PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH

DAY 4

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Pacific Research & Evaluation Associates

Recap Day 3

Day 4 overview

- Resource Scheduling
- Monitoring & Evaluation
- Proposal writing
- Donors
- Logframe Rhapsody practice and performance

- Breaks at 10:30am; 12:30pm;3:00pm
- Finish at 4:30pm

Group activity

- Logframe Rhapsody- practise

- 10 minutes

Step 7. Resource scheduling

- Process to create a budget and list of resources required to deliver project outputs and results
- Builds on the activity schedule

- Steps:
  1. Copy the first activity from the activity schedule
  2. Review the tasks that make up the activity
  3. Identify the inputs or resources required (equipment, staff) for the activity
  4. Repeat for each activity to calculate total cost

Ref	Activities / Inputs	Unit	Quantity needed	Cost per unit	Total Cost	Our org cash	Our org in-kind	Donor 1	Donor 2
1.1	**Education and awareness campaign**								
1.1.1	**Delivery training workshop**								
	Equipment / Capital								
	Buy projector		1	1000	1000			1000	
	Buy computer	per PC	2	800	1600			1600	
	Venue hire	per day	2	100	200		200		
	Catering	per event	2	50	100		100		
	Pre-paid phone card	per card	1	20	20	20			
	Staff								
	Trainer	weeks	4	500	2000			2000	
	Coordinator	days	10	60	600		300	300	
1.1.2	**Implement awareness campaign**								
	Equipment / Capital								
	Staff								
					5,520	20	600	4900	0

Project group activity

Develop a resource schedule

1. Refer to your partially completed activity schedule
2. Follow the steps to complete the resource schedule worksheet.

- 15 minutes

Recap – activity schedule & resource schedule

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Monitoring and Evaluation

Terminology

- Monitoring- gathering evidence
  – Indicator, source, timeline, responsibilities

- Evaluation- making a judgement
  – Criteria for judgement

Definitions

Efficiency	Refers to the extent to which activities, outputs and/or the desired effects are achieved with the lowest possible use of resources/inputs (funds, expertise, time)
Effectiveness	The extent to which project meets its intended outputs and/or objectives.
Outcome / Impact	The positive and negative changes, both intended and unintended, produced by an intervention.

To Consider

- Who is the evaluation for?
    - Who are the key stakeholders?
    - What do they <u>need</u> to know?
    - When is the evaluation needed by?
- How much budget is available?
- What skills are required?
- Accountability and learning
- Intended and unintended consequences

When do you plan your evaluation?

- At the start of the project, as part of the project design!

- Don't leave it to the end of the project.

- Remember to provide a realistic budget for your data collection and evaluation.

Types of Evaluation Questions

Relevance	Were objectives valid? Did the project address the needs of the target?
Effectiveness	Did the project deliver expected objectives?
Efficiency	Was project delivered in cost and time efficient manner?
Impact	What has happened as a result of the project (intended and unintended)
Sustainability	Are the changes likely to last?

Monitoring & Evaluation Plan Template

Source & method

Responsibilities

Timeframes

Cost, eg. consultants, or technology

Evaluation	Monitoring					
Broad Evaluation Questions	What do we want to know? (Monitoring Question)	How will we know it? (Indicator)	Where will the data come from? (Data Source/Method)	Who will capture the data? (Responsibility)	When will data be captured? (Timeframe)	Estimated cost

Your evaluation questions go here

Your monitoring questions go here

Your indicators go here

Monitoring & Evaluation Plan

Key Evaluation Question	Monitoring question	Indicator	Source	When who
To what extent did the project achieve its purpose? (To what extent have frozen fish exports increased as a result of the project)	What was the level of fish export before the project? What was the level of fish export after the project? What factors led the change in export?	Baseline tonnes Post project tonnes Factors	Cargo records Stakeholders	

For More

www.evaluationtoolbox.net.au

Self-paced presentations

Templates

How-to guides

Links

Break

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Copycat

Project proposal writing

- The proposal is sales document- it needs to be persuasive

- Proposal should describe:
  - justification of the project (the need, why)
  - methodology and logic (how)
  - activities and implementation timeline (what, when)
  - resources required. (staff, $, materials)

Project proposal structure

- Project title
- Summary
- Body
  - Background / Context
  - Project need
  - Project goal & implementation
  - Target group
- The project proponent
- Budget and timeline
- Monitoring & Evaluation plan
- Appendices

Project proposal writing

The outputs of the LFA and the logframe matrix in particular can be used to inform the proposal

LFA output	Project proposal component
Stakeholder analysis	Background / context Project need Target group
Problem tree	Project need
Logframe Matrix	Project goal, objective, outputs and activities Target group Monitoring and evaluation Risk management
Activity schedule	Methodology and implementation
Resource schedule	Budget and timeline

What makes a good proposal?

- Clearly explain the need (why)
- Clearly explain how you will address the need (how)
- Concise with additional information in appendices
- Demonstrate buy-in from all stakeholders
- Demonstrate capacity to deliver (experience, staff)
- Demonstrate you have considered the risks
- Realistic (timeline and budget)
- Confident

Project proposal writing tips

- Allow enough time to conduct the LFA (~ 1 month)
- Build a relationship with donor
- Review what has been funded in the past
- What template to use, what language to use (LFM)
- Establish a team to develop the proposal
- Proof read & peer review
- Give the donor what they want:
  - Complete all sections
  - Use their language
  - Address their selection criteria / priorities.
- Give the donor many reasons to say 'YES'

Project group activity

Develop components of a project proposal

1. Open the proposal template document using laptop
2. Use the project's LFA outputs to populate the template

- 70 minutes

Project group activity

For your project write some dot points under each heading to create a draft project proposal

- Project title

- Body

  – Background / Context

  – Project need

  – Project goal & implementation

  – Target group

- The project proponent

- Budget and timeline

Lunch

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Group activity

- Logframe Rhapsody- practise

- 10 minutes

Project group activity

Develop components of a project proposal ... continued
20 minutes

Project teams will present project proposal back to the
group using the data projector

- 30 minutes

Donors

Provide funds, materials or technical expertise to assist a recipient Government, organisation or individual

Types of development aid donors:
- Bilateral – 1 : 1, usually at Government level
- Multilateral - Board manages pooled funds
- Philanthropic – Family trusts / NGO

Donor resource directory - e-copy on USB

Name	Country	Page
Climate Change Fund (Asia Development Bank)	ADB member countries	8
GEF Special Climate Change Fund (SCCF)	UNFCCC Non - Annex I Parties	9
Adaptation Fund	Developing Country Parties to the Kyoto Protocol	11
World Bank Group Catastrophic Risk Management	All PICs Exc Nauru, Cook Islands And Niue.	13
Global Climate Change Alliance (EU)	Low income countries, especially SIDS and LDC's	14
Global Facility For Disaster Reduction And Recovery	No specific country focus	15
Climate And Development Knowledge Network	No specific country focus	18
AusAID	Developing Countries	19
NZAid	Strong focus on PIC's	22
International Climate Initiative (Germany)	Open to all countries	24
KfW Development And Climate Finance (Germany)	No specific country focus	25
JICA (Japan)	Specific Focus on LDC's And	27

Activity - Donors

– Who are the relevant donors?

– What funding programmes exist?

Grants

- # Matson - http://www.matson.com/foundation/index.html

- Maritime environment and ocean resource conservation, energy
- Education, via schools (pre-school through university), including STEM programs and transportation careers training and development, and via matching gifts from eligible donors
- Human services: such as community health & safety needs; national health organizations and United Way partner agencies
- Culture & Arts: cultural and learning centers/libraries, cultural identity, historic presence
- Civic and community programs (e.g. volunteerism, clean-ups, events and projects)

France in NZ

- **Pacific Fund - Applications for 2013 funding**
- http://www.ambafrance-nz.org/Pacific-Fund-Applications-for-2012

- Priority is given to cooperation programs that promote the regional integration of the three French Pacific territories. This involves giving priority to the following projects :
- projects designed to strengthen the relations that France and the French Pacific territories have with Pacific island countries
- projects likely to involve companies, research centres and universities in New Caledonia, French Polynesia and Wallis and Futuna and to promote the know-how and potentials of those territories
- projects designed to strengthen the activities of those Pacific regional organisations in which the French Pacific territories have full membership or foster relations with organisations that have a notable influence in this part of the world

Pacific Asia & Travel Association (PATA)

- http://www.pata.org/grants
- **What Kind of Projects Receive Foundation Grants?**
- Projects that are considered deserving of a PATA Foundation grant are those that seek to protect, conserve and/or educate. They usually have one or more of the following objectives:
- Protect the natural environment, including wildlife
- Conserve cultural heritage, including arts and crafts, heritage sites and historic buildings
- Educate people on the importance of environmental and cultural heritage.

Sasakawa Peace Foundation

- http://www.spf.org/e/grants/index.html
- Addressing Positive and Negative Aspects of Globalization
    - (1) Market and Disparities Issues
    - (2) Issues Involving Demographic Changes and Population Movement
    - (3) Interface Issues between Science and Technology and Society

- Communication with development towards self-supporting island nations
    - (1)Education
    - (2)Health care
    - (3)Information sharing

More Donors

- http://www.greengrants.org/

- http://www.terravivagrants.org/Home

- http://whc.unesco.org/en/funding/

- http://www.firstpeoples.org/grants/grants-awarded

- http://www.globalfilm.org/granting.htm?gclid=CN79t_eU-rgCFcd_QgodmEQAUQ

- UNFCCC's adaptation funding interface unfccc.int

- Rufford Small Grants for Nature Conservation

- US Ambassadors fund for cultural preservation.

Recap - Proposal writing & donors

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4 day recap

Donors · LFA · Stakeholder Analysis · Proposal · Problem Analysis · LFM · Strategy Analysis · Solution Analysis

Break

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Group activity

- Logframe Rhapsody performance – demonstrate what you learnt!
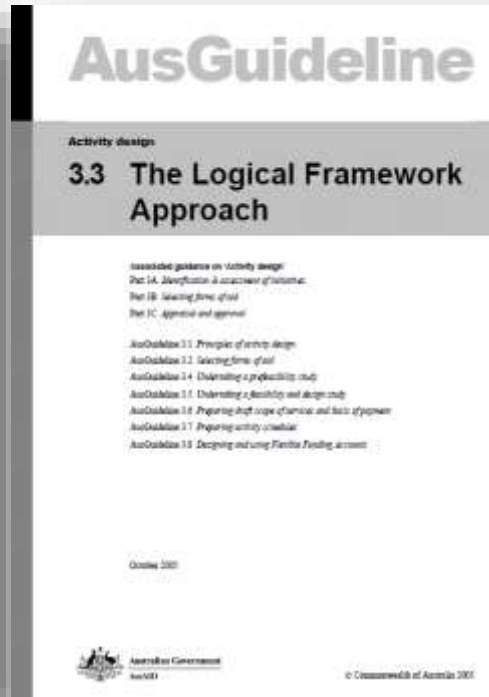
- 20 minutes

Day 4 evaluation

Have you learnt to love the logframe?

Survey
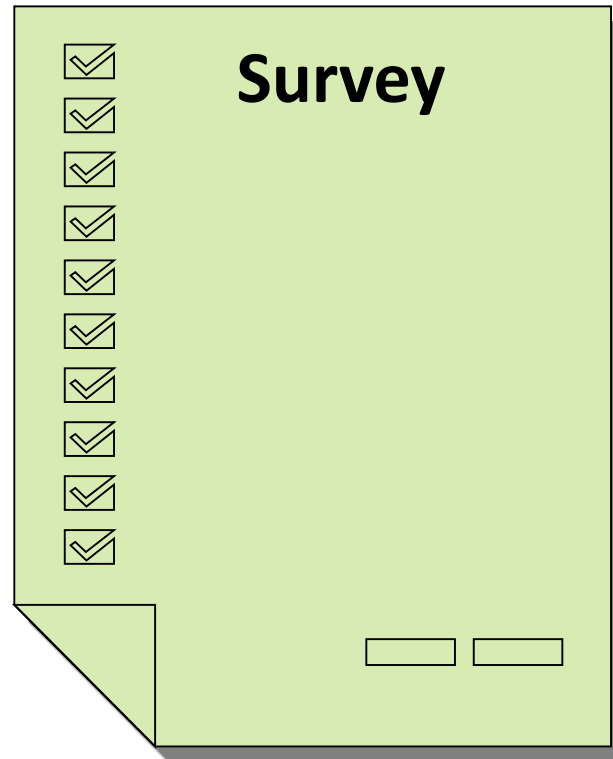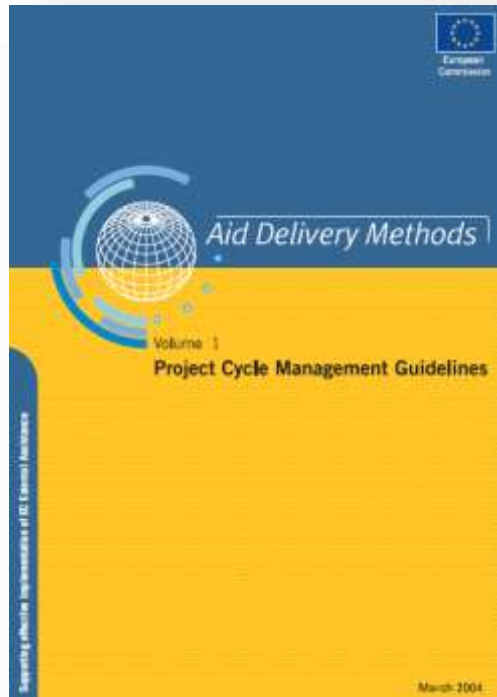
The End

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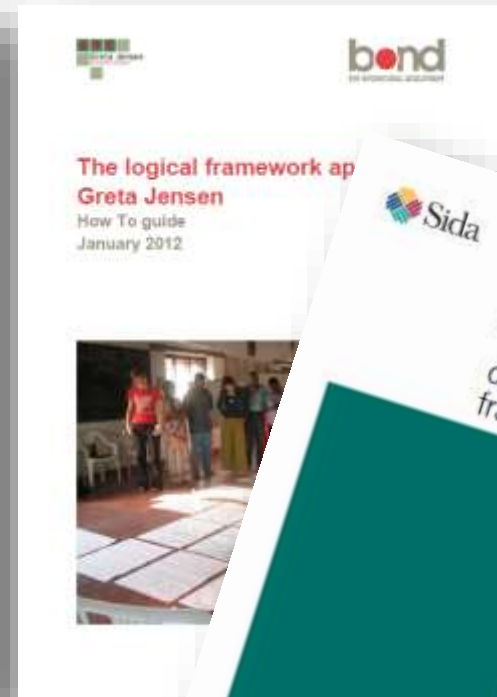
Group photo & certificates