

Project ConceptTemplate : Step 1: Identification

General information of the project:

Project title:		Project number	
Programme:			
Country/Region:		Project lead organisation and contact:	
Total project financing:			
Funding partners			
Co-funding:	R	Partner:	
In-kind contribution:	R	Partner:	
Project concept delivery Date:		Project Manager:	
Expected Project Start Date:			

Expected Project Outcome Short description of the change this project intends to achieve	
Expected project duration	
Project Deliverables (Outputs)	
Baseline Has baseline data already been compiled	
Key challenges that the project seeks to address	
Process overview (rough timeline included)	
Major Risks	

**Guiding questions for
Sustainability**

Project ownership	<p>Have the proposed (government and non-government) project partners been involved or consulted or have they reviewed the concept?</p> <p>Have you considered the involvement of non-state actors in the design and implementation of the project</p>	
Alignment	Alignment with thematic programme areas?	
	Alignment with the country's national policies and plans?	
	Alignment with the (Agency) strategies and plans?	
Funding	Is Funding available for project conceptualisation?	
	Is Funding available for project design and planning?	
	Is Funding available for project implementation	
Project Design	Are the problems to be addressed by the project clearly identified and defined?	
	Have recent and current approaches to address identified problems been reviewed, to ensure synergies, avoid duplication and capture lessons?	
	Is the theory of change of the project well described (at least in general terms)?	

	Is the proposed results chain sufficiently clear, in line with the theory of change and appropriate to address the identified problem/s?	
	Is there evidence that the project organisation (Development Agency) has the expertise and capacities to execute the proposed project activities?	
	Are the expected environmental and social benefits clear and does cost-benefit analysis show that benefits exceed costs?	
	Is the project consistent and properly coordinated with other related initiatives in the country or in the region?	
	Is the project clear on how gender has been be mainstreamed in the project design and will be elaborated in the proposal?	
	Has the cost-effectiveness of the project design been demonstrated, as compared to alternative approaches to achieve similar benefits?	
	Do the project results have good potential for scaling up? Does the project have a strategy for scaling up?	
Project risks	Has the project defined the capacities of partners to deliver and assessed the related risks?	
	Has the project defined the risks of private sector engagement?	
	Have potential social and environmental impacts been identified by screening and has the project been classified according to its environmental and social impacts?	

	Will more in-depth assessments be carried out for issues flagged as potential risks and are capacities or resources available to do so?	
Project Financing	Is the proposed funding and co-financing (including all major cost items) justified and adequate to achieve the expected outcomes? Has co-financing (possible including in kind financing) been confirmed?	
Project Monitoring and Evaluation	Will the proposal include a budgeted M&E plan that monitors and measures results with indicators and targets?	
How does this project promote equity (including gender and youth)?		
What are the innovative aspects of this project?		
How is learning promoted?		