, including project steering committee meetings; coordination with relevant sector institutions and with relevant activities, including activities funded by other development partners; etc.

Provide a summary of the annual and total project budget prepared in DKK. Maximum budget for a phase is DKK 15 million. The detailed, itemised budget is included in annex 6 (see SSC Guidelines Chapter 3.2.4 and Template 4a).]

**7. Management arrangement (1/2 - 1 page)**

[Please insert the following text:

“The Danish authority and the partner authority agree to the following management arrangement with the aim to ensure adequate dialogue and timely decisions with regard to this project. “

Followed by a summary of management arrangement as described in the SSC Guidelines Chapter 3.1.2 (see also SSC Guidelines Chapter 1.3) and agreed with the partner. The management arrangement should be detailed, specifying the organisational set-up ensuring equal partnership, including description of the Project Steering Committee (PSC), its members and roles, as well as other mechanisms and agreed procedures for monitoring of progress, a calendar for financial and narrative progress reporting, timing of project level dialogue and learning, ongoing quality assurance, and risk management. The Terms of References for the PSC should be included as Annex 4 (see Template 10a).

Responsibilities and the division of work between the Danish public authority, national partner authority(s), the management, and different sections of the embassy, including the sector counsellor, should be described. For projects under an FP, link to the Programme Management Group and the Strategic Management Group as relevant.]

**8. Monitoring and Communication (1/2 - 1 page)**

[Present the agreed procedures and mechanisms for monitoring of progress, learning, accountability and evaluation (see SSC Guidelines Chapter 3.2).

Include initiatives for communicating the results of the project to wider audiences in the partner country and in Denmark (see SSC Guidelines Chapter 2.1.9).]

**9. signatures**

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| Danish public authority:Name:Title:Date:---------------------------------------------------Signature | Partner authority:Name:Title:Date:---------------------------------------------------Signature |

**10. ANNEXES:**

* **Annex 1: Context Analysis** (as formulated during the inception phase or updated during subsequent phases)
* **Annex 2: Partner Assessment** (see Template 8 for inspiration)
* **Annex 3:** **Risk Management** (see Template 9)
* **Annex 4:** **Terms of Reference for Project Steering Committee** (see Template 10a)
* **Annex 5: Annual workplan for the first year** (see Template 11)
* **Annex 6: Detailed budget** (see Template 4a)