**Draft Project Development Workplan**

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|  | | **Task** | **Who** | **Date** | | | | | | | | | | | | |
| **Pre-PIF Approval** | **Q1** | | | **Q2** | | | **Q3** | | | **Q4** | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Phase 1: Plan** | 1 | Final **project preparation grant (PPG**) budget and **TORs** (Main consultant, National consultants)  Deliverables: Consultant(s)TORs, PPG Budget, Project development work plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | **Recruitment of Consultant:** Begin recruitment early, Initiate the consultant grant process only after official GEF approval of PIF | GEF AMU/Country office staff |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase 2: Detailed Design** | 3 | **Establish the full team;** WWF Office project lead**,** GEF Expert Consultant, National Consultant(s), Government Technical Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | **FULL TEAM MISSION 1**  **ProDoc Kickoff and Technical Design Workshop** (2 weeks recommended, dependent on steps 1,2)  Deliverables:   * BTOR * Brief workshop report * List of sites and selection rationale OR site selection criteria and process * Draft project activities * Theory of Change (diagram or RCs) * Results Framework indicators * Draft org chart of implementation arrangement | WWF GEF project manager, WWF Office project lead and key staff, GEF Expert Consultant, National Consultant(s), Government Technical Staff, and other known partners |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Develop PPG **stakeholder engagement plan**  Deliverable: PPG Stakeholder Engagement Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | **Stakeholder engagement Round 1** validate/revise barriers, baseline, identify co-finance opportunities, and project activities with key stakeholders including at some of the project intervention sites with local communities and local government  Deliverable: consultation summaries & participant list, revised activities & baseline | National consultants, gender consultant, possibly GEF consultants and WWF team and government |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | **Finalize project sites**  Deliverable: report on site selection criteria and selected sites, summaries per site, timing is flexible, ensure government approval through agreement or letter |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | **Draft ProDoc sections**   * Section 1: Project Background and Situation Analysis * Section 2: Theory of Change, Project Strategy (, Governance Structure * Section 3: Incremental Cost Reasoning * Appendix on site selection and site descriptions * Appendix on results framework, with indicators   Deliverable: Early partial draft ProDoc | Consultant |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase 3: Consult and Refine** | 9 | **FULL TEAM MISSION 2 (1 week-10 days)**   * Continue consultation process at site level including with WWF safeguards specialist, WWF GEF Project Manager, consultants * Group review on activities, results framework and implementation arrangement * **Safeguards Categorization** by WWF GEF Agency * Discuss safeguards process with EA   Deliverable:   * Categorization Memo   - Safeguards TOR | Lead consultant, national consultant, gender consultant, WWF GEF PM, WWF office PM, WWF safeguards, Govt. Technical Partners, other known partners |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | **Due Diligence Process Kick-Off,** this can be done remotely |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | **Gender analysis** **and action plan**, to inform gender inclusion into proposed strategies and activities  Deliverable: Gender Analysis and Action Plan for incorporation into ProDoc | Gender Consultant |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | **Safeguards consultant recruited and mobilized to field sites to do assessments** (input required: activities) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | **First full draft of** **ProDoc and Budget**  Deliverable: Full draft ProDoc, with draft budget using the XL template | Consultant and WWF Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 14 | WWF GEF Upstream Review of **first full draft** project document |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 15 | Semi-final Full ProDoc, CEO Endorsement Request (including responses to STAP comments), Co-finance letters  Deliverable: complete final draft package of ProDoc,  CEO Endorsement Request, Co-finance letters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Validation Workshop, revision of ProDoc package based on comments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | WWF GEF internal review and approval for submission | WWF GEF AMU |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | **Safeguards Disclosure** (if needed) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | **Submission of package** to GEF Sec for technical review | WWF GEF AMU |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Technical Review by GEF Sec and revisions to package – can be numerous rounds of review and revision. Response Matrix to GEF Sec comments as needed. Technical clearance and **CEO Endorsement**. |  |  |  | | |  | | |  | | |  | | |
| **Agency Approval** | 21 | Draft any additional documentation for **Agency Approval** (see Agency Approval checklist). Agency Approval and Grant agreement between WWF-GEF and Executing Agency |  |  |  | | |  | | |  | | |  | | |
| **START** | 22 | **Project Start** |  |  |  | | |  | | |

\*\*\*These are guidelines, this template is flexible and is designed to provide an overall structure