**Formal ProDoc Review Questionnaire**

*GEF Extended Team Identities*

* *GEF AMU*
* *Public Sector Support – ESS*
* *Public Sector Support — Gender Mainstreaming*
* *Public Sector Support – M&E/PPMS*
* *Program Operations*
* *Technical Subject Matter Expert (SME)*

**Introduction (All):**

1. Name
2. Which WWF GEF project or program are you reviewing?
3. In what capacity are you reviewing this WWF GEF proposal? (If you are a subject matter expert for this review process, please select "Technical SME.")

**Overall (AMU):**

* Have all the necessary documents been submitted for this review, including the WWF GEF Project Document (ProDoc), GEF CEO Endorsement, relevant GEF Focal Area Tracking Tool(s), and Letters of co-financing from all named project partners, etc.?
* Were all comments from the PIF review adequately addressed in the ProDoc and CEO Endorsement (including GEF Secretariat, GEF Council, STAP, Convention Secretariat, and GEF Agency comments)?
* If there are any changes from that presented in the PIF, have justification been provided?
* Final Comments on the ProDoc Executive Summary?
  + (If you answered 'unsure' to any of the questions in this section, please expand here.)

**Project Design: General (AMU):**

* Is the project structure/design appropriate to achieving the expected outcomes and outputs (and in the proposed timeframe)?
* *Baseline*: Has the project built upon and coordinated with other related initiatives in the country or region?
* *Alignment with national priorities/plans*: Is the project aligned with the plans and priorities of the country or region?
* *Risks:* Does the project take into account potential major risks, including the consequences of climate change, and provide sufficient risk mitigation measures?
* *Knowledge management*: Does the project have a quality knowledge management plan?
* *Sustainability*: Does the proposal clearly articulate how the capacities/benefits developed across the country/region will contribute to the sustainability of project outcomes?
* Final Comments on Project Design: General?
  + (If you answered 'unsure' to any of the questions in this section, please expand here.)

**Project Design: PPMS (AMU, PSS-M&E/PPMS)**

* *Scope*: Has the project defined a clear geographic or thematic scope?
* *Conservation Targets*: Has the project team, in collaboration with key stakeholders, defined the key conservation targets?
* *Situational Analysis/Conceptual Model*:
  + Has the team completed and validated a conceptual model that maps the causal relationships between factors, direct threats, and the project’s conservation targets?
  + Have the identified direct threats (human activity that directly alters some key characteristics of your target) been rated according to scope, severity and irreversibility and prioritized within the context of the project so that conservation actions are directed where they are most needed?
* *Results Chains*:
  + Has the project team developed quality results chains for each component as well as for the overall theory of change of the project? Are the outcomes labeled on these chains?
  + Do the results chains include activity-level and baseline detail?
  + Do the project strategies and associated activities address the direct threats and factors identified in the conceptual model?
  + Are the results chains consistent with the results framework and/or logframe?
  + Do the results chains and the narrative theory of change provide enough detail and explain the logic well enough to show how the project strategies will work?
* Final Comments on Project Design: PPMS?
  + (If you answered 'unsure' to any of the questions in this section, please expand here.)

**Environmental Safeguards (PSS-ESS)**

* What environmental impacts were identified in the ProDoc?
* What mitigation measures were taken into account? (E.g. EMP, EMFs)
* If mitigation measures have been included in the work plan, are they funded adequately?
* Were results of any ESIAs or consultations taken into account and mitigation measures incorporated into the project design?
* Have the required and adequate disclosures been completed?
* Final Comments on environmental safeguards?
  + (If you answered 'unsure' to any of the questions in this section, please expand more detail here.)

**Social Safeguards (PSS-ESS)**

* What social impacts were identified in the ProDoc?
* What tools were identified? (E.g. SIAs)
* What mitigation measures were taken into account? (E.g. RFPs, Alternative Livelihood Plans, RPAs, etc.)
* If mitigation measures have been included in the workplan, are they adequately funded?
* Were results of any SIAs or consultations taken into account and mitigation measures incorporated into the project design?
* Have the required and adequate disclosures been made?
* Final Comments on Social Safeguards?
  + (If you answered 'unsure' to any of the questions in this section, please expand more detail here.)

**Gender Mainstreaming (PSS-Gender mainstreaming)**

* Have consultations with project stakeholders included both women and men during project design and planning?
* Have project planners gathered and reviewed existing documents on gender or conducted a gender analysis in the project area?
* Has the project clearly articulated how gender will be mainstreamed throughout project implementation?
* Does the project design include any specific results related to gender?
* Does the project have budget lines for gender analysis/activities/M&E in the overall budget?
* Does the project have gender-sensitive indicators integrated into the M&E plan; are relevant indicators disaggregated by gender?
* Final Comments on Gender Mainstreaming?
  + (If you answered 'unsure' to any of the questions in this section, please expand more detail here.)

**Project Governance (AMU)**

* Have the roles and responsibilities, along with capacities, been clearly defined for all executing partners?
* Does the project have a quality implementation arrangement?
* Final Comments on Project Governance?
  + (If you answered 'unsure' to any of the questions in this section, please provide more detail here.)

**Stakeholder Engagement (AMU, PSS-M&E/PPMS)**

* Is there a description of stakeholder/partner participation and engagement during the design of the project?
* Is there a description of how stakeholder/partner engagement will continue through implementation of the project?
* Will decisions affecting the project be shared with government, beneficiaries and other partners?
* Final Comments on Stakeholder Participation?
  + (If you answered 'unsure' to any of the questions in this section, please provide more detail here.)

**Monitoring and Evaluation**

**M&E plan:** **(PSS-M&E/PPMS)**

* Is there a quality M&E plan (results framework) that monitors and measures results with indicators and targets—both at the project objective and outcome level?
* Does the project have an additional internal M&E plan that measures indicators at the output level (optional)?
* Are the indicators SMART?
* Is the number of indicators appropriate for a project of this size? Is the timing or frequency of the measurement appropriate?
* Do the project indicators feed into or support the GEF Tracking Tool indicators and/or the GEF Global Environmental Benefits (GEBs)?
* Are the monitoring, reporting, and evaluation plans well-articulated and manageable to provide adequate information to know how well the project is progressing and achieving its goals?
* Have reflection activities, including review of results chains, been included in the ProDoc, such that project teams are promoting adaptive management during implementation of the project?
* Final Comments on Monitoring and Evaluation Plan?
  + (If you answered 'unsure' to any of the questions in this section, please provide more detail here.)

**M&E budget (PSS-M&E/PPMS, Ops)**:

* Is M&E sufficiently budgeted in the project (5-10% of total budget)?
* Has a designated M&E specialist been budgeted for this project (ideally full-time)?
* Does the budget include provisions for midterm (only required for FSP) and final evaluations?
* Final Comments on Monitoring and Evaluation Budget?
  + (If you answered 'unsure' to any of the questions in this section, please provide more detail here.)

**Budget and co-financing (AMU, Program Ops)**

* Is the financing adequate and does the project demonstrate a cost-effective approach to meeting the project objective?
* Is there a balanced budget for this project that includes co-financing?
* Have letters of commitment been provided by each source of co-financing, and does it match the amount listed in the ProDoc/CEO?
* Has GEF project financing been calculated and presented correctly?
* Final comments on budget and co-financing?
  + (If you answered 'unsure' to any of the questions in this section, please provide more detail here.)

**Supplementary Documents (AMU)**

* Is the ProDoc and CEO Endorsement consistent (content, budget, etc.)?
* Does the CEO Endorsement meet all requirements?
* Have the relevant GEF focal area tracking tool(s) been completed?
* **Do you recommend that this ProDoc and corresponding documents be submitted to the GEF for CEO Endorsement?**