**DESCRIPTION OF ACTION**

**ANNEX I of the grant contract**

**(Annex C of the call for projets rules)**

1. **DESCRIPTION OF THE PROJECT**

#### **1.1. The project**

|  |  |
| --- | --- |
| Call for projects reference number |  |
| Call for projects name |  |
| Applicant’s name |  |

#### **1.2. Name**

#### **1.3. Location**

Countries, regions, towns/cities

#### **1.4. Cost of the project and amount requested from Expertise France**

|  |  |  |
| --- | --- | --- |
| Total costs of the project (A) | Amount requested from Expertise France (B) | % of total eligible costs of the project  (B/Ax100) |
| EUR……… | EUR……… | % |

#### **1.5. Summary (maximum 1 page)**

|  |  |
| --- | --- |
| Total duration of the project | <… months> |
| Objectives of the project | <Global objective (s) (to>  <Specific objective> |
| Partners |  |
| End beneficiaries[[1]](#footnote-1) |  |
| Anticipated results |  |
| Main activities |  |
| Provide here an executive summary of your project |  |

#### **1.6. Global objective and specific objectives (maximum 1 page)**

*Please describe the global objective to which the project is intended to contribute and the specific objectives the project has been designed to achieve. This paragraph must be consistent with the logical framework.*

#### **1.7 Pertinence of the project (maximum 3 pages)**

*Please provide all the following information: <to be adapted to the context>*

* *Provide a presentation and detailed analysis of the problems and how they interrelate at all levels.*
* *Provide a detailed description of the target groups and end beneficiaries, including an estimate of their number.*
* *Clearly identify the specific problems to be tackled by the project, including the perceived needs and constraints of the target groups.*
* *Demonstrate the pertinence of the project with regard to the general needs and constraints of the target countries/regions and notably of the target groups/end beneficiaries, explaining how the project will deliver the desired solutions, especially for the end beneficiaries.*
* *Demonstrate the pertinence of the project with regard to the objectives and priorities set out in the Call for Projects Rules.*
* *Notably present the complementarity of the proposed project with other operators and activities already in place at the local level.*
* *State the sources when making any reference to quantified data. Quantified data must be presented in a format broken down by gender, age and key populations. If no such data is available, please specify and explain how the project will enable these gaps to be filled. The context must also present the applicable socio-cultural norms and legislation constituting barriers to access to services (gender, human rights).*
* *If your project is multi-country, please justify the countries selected and the added value of the multi-country dimension.*

|  |
| --- |
| ***Complementarity with programmes supported by the Global Fund (1 page maximum)***  *Demonstrate how the project participates in improving the efficacy and health impact of Global Fund programmes. This section is also important for ensuring that the project does not duplicate existing activities financed by the Global Fund and that synergies are created, where pertinent.*   * ***Describe the geographical and/or themed complementarity*** *between the proposed project and the programmes supported by the Global Fund in the countries in question.* * ***State if the project will be working with any principal and/or secondary beneficiaries of Global Fund grants*** * *Describe how* ***interaction and coordination will take place with the Global Fund*** *and the* ***national coordination bodies*** *(CCM).* * *The inclusion of a support letter from the CCM of the country or countries concerned will be considered in a favourable manner.* |

#### **1.8 Description of the project and its efficacy (maximum 14 pages)**

*Provide a description of the proposed project including, where relevant, the fundamental factors leading to the project being formulated. This must include:*

*- The outputs and results (maximum 4-5 pages). Be specific and quantify the outputs as far as possible. Notably state the planned publications. Describe the potential for the project's results to be reproduced and extended (multiplier effects).*

*- The proposed activities and their efficacy (maximum 9 pages). Identify and describe in detail each activity to be implemented in order to produce the results, justifying the selection of the activities including their sequencing and interactions; as applicable, specify the role of each partner in each of the activities.*

#### **1.9 Methodology (maximum 4 pages)**

*Describe in detail:*

*- The implementation method and the reasons behind the selected methodology;*

*- If the project is an extension of an existing project, explain how it is based on the results of said project. Provide the main conclusions and recommendations emanating from any evaluations carried out.*

*- If the project is part of a wider programme, please describe how it is to be incorporated within the programme or within any planned project, and how coordination will be carried out. Please set out the potential synergies with other initiatives, notably those of Expertise France;*

*- The internal and/or external monitoring and evaluation procedures;*

*- A description of the participation and role of the various actors and stakeholders (local partners, target groups, local authorities, etc.) in the project and the reasons why said roles have been assigned;*

*- The organisational structure and the proposed project implementation team;*

*- Main resources proposed for project implementation.*

#### **1.10 Project implementation duration and action plan**

*The project duration will be <X> months.*

*Applicants must not state a specific date for commencement of project implementation but simply state “Month 1” , “Month 2”, etc.*

*Any month (or intermediate period) without activity must be included in the action plan and in the calculation of the estimated total duration of the project.*

#### **1.11 Beneficiaries (maximum 1.5 pages)**

**Direct beneficiaries**

*Identify the organisations, people and/or groups of people who will directly or indirectly benefit from the project’s activities and* ***justify their selection****. State their type, number, gender, age and key population concerned, including the method used to calculate targets. State their involvement in the construction of the project and succinctly explain how the direct beneficiaries actively participate in the project.*

**Indirect beneficiaries**

*Identify the people and groups of people who are not directly involved in the project but will benefit from it indirectly. State their type, number, gender, age and key population concerned, including the method used to calculate targets. Describe the link between direct and indirect beneficiaries.*

#### **1.12 Results, activities and evaluation**

*It is imperative that the activities are worded identically in all proposal documents (submission form, logical framework, budget and timetable).*

**Anticipated results (1 page maximum)**

*List the anticipated results of the project. The anticipated results must be specific to the various target populations and be broken down by type, gender and age. You may also state intermediate results (causing intermediate changes) if pertinent to the project as presented.*

**Planned activities (to be broken down by result, if possible) (5 pages maximum)**

*It is imperative to detail the activities as follows:*

* Activities relating to Result 1:
  + Activity 1.1
* ***Activity name***
* ***Presentation of the activity*** *(objectives, targets (men/women, age, key population, duration, format, frequency, necessary resources and anticipated results). State how the intervention is sensitive and/or transformative in terms of gender[[2]](#footnote-2). If necessary, state the specific interventions you believe to be required in order to be able to tackle gender inequalities. For training activities, specify the process (duration, type, etc.).*
* ***Description of responsibilities during the implementation of the activity*** *(project leader, partners). Describe the complementarity between the activities.*

**FOR PROJECTS INCLUDING ONLY OPERATIONAL RESEARCH ACTIVITIES, ADD THE FOLLOWING INFORMATION (delete if not applicable).**

**a) Research assumptions, theoretical framework and methodology**

*For projects including operational research activities, describe the protocol structure of the research, the theoretical framework, the methods employed, the nature and acquisition conditions of equipment used, the originality and feasibility of the research and the number, nature, gender and age of the research subjects.*

**b) Ethical and regulatory considerations (for operational research activities)**

*List of ethical precautions to be taken for implementation of the activities.*

*Are the activities covered by one or more ethics committees? If so, please state which committees and your progress status with each committee.*

*For French organisations, please state which code of ethics you have adopted.*

*Are your research activities conducted in compliance with the Helsinki Declaration adopted by the World Medical Assembly (June 1964, latest update 2004)?*

**c) Exploitation, dissemination and transposition of the results**

*Describe the strategy to be implemented to enable rapid operational exploitation of the results of operational research activities and how they are to be disseminated or transposed.*

**Project monitoring-evaluation (4 pages maximum)**

*Describe the monitoring-evaluation system (data collection, supervision, activity evaluation) which will be applied and the necessary resources (HR, budget, strategy, etc.) for implementation of the system.*

**Project management and financial monitoring (2 pages maximum)**

*Precisely describe how financial management will be performed and the resources that will be specifically allocated to the process by the project leader and the partners, notably human resources. Estimate the percentage of the budget to be managed by each partner. Describe the methods and procedures of financial monitoring and reporting to be implemented if any budget items are delegated to partners.*

**Project management and coordination (2 pages maximum)**

*Describe how the project will be managed (composition of steering and/or scientific committees, meeting frequency, number and status of members, please state if they are men or women) and the process for coordinating partners. Diagrams may be used.*

**Profile and communications (1 page maximum)**

*Describe the communications tools (with the objective of raising awareness, prevention, development, etc.) to be exploited during the project.*

*Describe how the communications strategy will interact and be integrated with project implementation (activities, objectives, budget, partnerships, etc.).*

*To what extent will the communications strategy enhance the profile of Initiative 5% and Expertise France? Specify how communications will contribute to tackling negative gender stereotypes.*

*Describe the communications strategy to be implemented in order to showcase the results of the project and promote their dissemination.*

#### **1.13 Indicative action plan for project implementation (maximum 4 pages)**

**Note: in the context of the “Initiative” project, use the special Appendix I (Excel spreadsheet for the Initiative project activities timetable).**

*Applicants must not state a specific date for commencement of project implementation but simply state “Month 1” , “Month 2”, etc.*

*It is recommended to base the estimated duration of each activity and of the project as a whole on the most likely duration and not on the possible shortest duration, taking into account all factors likely to effect the implementation schedule.*

*The activities set out in the action plan must correspond to those detailed in Section 7. The organisation responsible for implementation must be either the applicant or one of its partners. Any month or intermediate period without activity must be included in the action plan and in the calculation of the estimated total duration of the project.*

*The action plan for the first 12 months of implementation must be sufficiently detailed such that it provides an overview of the preparations and implementation of each activity. The action plan for each subsequent year may be more general and should be restricted to a list of the main activities proposed for each year in question. To this end, it must be divided into 6-month periods (NB: a more detailed action plan for each subsequent year must be submitted before any prefinancing payment will be made, in accordance with the special conditions of the grant contract).*

*The action plan must be produced in line with the following model:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | |
|  | H1 | | | | | | H2 | | | | | |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Organisation responsible for implementation |
| Example |  |  |  |  |  |  |  |  |  |  |  |  | Example |
| Activity 1 preparation (name) |  |  |  |  |  |  |  |  |  |  |  |  | Local partner |
| Activity 1 implementation (name) |  |  |  |  |  |  |  |  |  |  |  |  | Local partner |
| Activity 2 preparation (name) |  |  |  |  |  |  |  |  |  |  |  |  | Local partner 2 |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For subsequent years: | | | | | | | | | |
| Activity | H3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Organisation responsible for implementation |
| Example | Example |  |  |  |  |  |  |  | Example |
| Activity 1 implementation (name) |  |  |  |  |  |  |  |  | Local partner |
| Activity 2 implementation (name) |  |  |  |  |  |  |  |  | Local partner |
| Activity 3 preparation (name) |  |  |  |  |  |  |  |  | Local partner 2 |
| Etc. |  |  |  |  |  |  |  |  |  |

#### **1.14 Long-term impact (maximum 3 pages)**

*Describe the main prerequisites and assumptions during and after the implementation phase.*

*Provide a risk analysis. This must at least include a list of the risks associated with each proposed activity accompanied by pertinent corrective measures to mitigate said risks.*

*Explain how the long-term impact will be maintained after completion of the project. This may include aspects relating to necessary measures and strategies integrated within the project, to activity monitoring, to appropriation by target groups, etc.*

**Capitalisation**

*Specify how the capitalisation process will be carried out (the basis of which must be established during project design). Please note, the objective of capitalisation is to teach project participants how to improve their practices and to learn from their experiences. A process must be applied throughout the project that promotes analysis and perspective with the objective of gaining useful lessons that can be shared and which exploit different production methods.*

*When submitting the proposal, it is important to tackle the capitalisation process by structuring it around certain key questions:*

* ***Which project themes/dimensions*** *are able to benefit from capitalisation?*
* ***What are the objectives****?*
* *Who are the contributors, i.e. the participants who are directly involved in the process?*
* *What are the production systems and who are the recipients?*
* *What resources are required to support the capitalisation process (internal or use of external sources) and production?*

**Operational durability**

*Describe the extent to which the project’s activities will be able to persist beyond the project duration,, including the exit strategy to achieve this goal. Explain the impact the project will have on beneficiaries over the medium/long term.*

**Financial durability**

*Describe the extent to which the project will be a catalyst for mobilising new sources of financing after project completion and/or enabling the project to be integrated within grants from the Global Fund and/or be adopted by the local government. What provisions will be implemented from commencement of the project in order to maximise the opportunities of financial durability?*

**Political durability**

*Describe the political changes of which the project will be a contributory factor and which will establish its operational and financial durability.*

**Social transformation durability**

*Describe the social transformations of which the project will be a contributory factor in terms of transforming gender stereotypes and the roles and power of women and men within society, with the objective of enhancing equality. State the long-lasting developments in terms of human rights to which the project will be a contributory factor.*

#### **1.15 Project budget**

*Please complete Annex B of the Call for Projects Rules to provide information about:*

* *The project’s budget (Spreadsheet 1) for the full duration of the project and for its <12/if more, please specify> initial months;*
* *Justification of the budget (Spreadsheet 2) for the full duration of the project, and*
* *The amount requested from the contracting authority and other sources of financing over the full duration (Spreadsheet 3).*

*For further information, please refer to the Call for Projects Rules.*

*[If the Call for Projects Rules authorise Expertise France to finance the entire project, you must justify any request for full financing by demonstrating that it is indispensable for project completion.]*

*[Please list below any contributions in kind to be provided (please specify) (maximum 1 page).]*

Please note that the cost of the project and the contribution requested from Expertise France must be expressed in [<EUR/or other currency, as applicable>.]

1. **LOGFRAME MATRIX**

The logframe matrix will evolve during the lifetime of the project: new lines will be added for listing the activities as well as new columns for intermediary targets (milestones) when it is relevant and for reporting purpose (see “current value”) on the achievement of results as measured by indicators.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Intervention logic** | **Indicators** | **Baseline**  **(incl. reference year)** | **Current value**  **Reference date** | **Targets**  **(incl. reference year)** | **Sources and means of verification** | **Assumptions** |
| **Overall objective: Impact** | The broader, long-term change which will stem from the project and a number of interventions by other partners. | Measure the long-term change to which the project contributes.  To be presented disaggregated by sex. | Ideally, to be drawn from the partner's strategy |  | Ideally, to be drawn from the partner's strategy | To be drawn from the partner's strategy. |  |
| **Specific objective(s):**  **Outcome(s)** | The direct **effects** of the project which will be obtained at medium term and which tend to focus on the changes in behaviour resulting from project  Outcome = Oc  (Oc 1; Oc 2; etc.) | Measure the change in factors determining the outcome(s).  To be presented disaggregated by sex | The starting point or current value of the indicators. | The value of the indicator at the indicated date | The intended value of the indicators. | Sources of information and methods used to collect and report (including who and when/how frequently). | Factors outside project management's control that may impact on the outcome-impact linkage. |
| **Outputs** | The direct/tangible **outputs** (infrastructure, goods and services) delivered by the project.  Outcome = Oc  Op 1.1. (related to Oc 1)  Op 1.2. (related to Oc 1) (…)  Op 2.1. (related to Oc 2) (…) | Measure the degree of delivery of the outputs.  To be presented disaggregated by sex. | Idem as above for the corresponding indicators. |  | Idem as above for the corresponding indicators. | Idem as above for the corresponding indicator. | Factors outside project management's control that may impact on the output-outcome linkage. |
| **Activities** | *What are the key activities to be carried out, to produce the outputs?*  *Group the activities by result and number them as follows:*  *A 1.1.1. – "Title of activity "*  *A 1.1.2. – Title of activity "*  *(related to Op 1.1.)*  *A 1.2.1. – "Title of activity "*  *(…)*  *(related to Op 1.2.)*  *A 2.1.2. – Title of activity "*  *(…)*  *(related to Op 2.1.)*  *(…)* | ***Means:***  *What are the means required to implement these activities, e. g. staff, equipment, training, studies, supplies, operational facilities, etc.*  ***Costs***  *What are the action costs? How are they classified? (Breakdown in the Budget for* the Action) | | | | | *Factors outside project management's control that may impact on the output-outcome linkage.* |

*The Coordinator may unilaterally amend the outputs, all the indicators and the related targets, baselines and sources of verification as well as the activities described in this logical framework in accordance with the General Conditions.*

***A “logical framework matrix”*** *(or “logframe matrix”) is a matrix in which results, assumptions, indicators, targets, baselines, and sources of verification related to an action are presented.*

***The logical intervention*** *shows how, in a given context, the activities will achieve the expected results, outputs and impact outcomes. The main assumptions, developed in this reflection process, are to be integrated into the logical framework matrix.*

*Definitions:*

* ***“Impact”*** *: the primary and secondary, long term effects produced by the Action.*
* ***“Outcome”*** *: the likely or achieved short-term and medium-term effects of an Action’s outputs.*
* ***“Output”*** *: the products, capital goods and services which result from an Action’s activities.*
* ***“Indicator”*** *: the quantitative and/or qualitative factor or variable that provides a simple and reliable means to measure the achievement of the Results of an Action.*
* ***“Baseline”*** *: the starting point or current value of the indicators.*
* ***“Target”*** *(or results Goal) : the quantitatively or qualitatively measurable level of expected output, outcome or impact of an Action.*

1. “End beneficiaries” are the people who will benefit from the project in the long term at the level of society or the sector in the broadest sense. [↑](#footnote-ref-1)
2. Gender sensitivity: programmes, initiatives or activities that recognise the requirements and limits of each person based on their gender, age or sexual orientation and provide an effective response to such factors. (GF definition) [↑](#footnote-ref-2)