# Concept Note Template

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**DOCUMENT TYPE: *PROJECT CONCEPT NOTE DOCUMENT***

**DRAFT DATE:** *Last amended draft date/FINAL -date*

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| **Cover Page** | |
| **Project Title:** | ***PLEASE ENTER THE FORESEEN PROJECT TITLE*** |
| **Total Project Cost:** | *Please enter the total cost of the project* |
| **Project Timeframe** | *Date: dd.mm.yyyy – dd.mm.yyyy* |
| **Region:** | *Please enter the regions and districts covered* |
| **Main Sector:** | *Please indicate the sector from which the project originates. If more than one sector is involved then list the main sector* |
| **Project Outcome:** | *Please enter the planned outcome of the project* |
| **Medium-Term Development Plan (ZADEP 2021/2026):** | *Please enter the national medium-term development plan (e.g. ZADEP) goals, operational targets and intervention packages to which this project contributes* |
| **Sector Policy and Plan:** | *Please enter the principal sector target to which this project contributes* |
| **Responsible Officer:** | *Please indicate the name, position and contact details (email and telephone number) of the person who is the principal contact for this project* |
| **Administrative Unit:** | *Please indicate the Ministry or Agency responsible for managing the implementation and coordination of the project.* |

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| **1. PROJECT BACKGROUND** |

Give a short briefing on the project context

A few paragraphs on Zanzibar as it relates to the project. Then move into more detail on the sector that the project is located in. Include information on previous or forthcoming initiatives in this sector or other initiatives relevant for the project.

(350 words maximum)

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| **2. PROJECT JUSTIFICATION** |

Give justifications for the project. A justification should present a problem, challenge, need or opportunity - i.e. why the project is needed. Justifications must relate to the national medium-term development plan (e.g. ZADEP), specific sector problems, sector or district plans or policies. Make sure to explain how the project fits with and contributes to these plans. It is an advantage if the suggested intervention is designed based on research and evidence

(200 words maximum)

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| **3. PROPOSED OUTCOMES** |

Describe the proposed outcomes of the project. Make sure to link the outcome of the project (what the project will deliver) with the justification. Also try to specify who the project will target as well as who and how many people will benefit from it.

Try to make the outcomes as SMART (Specific, Measurable, Achievable, Relevant and Time-bound) as possible. They should be as clear and concrete as possible at this stage of project development.

(200 words maximum)

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| **4. PROJECT OUTLINE** |

Overall approach:

Analyse the possible solutions/approaches that could be adopted to address the problem, need or opportunity outlined in the justification and give reasons for why the approach/methodology you have chosen is better than the others (for example through cost-benefit analysis). After this justification please describe the approach/methodology of the project in more detail.

Outputs:

A good idea is to break the desired outcome of the project down into outputs that the project will deliver. Make sure that the proposed outcome(s) and outputs are defined as clearly as possible. Outputs can be new policies, guidelines, capacities, products (e.g. buildings or systems) and services. For each of these outputs, list the main activities needed to produce them.

Inputs:

Discuss the required inputs (capacity, procurement, technical assistance, funds, materials, etc.) for the project. Try to make a clear link between inputs, activities, outputs and how these relate to the overall outcome.

Timeframe and responsibilities:

Put forward a proposed timeline and give a brief description of the roles and responsibilities in the project.

Sustainability and risk:

Discuss how stakeholders and beneficiaries will be involved in the planning and implementation of the project. Discuss any other things that will help make the project sustainable.

Identify the potential risks associated with the project and what can be done to manage these risks. To identify risks, think about what things that could potentially jeopardise or undermine the successful implementation of the project. Different types of risk include:

* *Changes in the socio-economic environment that the project is located in*
* *Environmental changes, including climate change*
* *Financial risk*
* *Longevity of project (When the project period ends will the finances and incentives be in place to ensure the process/impacts of the project continue?)*
* *Capacity – is there sufficient human capacity internally to plan and implement this project? If not, what sources will need to be used (external consultants/training)?*
* *Ownership. Will the affected community/department/relevant body support the project? Will any potential resistance be met?*

(600 words maximum)

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| **5. TENTATIVE FINANCING ARRANGEMENT** |

State and justify the proposed budget. Try to give a summary breakdown of costs - e.g. training component, procurement component, construction component, etc. A full breakdown is not needed at this stage try to be as detailed as possible.

Suggest how you expect the project to be financed: Zanzibar Government funds, donors’ funds, private sector investment, public-private partnership, private foundations, etc.

(350 words maximum)

# Project Proposal Template

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**DOCUMENT TYPE: *PROJECT PROPOSAL DOCUMENT***

**DRAFT DATE:** *last amended draft date/FINAL draft date*

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| **Cover Page** | | |
| **Project Title:** | ***PLEASE ENTER THE PROJECT TITLE*** |
| **Total Project Cost:** | *Please enter the total cost of the project* |
| **Project Timeframe** | *Date: dd.mm.yyyy – dd.mm.yyyy* |
| **Region:** | *Please enter the regions and districts covered* |
| **Main Sector:** | *Please indicate the sector (one only) from which the project originates* |
| **Project Outcome:** | *Please enter the planned outcome of the project* |
| **Medium-Term Development plan (MKUZA II):** | *Please enter the national medium-term development plan (e.g. MKUZA II) goals, operational targets and intervention packages to which this project contributes* |
| **Sector Policy & Plan:** | *Please enter the principal sector target to which this project contributes. Reference how project contributes to Sector Strategic Plan and/or policy* |
| **Responsible Officer:** | *Please indicate the name, position and contact details (email and telephone number) of the person who is the principal contact for this project* |
| **Administrative Unit:** | *Please indicate the Ministry or Agency responsible for managing the implementation and coordination of the project.* |
| **External Implementing Partners** | *If applicable – enter name of partners such as development partners or other actors* |

**Additional documentation:**

* *Concept Note (final draft date)*
* *Concept Screening Report (date)*
* *EIA (if applicable)*
* *HIA (if applicable)*
* *Feasibility study (if applicable)*
* *Any other relevant documentation*

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| **EXECUTIVE SUMMARY** |

Give an abstract of the project summarising the contents of the project document including context, objectives, project design and implementation approach.

(Max 200 words)

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| **1. PROJECT BACKGROUND, JUSTIFICATION AND OUTCOMES** |

Background:

- Discuss the Project Context - focus on the relevant sector. Include relevant sector statistics and indicators.

- Discuss national medium-term development plans (e.g. MKUKZA II) and sector plans with reference to this project. Try to avoid a standard explanation of these plans but instead focus on the things in these plans that are relevant to this project.

- Present challenges, problems or needs relevant for the project.

- Other relevant projects being implemented in the same area/sector should briefly be described as part of the context

Justification:

Give a reasoned argument and justification for why this project is needed.

- Start out by explaining the challenge, problem or needs the project will address.

- Present the different ways in which the challenge, problem or needs can be addressed and explain what the best approach is and why it is the best approach. Think about which solution is most cost-effective and likely to solve the problem. It is an advantage if the suggested intervention is designed based on research and evidence.

- Justifications should always relate to National Plans (e.g. MKUZA) as well as relevant Sector or District Strategic Plans and Policies. Make sure to explain how the project fits with and contributes to these plans.

- Discuss whether there are likely to be any negative by-products from the project (i.e. production of waste or increased sanitation pressures). Include negative by-products in the project justification to prove or make plausible that the benefits of the project still exceed the costs.

Outcomes:

- When the best approach has been identified then its overall objective/desired outcome should be presented. Make sure the outcome addresses the problem/challenge/need and that it is contributing to goals in the national medium-term development plans (e.g. MKUZA) and sector or district plans and policies.

- The outcome should be formulated as a ‘change’ that the project will create. It should be formulated in the past tense as something that has changed and it use words such as “increased”, “improved” or “strengthened”. An example of a good outcome is “Access to primary education in Unguja North increased by XX % by the year XXXX”.

- It is necessary that the outcome is SMART (Specific, Measurable, Achievable, Relevant and Time-bound). It should be as clear and concrete as possible. For more information and guidance on how to make SMART outcomes and outputs contact the Planning Commission.

Beneficiaries and stakeholders:

- Explain whom the project will target, who will benefit from the project and who might lose something as a result of the project.

- Estimate not just who will benefit but also how many people will benefit and how they will benefit.

- The project proposal should also identify the main stakeholders to the project. Make sure to distinguish between stakeholders and beneficiaries.

Go into more detail than in the concept note. Include any stakeholder consultations that have taken place, studies or reports previously produced, preceding development projects or any other information that can help clarify what the project attempts to do and why this is needed.

(Approximately 1000-1400 words)

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| **2. PROJECT DESIGN** |

In this section there should be a clear outline of the project’s design.

Describe the logic behind the project design. Present the project’s different components/outputs, the purpose of each of the project’s outputs and the relation between the different outputs. It should be clear how each of the project’s outputs help bring about the desired objective.

Remember to consider cross-cutting themes such as disability, gender, climate change and peacebuilding

Results framework:

A good approach for making a clear project design is to make a results framework. Start by thinking about what the project needs to deliver to realise the outcome. The things that the project delivers to realise its outcome are called outputs. Outputs can be new policies, guidelines, new capacities, new products (e.g. buildings or systems) and services.

When describing the project’s design make sure that there is a clear link between the overall outcome, the outputs and the activities. The results framework can be included as an annex in the project document. For more guidance on this and to get a template of a results framework contact the Planning Commission or consult Annex 2 in the publication “A Detailed Guide to the Planning Process in Zanzibar”.

Performance indicators:

It is necessary that the outcomes and outputs of the project are SMART. Performance indicators with targets, baselines and means of verification for each outcome and for each output should be developed. – i.e. if the project’s outcome is enhanced administrative capacity try to specify what type of administrative capacity that should be enhanced, how it will be measured and how much the capacity should be enhanced (should it be enhanced by 30%?). The performance indicators should be part of the results framework.

Output description:

Another good idea is to include product/output descriptions as part of the project proposal. The output descriptions should specify each output’s purpose, composition, quality criteria, and procedure for validating if the output delivered by the project satisfies the output description. The idea is to be as specific as possible to ensure agreement about what the project will deliver and to ensure that it is possible to determine if/when the project has delivered what it set out to deliver.

For more guidance on this and to get a template for an output description contact the Planning Commission or consult Annex 2 in the publication “A Detailed Guide to the Planning Process in Zanzibar”.

(Approximately 700 words)

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| **3. ORGANISATIONAL FRAMEWORK AND MANAGEMENT ARRANGEMENTS** |

Describe the projects organisational structure for planning, implementation, management and M&E of the project. Try to answer the follow questions:

- What are the different roles in the project?

- What are the purposes of the particular roles?

- Who has responsibility for overall management, day-to-day project management and the delivery of each of the outputs in the project?

This information can be supplemented with a diagram illustrating the organisational structure of the project.

The proposal should also present the institutional structure of which the project is part. For instance, is the project under a particular ministry? What is the relationship between the project and relevant government, private sector or civil society institutions?

(Approximately 350-700 words)

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| **4. PROJECT IMPLEMENTATION PLAN** |

This section should present in detail the implementation structure of the project. It should describe how the project will be implemented to produce the outputs

It is important that the implementation plan is realistic and that it presents a clear link between inputs, activities, outputs and outcomes. The project is not likely to receive approval if it is not clear how the proposed inputs and activities will lead to the desired outputs and overall outcomes.

The implementation plan should include the following issues:

- Outputs with targets

- Activity breakdown for each output

- Project timeframe with sequence and schedule of activities

- Inputs (financial, human, physical, technical assistance, facilities, etc.)

- Responsibilities for the delivery of each output and activity

- Stakeholder consultations and regular management reporting requirements

The listed activities should not only include those related to the delivery of a particular output but also those activities related to project management (such as monthly reporting to government, development partners and stakeholders).

To get a template for an implementation plan contact the Planning Commission or consult Annex 2 in the publication “A Detailed Guide to the Planning Process in Zanzibar”.

(Approximately 700-1000 words)

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| **5. SUSTAINABILITY AND RISK MANAGEMENT** |

Sustainability:

Sustainability is about whether the changes or outputs brought about by a project are able to persist once the project has ended. This section should explain how the sustainability of the project will be ensured. Try to cover the following issues:

- How have beneficiaries and stakeholders been involved in the planning of the project and how will they be involved in the implementation and after project completion?

- How will ownership of beneficiaries and stakeholders be ensured?

- What organisation will be in charge of operation and maintenance of the project outputs, once it is completed?

- How will capacity to use or maintain the project’s outputs be ensured?

- How will support from government institutions to the project be ensured?

Risks:

Identify the potential risks associated with this project and discuss ways to minimise these risks. In the risk section risks should be (1) identified (what risks can affect the project?), (2) evaluated (what is the likelihood that the particular risk occurs? What would be the effect if it occurred?) and (3) managed (identify what actions should be taken in order to minimise the likelihood of each risk happening or to minimize the impact of the risk if it happens, specify who will manage each risk).

To identify risks, think about what things could potentially cause problems during implementation of the project. Different types of risk include:

* *Changes in the socio-economic environment that the project is located in*
* *Environmental changes, including climate change*
* *Financial risk – prove that the project is financially sustainable*
* *Political risk*
* *Operation and maintenance risk*
* *Procurement and construction risk*
* *Ownership. Will the affected community/department/relevant body support the project? Will any potential resistance be met?*

(Approximately 500 words)

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| **6. BUDGET** |

Give a full budget with activity breakdowns. Provide justifications for cost estimates. Cost estimates can, for instance, be based on consultations or experiences with costs from previous projects.

Please indicate the estimated budget for each implementation year

Explain the full financing arrangement: Zanzibar Government Funds, Development Partner funds, Private Sector Investment, Public-Private-Partnership, Private Foundations, etc.

Please also provide an estimate of the annual amount of cost incurred in the operation and maintenance of the project after its completion (the recurrent cost implications) and explain how this will be financed.

(Approximately 600 words)

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| **7. MONITORING AND EVALUATION** |

Explain the M&E procedures for the project including a framework for M&E activities before, during and after completion of the project. Try to answer the following questions:

- How will the project’s M&E framework ensure that outputs and outcomes are realised?

- What will success of the project look like and how will it be measured?

- Who will measure progress, how will it be measured and how often will it be reported to partners and stakeholders?

Note that the M&E section is closely related to the results framework with indicators as discussed in Section 2. Consult the Monitoring and Evaluation Unit in the Zanzibar Planning Commission for more guidance on M&E

(Approximately 250 words)