**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

All paragraphs throughout the project document should be numbered.

# 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]

## 1.5 Baseline Scenario [3-5 pages]

## 1.6 Coordination with other relevant GEF & non-GEF Initiatives [1-2 pages]

# SECTION 2: PROJECT EXECUTION STRATEGY [30 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]

1. Brief summary per project component

**Project description summary**

|  |  |  |
| --- | --- | --- |
| **Components** | **Project Outcomes** | **Output** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Detailed narrative of Components, Outcome, Outputs and Activities.

## 2.3 Institutional Arrangement [3 pages]

## 2.4 Stakeholder Engagement [3 pages]

2.4.1 Stakeholder engagement during project development

2.4.2 Stakeholder engagement during project execution

## 2.5 Gender [2-3 pages]

2.5.1 Gender assessment (summary)

2.5.2 Gender action plan for project execution (summary)

## 2.6 Safeguards [2-3 pages]

## 2.7 Monitoring & Evaluation [2 pages]

1. 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).
2. 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).

1. 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 |

1. 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.
2. 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: Gender Action Plan

## Appendix: Detailed budget tables

## Appendix: Knowledge Management and Communications

1. Utilizing available knowledge to apply best practices and lessons learned is important during both project design and implementation to achieving greater, more efficient, and sustainable conservation results. Sharing this information is then useful to other projects and initiatives to increase effectiveness, efficiency, and impact among the conservation community. Knowledge exchange is tracked and budgeted in Component <insert number> of the Results Framework.
2. Prior to finalizing the project design, existing lessons and best practices were gathered from <name source(s)> and incorporated into the project design. Please reference <Section 3.7?> to review the lessons and understand how they were utilized.
3. During project implementation and before the end of each project year, knowledge produced by or available to the Project will be consolidated from project stakeholders and exchanged with <insert other relevant projects, programs, initiatives, research institutions, academia, etc.> by the project management unit (PMU). This collected knowledge will be analyzed alongside project monitoring and evaluation data at the annual Adaptive Management meeting. It is at this meeting that the theory of change will be reviewed, and modifications to the annual work plan and budget will be drafted. Making adjustments based on what works and what does not work should improve project results.
4. Lessons learned and best practices from the Project will be captured from field staff and reports, <insert project outputs if applicable>, and from stakeholders at the annual Adaptive Management meeting. External evaluations will also provide lessons and recommendations. These available lessons and best practices will then be documented in the semi-annual project progress reports (PPR) (with best practices annexed to the report).
5. The PMU Project Manager will ensure that <insert relevant stakeholders, such as OFPs, PSC, project partners, other stakeholders> are informed of <and where applicable invited to> the Adaptive Management meeting, formal evaluations, and any documentation on lessons and best practices. These partners will receive all related documents, such as Evaluation Reports <and insert relevant knowledge outputs (e.g., white papers, consultant report on feasible market opportunities, etc.)> to ensure the sharing of important knowledge products. <If there are plans to share best practices or evaluation reports with other entities, such as academia, research institutions, or civil society, please include dissemination strategy here.>.
6. A strategic communications plan has been budgeted for this Project and will include the following knowledge and communication products:

* Component <x: xx>
  + <list any reports, assessments, communication materials being produced>
* Component <x>: M&E and knowledge management
  + The Project will meet the reporting requirements of the WWF GEF Agency, producing the following reports: <PPR, MTE, TE, etc.>
  + <Note anything being produced to inform GEF program, if relevant>

1. All knowledge and communication products produced by the Project will be shared on a project-specific website, hosted by <xx>. (If an IW project, the Project will also share information via IW Learn). This will allow a wider audience to gain knowledge from the Project. In addition, the <insert PMU staff role> will share these documents with stakeholders more directly through <xx (e-mail, present at workshops)>.
2. The Project has budgeted travel to key workshops, such as <e.g. IW Conference, programmatic workshops, south-south exchanges, etc.> to share best practices and lessons learned from the Project and to learn from practitioners in the same field to strengthen the Project.

<Insert any other aspects of the knowledge management or communications strategy if not covered above.>

# A Guide for Your ProDoc: Project Financing and Budget

8.1 GEF Project Budget Overview

8.2 Project Budget Notes

8.2.1 Staffing

8.2.2 Third Party Fees and Expenses

8.2.3. Grants and Agreements

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

8.2.4. Travel

8.2.5. Workshops and meeting

8.2.6 Equipment

8.2.7. Other Direct Costs

8.3 Project Management Costs (PMC)

8.4 Monitoring and Evaluation

8.5 Safeguards

8.6 IW Learn (optional)