

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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**ACRONYMS AND ABBREVIATIONS**

**EXECUTIVE SUMMARY**

**SECTION 1: PROJECT BACKGROUND AND SITUATION ANALYSIS [15 PAGES MAX]** 1.1 Project Scope and Environmental Significance [1 page]

1.2 Environmental Problem(s), Threats and Root Causes [1-2 pages]

1.3 Barriers addressed by the project [2-3 pages]

1.4 National and Sectoral Context [1-2 pages]

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**SECTION 2: PROJECT EXECUTION STRATEGY [ 28 PAGES MAX]**

**2.1 Project Objective and Theory of Change [1 page + high-level diagram]**

**2.2 Project Components and Expected Outcomes [5-10 pages]**

**2.3 Institutional Arrangement [3 pages]**

**2.4 Stakeholder Engagement [3 pages]**

**2.5 Gender [2-3 pages]**

**2.6 Safeguards [2-3 pages]**

**2.7 M&E**

The project monitoring and evaluation plan has been developed in coordination with <insert project stakeholders. Xx has been budgeted for M&E (see section xx budget).

The Project will be monitored through the Results Framework (see Annex xx). The Results Framework includes 1-2 indicators per Outcome. The baseline has been completed for each indicator along with feasible targets, set annually where relevant. <Baseline and targets should be completed before CEO endorsement/approval, however under rare circumstances, where not possible, please note when baseline and targets will be completed (should be within 6 months of project start date)>. A methodology for measuring indicator targets is provided. Indicator targets are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART), and disaggregated by sex where applicable. Component <insert number> of the Results Framework is dedicated to M&E, knowledge sharing and coordination.

Relevant Core indicators have been included to provide a portfolio level understanding of progress towards the GEF Global Environmental Benefits (GEBs).

The M&E Officer (see TOR in Annex xx) will be responsible for gathering M&E data for the annual results framework tracking, and providing suggestions to the PMU Project Manager to improve the results, efficiency and management of the project.

The following is a summary of project reports:

|  |  |  |  |
| --- | --- | --- | --- |
| **M&E/ Reporting Document** | **How the document will be used** | **Timeframe** | **Responsible** |
| Inception Report | * Summarize decisions made during inception workshop, including changes to project design, budget, Results Framework, etc. | Within three months of inception workshop | PMU Project Manager and M&E Officer |
| Quarterly Field Report [optional] | * Inform PMU PM on progress, challenges and needs of activities in field. | Every three months | Field team |
| Quarterly Financial Reports | * Assess financial progress and management. | Every three months | PMU F&A officer |
| WWF Project Progress Report (PPR) with RF and workplan tracking. | * Inform management decisions and drafting of annual workplan and budget; * Share lessons internally and externally; * Report to the PSC and GEF Agency on the project progress. | Every six months | PMU Project Manager and M&E Officer |
| GEF METT Tracking Tool [only relevant for protected area projects] | * Inform GEF SEC on progress towards outcomes/impact relating to protected areas; * Assessment of the project contribution to GEBs. | CEO endorsement, Mid-term and Final | PMU Project Manager and M&E Officer |
| Mid-term Project Evaluation Report | * External formative evaluation of the project; * Recommendations for adaptive management for the second half of the project period; * Inform PSC, GEF and other stakeholders of project performance to date. | Midterm | External expert or organization |
| Terminal Project Evaluation Report | * External summative evaluation of the overall project; * Recommendations for GEF and those designing related projects. | Before project completion | External expert or organization |

Independent formal evaluations have been budgeted by the project and will adhere to WWF and GEF guidelines and policies. The Midterm Evaluation (Midterm evaluation not required for Medium Sized Projects) will be conducted within six months of the midpoint of the project and the Terminal Evaluation will be completed before the official close of the project. The evaluations provide an opportunity for adaptive management as well as sharing of lessons and best practices for this and future projects. The Operational Focal Point will be briefed and debriefed before and after the evaluation(s) and will have an opportunity to comment on the draft and final report.

An annual reflection workshop has been budgeted for the PMU <and other stakeholders> to review project progress and challenges to date, taking into account results framework tracking, work plan tracking, stakeholder feedback and quarterly field reports to review project strategies, risks and the theory of change (ToC). The results of this workshop will inform project decision making (i.e., refining the ToC, informing PPRs and AWP&Bs).

2.8 Budget [5 pages, see “A guide for your ProDoc: Project Financing and Budget” below]

**SECTION 3: GEF ALIGNMENT AND JUSTIFICATION [11 PAGES MAX]**

3.1 Incremental Cost Reasoning and Global Environmental Benefits [1-2 pages + core indicator table] 3.2 Alignment with GEF Focal Area and/or Impact Program Strategies [1 page]

3.3 Socioeconomic Benefits [1/2 page]

3.4 Risks and proposed Mitigation Measures[1 page, table format]

3.5 Consistency with National Priorities or Plans [1-2 pages]

3.6 Innovativeness, Sustainability & Potential for Scaling up [1-2 pages]

3.7 Lessons learned during project preparation and from other relevant projects [1-2 pages]

**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

Appendix: Knowledge Management and Communications

**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**

5

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| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | |  |  | |
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| **TOTAL COMPONENT 3** | | | |  |  | |

**8.2.3. Grants and Agreements**

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

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

Partner Name

6

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**

**Purpose of Travel Total**   
**number of**

**Trips**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **International or**  **Local (state the**  **Destination if**  **known)** | |  |  | **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)** | | | |  |
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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** | | | |  | |

**8.2.6 Equipment**

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

**Project Justification for equipment**

**Location**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment**  **Budgeted** | |  |  | **Total 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 COMONENT 1** | | | |  | |
|  | **Component 2** | | | |  |
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| **TOTAL COMPONENT 2** | | | |  | |

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|  | **COMPONET 3** | | | |  |
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| **TOTAL COMPONENT 3** | | | |  | |

**8.2.7. Other Direct Costs**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | **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** | | | | |

**Decription Project Justification**

**8.3 Project Management Costs (PMC) Table X. PMC Summary Budget**

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|  |  |
| --- | --- |
| ***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)** | | |  |
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|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
| **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)** | | |  |
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|  | |  |  | |
|  | |  |  | |
| **TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINSITRATIVE COSTS (AUDIT)** | | | | |
| **TOTAL M&E** | | |  | |
| **TOTAL PROJECT BUDGET** | | |  | |
| **% M&E OF OVERALL BUDGET** | | |  | |

**8.5 Safeguards**

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**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)** | | |  |
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| **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)** | | |  |
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| **TOTAL EQUIPMENT, OTHER DIRECT COSTS AND ADMINSITRATIVE COSTS (AUDIT)** | | | | |
| **TOTAL M&E** | | |  | |
| **TOTAL PROJECT BUDGET** | | |  | |
| **% M&E OF OVERALL BUDGET** | | |  | |

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