WWF GEF

Project Document

*Cover Page*

|  |  |
| --- | --- |
| Project Title: |  |
|  |  |
| GEF Project ID: |  |
| WWF-US Project ID:  |  |
|  |  |
| Countries: |  |
| Project Duration: |  |
|  |  |
| Project Type:  |  |
| GEF Trust Fund(s): |  |
| GEF Focal Area(s):  |  |
| GEF Focal Area Objective(s): |   |
|  |  |
| Implementing Agency: | World Wildlife Fund, Inc.  |
| Lead Executing Agency: |  |

|  |  |
| --- | --- |
| GEF Project Cost: |  |
| GEF Agency Fee: |  |
|  |  |
| Project Co-financing:  |  |
| Total Project Cost: |  |

|  |  |
| --- | --- |
| WWF GEF Agency Contact:WWF-US Project Support Team Contact:Version Date: |  |
|  |  |
|  |  |

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# Executive Summary

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## 1.2 Environmental problem, Threats, and Root Causes

## 1.3 Barriers

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## 2.3 Consistency with GEF Focal Area/Fund Strategies

## 2.4 Global Environmental Benefits

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## Appendix: Site Selection

## Appendix: Stakeholder Engagement Plan

## Appendix: Gender Analysis (Executive Summary)

# A Guide for Your ProDoc: PROJECT FINANCING AND BUDGET

**8.1 GEF Project Budget Overview**

**8.2 Project Budget Notes**

**8.2.1 Staffing**

**Table X. Project staff Add rows and components and required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Title** | **Summary of responsibilities** | **Average Annual % time** | **Average annual Budget** | **Total Project Budget** |
| **Project Management Costs (PMC)** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |  |
| **Monitoring and Evaluation** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **TOTAL MONITORING AND EVALUATION** |  |  |
| **Component 1** |
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| **TOTAL COMONENT 1** |  |  |
| **Component 2** |
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| **TOTAL COMPONENT 2** |  |  |
| **COMPONET 3** |
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| **TOTAL COMPONENT 3** |  |  |

**8.2.2 Third Party Fees and Expenses**

**Table X. Project staff Add rows and components and required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Consultant Expertise** | **Summary of responsibilities** | **Project Year/s** | **Average annual Budget** | **Total Project Budget** |
| **Project Management Costs (PMC)** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |  |
| **Monitoring and Evaluation** |
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| **TOTAL MONITORING AND EVALUATION** |  |  |
| **Component 1** |
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| **TOTAL COMPONENT 1** |  |  |
| **Component 2** |
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| **TOTAL COMPONENT 2** |  |  |
| **COMPONET 3** |
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| **TOTAL COMPONENT 3** |  |  |

**8.2.3. Grants and Agreements**

**Table X Sub recipient summary** Add rows and components as required

|  |  |
| --- | --- |
| Partner Name | Total sub-recipient Budget |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Sub Total Sub Grants** |  |

The above listed partners will execute activities under the project components, as described in Table X below. The costs included in Table 9 are fully inclusive of all costs including, staff, travel and workshops.

**Table X. Grants Add rows as components and required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Partner** | **Purpose** | **Location** | **Total** |
| **Project Management Costs (PMC)** |
|  |  |  |  |
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|  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |
| **Monitoring and Evaluation** |
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|  |  |  |  |
| **TOTAL MONITORING AND EVALUATION** |  |
| **Component 1** |
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| **TOTAL COMPONENT 1** |  |
| **Component 2** |
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| **TOTAL COMPONENT 2** |  |
| **COMPONET 3** |
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| **TOTAL COMPONENT 3** |  |

**8.2.4. Travel**

**Table X. Travel Add rows and components as required**

|  |  |  |  |
| --- | --- | --- | --- |
| **International or Local (state the Destination if known)** | **Purpose of Travel** | **Total number of Trips** | **Total Project Costs** |
| **Project Management Costs (PMC)** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |
| **Monitoring and Evaluation** |
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|  |  |  |  |
| **TOTAL MONITORING AND EVALUATION** |  |
| **Component 1** |
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|  |  |  |  |
| **TOTAL COMPONENT 1** |  |
| **Component 2** |
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| **TOTAL COMPONENT 2** |  |
| **COMPONET 3** |
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|  |  |  |  |
| **TOTAL COMPONENT 3** |  |

**8.2.5. Workshops and meeting**

**Table X. Workshops and Meetings Add rows and components as required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Describe who will be participating and the estimated number of participants.**  | **Purpose of workshop (include number of workshops planned**  | **Total Project Costs** |
| **Project Management Costs (PMC)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |
| **Monitoring and Evaluation** |
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|  |  |  |  |
| **TOTAL MONITORING AND EVALUATION** |  |
| **Component 1** |
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| **TOTAL COMPONENT 1** |  |
| **Component 2** |
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| **TOTAL COMPONENT 2** |  |
| **COMPONET 3** |
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| **TOTAL COMPONENT 3** |  |

**8.2.6 Equipment**

**Table X. Equipment Add rows and components as required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** **Budgeted** | **Project Justification for equipment**  | **Location** | **Total Costs** |
| **Project Management Costs (PMC)** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |  |
| **Monitoring and Evaluation** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL MONITORING AND EVALUATION** |  |
| **Component 1** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL COMONENT 1** |  |
| **Component 2** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL COMPONENT 2** |  |
| **COMPONET 3** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL COMPONENT 3** |  |

**8.2.7. Other Direct Costs**

**Table X. Other Direct Costs Add rows and components as required**

|  |  |  |
| --- | --- | --- |
| **Decription** | **Project Justification** |  **Total Project Costs** |
| **Project Management Costs (PMC)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL PROJECT MANAGEMENT COSTS (PMC)** |
| **Monitoring and Evaluation** |
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|  |  |  |
|  |  |  |
| **TOTAL MONITORING AND EVALUATION** |
| **Component 1** |
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| **TOTAL COMPONENT 1** |
| **Component 2** |
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| **TOTAL COMPONENT 2** |
| **COMPONET 3** |
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|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL COMPONENT 3** |

**8.3 Project Management Costs (PMC)**

**Table X. PMC Summary Budget**

|  |  |
| --- | --- |
| ***Line item*** | **Total** |
| Salaries and Benefits |  |
| Consultants |  |
| Grants and Agreements |  |
| Travel  |  |
| Workshops |  |
| Equipment |  |
| Other Direct Costs |  |
| **TOTAL M&E** |  |
| **TOTAL PROJECT BUDGET** |  |
| **% M&E OF TOTAL PROJECT BUDGET** |  |

**8.4 Monitoring and Evaluation**

**Table X. M&E Summary Budget**

|  |  |
| --- | --- |
| ***Line item*** | **Total** |
| Salaries and Benefits |  |
| Consultants |  |
| Grants and Agreements |  |
| Travel  |  |
| Workshops |  |
| Equipment |  |
| Other Direct Costs |  |
| **TOTAL M&E** |  |
| **TOTAL PROJECT BUDGET** |  |
| **% M&E OF TOTAL PROJECT BUDGET** |  |

**Table X. Other Direct Costs Add rows and components as required**

|  |  |  |
| --- | --- | --- |
| **Description** | **Component under which expense is budgeted** | **Total Costs****(M&E only)** |
| **Salaries and Benefits (Position and % of time)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL SALARIES AND BENEFITS**  |
| **Consultants (Expertise and Purpose)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Consultants** |
| **Grants (note if it is part of a larger grant)** |
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| **TOTAL COMPONENT 1** |
| **Travel** |
|  |  |  |
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|  |  |  |
|  |  |  |
| **TOTAL TRAVEL** |
| **WORKSHOPS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL WORKSHOPS** |
| **EQUIPMENT, OTHER DIRECT COSTS AND ADMINISTRATIVE COSTS (AUDIT)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINSITRATIVE COSTS (AUDIT)** |
| **TOTAL M&E**  |  |
| **TOTAL PROJECT BUDGET** |  |
| **% M&E OF OVERALL BUDGET** |  |

**8.5 Safeguards**

**8.6 IW Learn**

**Table X. Other Direct Costs Add rows and components as required**

|  |  |  |
| --- | --- | --- |
| **Description** | **Component under which expense is budgeted** | **Total Costs****(IW Learn only)** |
| **Salaries and Benefits (Position and % of time)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL SALARIES AND BENEFITS**  |
| **Consultants (Expertise and Purpose)** |
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|  |  |  |
| **Consultants** |
| **Grants (note if it is part of a larger grant)** |
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| **TOTAL COMPONENT 1** |
| **Travel** |
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| **TOTAL TRAVEL** |
| **WORKSHOPS** |
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|  |  |  |
| **TOTAL WORKSHOPS** |
| **EQUIPMENT, OTHER DIRECT COSTS AND ADMINISTRATIVE COSTS (AUDIT)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINSITRATIVE COSTS (AUDIT)** |
| **TOTAL M&E**  |  |
| **TOTAL PROJECT BUDGET** |  |
| **% M&E OF OVERALL BUDGET** |  |