



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:	

Table of Contents

ACRONYMS AND ABBREVIATIONS	4
EXECUTIVE SUMMARY	4
SECTION 1: PROJECT BACKGROUND AND SITUATION ANALYSIS [15 PAGES MAX]	4
1.1 Project Scope and Environmental Significance [1 page].....	4
1.2 Environmental Problem(s), Threats and Root Causes [1-2 pages]	4
1.3 Barriers addressed by the project [2-3 pages]	4
1.4 National and Sectoral Context [1-2 pages]	4
1.5 Baseline Scenario [3-5 pages].....	4
1.6 Coordination with other relevant GEF & non-GEF Initiatives [1-2 pages]	4
SECTION 2: PROJECT EXECUTION STRATEGY [28 PAGES MAX].....	4
2.1 Project Objective and Theory of Change [1 page + high-level diagram]	4
2.2 Project Components and Expected Outcomes [5-10 pages]	4
2.3 Institutional Arrangement [3 pages]	4
2.4 Stakeholder Engagement [3 pages]	4
2.5 Gender [2-3 pages].....	4
2.6 Safeguards [2-3 pages]	4
2.6 Budget [5 pages, see “A guide for your ProDoc: Project Financing and Budget” below]	4
SECTION 3: GEF ALIGNMENT AND JUSTIFICATION [11 PAGES MAX].....	4
3.1 Incremental Cost Reasoning and Global Environmental Benefits [1-2 pages + core indicator table].....	4
3.2 Alignment with GEF Focal Area and/or Impact Program Strategies [1 page].....	4
3.3 Socioeconomic Benefits [1/2 page].....	4
3.4 Risks and proposed Mitigation Measures [1 page, table format]	4
3.5 Consistency with National Priorities or Plans [1-2 pages]	4
3.6 Innovativeness, Sustainability & Potential for Scaling up [1-2 pages]	4
3.7 Lessons learned during project preparation and from other relevant projects [1-2 pages]	4
SECTION 4: TECHNICAL APPENDICES (PUT IN ORDER AS REFERENCED IN TEXT):	4
Appendix: Project Map(s) with geo-coordinates	4
Appendix: Conceptual Model.....	4
Appendix: Results Chains	4
Appendix: High Level Work Schedule	4
Appendix: GEF Results Framework (mandatory)	4
Appendix: Site Selection (if applicable).....	4

Appendix: Stakeholder Engagement Plan4
A Guide for Your ProDoc: PROJECT FINANCING AND BUDGET5

ACRONYMS AND ABBREVIATIONS

EXECUTIVE SUMMARY

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- 1.1 Project Scope and Environmental Significance [1 page]
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SECTION 4: TECHNICAL APPENDICES (PUT IN ORDER AS REFERENCED IN TEXT):

- Appendix: Project Map(s) with geo-coordinates
- Appendix: Conceptual Model
- Appendix: Results Chains
- Appendix: High Level Work Schedule
- Appendix: GEF Results Framework (mandatory)
- Appendix: Draft ToRs for PMU
- Appendix: Site Selection (if applicable)
- Appendix: Stakeholder Engagement Plan
- Appendix: Detailed budget tables

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)				
TOTAL PROJECT MANAGEMENT COSTS (PMC)				
Monitoring and Evaluation				
TOTAL MONITORING AND EVALUATION				
Component 1				
TOTAL COMONENT 1				
Component 2				
TOTAL COMPONENT 2				
COMPONENT 3				
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)				
TOTAL PROJECT MANAGEMENT COSTS (PMC)				
Monitoring and Evaluation				
TOTAL MONITORING AND EVALUATION				
Component 1				
TOTAL COMPONENT 1				
Component 2				
TOTAL COMPONENT 2				
COMPONENT 3				
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)			
TOTAL PROJECT MANAGEMENT COSTS (PMC)			
Monitoring and Evaluation			
TOTAL MONITORING AND EVALUATION			
Component 1			
TOTAL COMPONENT 1			
Component 2			
TOTAL COMPONENT 2			
COMPONENT 3			
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)			

TOTAL PROJECT MANAGEMENT COSTS (PMC)			
Monitoring and Evaluation			
TOTAL MONITORING AND EVALUATION			
Component 1			
TOTAL COMPONENT 1			
Component 2			
TOTAL COMPONENT 2			
COMPONENT 3			
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			

TOTAL MONITORING AND EVALUATION			
Component 1			
TOTAL COMPONENT 1			
Component 2			
TOTAL COMPONENT 2			
COMPONENT 3			
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 COMPONENT 1			
Component 2			
TOTAL COMPONENT 2			

COMPONENT 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		
TOTAL MONITORING AND EVALUATION		
Component 1		
TOTAL COMPONENT 1		
Component 2		
TOTAL COMPONENT 2		
COMPONENT 3		
TOTAL COMPONENT 3		

8.3 Project Management Costs (PMC)

Table X. PMC Summary Budget

<i>Line item</i>	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

<i>Line item</i>	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)		

TOTAL COMPONENT 1		
Travel		
TOTAL TRAVEL		
WORKSHOPS		
TOTAL WORKSHOPS		
EQUIPMENT, OTHER DIRECT COSTS AND ADMINISTRATIVE COSTS (AUDIT)		
TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINISITRATIVE 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)		
Consultants		
Grants (note if it is part of a larger grant)		
TOTAL COMPONENT 1		
Travel		
TOTAL TRAVEL		
WORKSHOPS		
TOTAL WORKSHOPS		
EQUIPMENT, OTHER DIRECT COSTS AND ADMINISTRATIVE COSTS (AUDIT)		
TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINISITRATIVE COSTS (AUDIT)		
TOTAL M&E		
TOTAL PROJECT BUDGET		
% M&E OF OVERALL BUDGET		

