Guidance for bilateral projects

August 2018

Outline for Project Annual Work Plan

**Narrative text**

|  |  |
| --- | --- |
| **Cover page** | * Name and duration of the project
* Date and location
* Who has prepared the plan
* Distribution of the plan
 |
| **Table of contents** |  |
| **List of abbreviations** |  |
| **Summary** | * Short overview of the project status and the planning period in concern
* What has been learned and what needs to be adjusted
* Key issues regarding the annual plan
 |
| **1. Background and situation**  | * Short background and description of the project and its institutional framework and key assumptions (focus on status, not repeating full text from PD)
* Overview of the work carried out and results (outcome and outputs) achieved during the preceding implementation period
 |
| **2. Outputs and indicators** | * Planned annual targets and results with related indicators for the period covered, based on the result chain and the results framework (narrative only, details to be provided in the Annex that includes the respective matrix)
* Milestones for the planning period
 |
| **3. Work plan** | * Short overview of the planned activities, implementation strategies and methods (with reference to detailed action plans presented in annexes)
 |
| **4. Resource allocation and budget** | * Plan for human resources (TA and partner inputs),
* Other resources, including procurement plan for foreseen subcontracts
* Partnerships
* Budget (detailed budget breakdown in annex)
* Foreseen budget modifications, if any
 |
| **5. Monitoring and reporting**  | * Planned monitoring and evaluation arrangements (data collection, reviews, evaluations)
* Reporting schedule, including specific thematic reports when applicable
 |
| **6. Assumptions and Risk response measures** | * Key assumptions and risks for the planning period (new and previously identified; with reference to findings of the preceding report when applicable)
* Risk response measures for the planning period
 |
| **7. Other considerations** | * E.g. ways to improve local ownership and the sustainability of results
 |
| **Annexes** | * Detailed work plan matrix with baseline data and clear breakdowns by result (output level), activities and indicatorsResource allocations and budget breakdown
* Procurement plan
* Terms of reference and job descriptions for new initiatives / sub-contracts / service providers and/or TA personnel
 |

**Planning matrix for annual targets**

**Annex to the Annual Work Plans**

| **Impact / Outcome / Output** | **Indicator** | **Link to Partner's Result Framework** | **Baseline** | **Annual target** | **End of Project/ Programme target** | **Means of verification** | **Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPACT STATEMENT***Copy from results framework* | Impact indicator 1*Copy from results framework* | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* |  | *List data sources* | *List key assumptions that are valid* |
|  | Impact indicator 2*Copy from results framework* |  |  |  |  |  |  |
|  | Impact indicator 3*Copy from results framework* |  |  |  |  |  |  |
|  | Etc. |  |  |  |  |  |  |
| **Outcome statement:***Copy from results framework* | Outcome indicator 1.1*Copy from results framework* | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* |  | *List data sources* | *List key assumptions that are valid* |
|  | Outcome indicator 1.2*Copy from results framework* |  |  |  |  |  |  |
|  | Outcome indicator 1.3*Copy from results framework* |  |  |  |  |  |  |
| **Output 1.1.** | Output indicator 1.1.1 | *Include reference to Partner’s Result Framework if relevant* | *Insert baseline value* | *Insert annual target* |  | *List data sources* | *List key assumptions that are valid* |
| Output indicator 1.1.2 |  |  |  |  |  |  |
| Output indicator 1.1.3 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| **Output 1.2.** | Output indicator 1.2.1 |  |  |  |  |  |  |
| Output indicator 1.2.2 |  |  |  |  |  |  |
|  | Etc. |  |  |  |  |  |  |
| **Output 1.3** | Output indicator 1.3.1 |  |  |  |  |  |  |
| Output indicator 1.3.2 |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |
| **Etc.** | Etc. |  |  |  |  |  |  |

**Planned activities and activity targets per output for the year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outputs and activities** | **Targets for activities** | **Schedule**  | **Responsibility** | **Resources[[1]](#footnote-1)** |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** |
| Output 1 xx |  |  |  |  |  |  |  |
| Activity 1.1 xx | e.g. number of workshops organized, persons trained, schools built |  |  |  |  |  |  |
| Activity 1.2 xx |  |  |  |  |  |  |  |
| Activity 1.3 xx |  |  |  |  |  |  |  |
| Output 2 xx |  |  |  |  |  |  |  |
| Activity 2.1 xx |  |  |  |  |  |  |  |
| Activity 2.2 xx |  |  |  |  |  |  |  |
| Activity 2.3 xx |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Project management actions |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Indicate human resources, total budget for respective output or activity and other resources, e.g. subcontracts. Detailed budget breakdown to be presented in another annex. [↑](#footnote-ref-1)