MS NEPAL PROJECT DOCUMENT
GUIDELINE

Name of partner	
Location (district, VDC)	
Project title	
Start date and end date	
MS Activity Centre #	

Name of MS Programme Officer	
Name of partner's programme manager	
Name of partner's accountant	

MS contact information	MS Nepal Danish Association for International Co-operation Gyaneshwor, GPO Box 4010 Kathmandu, Nepal Tel: +977-1-4444311 Fax: +977-1-4433651 Email: info@msnepal.org.np Homepage: www.ms.dk/nepal
Partner's contact information	

Background, context and project justification

What is the main problem/issue to be addressed in the project? What are the root causes of this problem? How does it affect the poor (particularly women and young people) and their communities? To what extent does it lead to marginalisation in decision-making, increased poverty, etc.? Why is it important to address this problem/issue?

Description of [partner]

Partner history/background and geographic areas of operation (especially relation to MS CPS theme), values, constituency, legal status, governance structure, vision, key issues relating to organisational capacity and sustainability, organisational objectives, income and expenditure, salaried staffs, scope/type of previous experiences and current activities, target groups/beneficiaries (disaggregated by gender). (Reference should be made to any supporting documents). Can be copied from Partnership Agreement.

Partnership Objectives

How does the partnership contribute to MS objectives?

Target groups	Describe the primary target group(s) in more detail: What are their main characteristics (gender, age groups, level of poverty/ marginalisation, etc.)? What is the approximate coverage of the project (direct and indirect beneficiaries)? In what way has the target group(s) been involved in the project planning? How is the project expected to benefit the primary target group(s) in terms of improved governance and improved livelihood? (This could be interpreted in connection with MS capabilities framework as outlined in the MSiS Policy Paper "Partnership Against Poverty" page 10).
Project strategy	What lessons have been learned from previous experience in this area or type of project by MS, MS partners or other organisations? Why has it been decided to address the issue in this specific way? In what way is the project expected to improve the decision-making capacity of the people involved? How is it expected to affect their lives? (In what way are the project outputs expected to lead to the achievement of the immediate objective?)
Coordination and cooperation	Describe other relevant NGOs/CBOs/agencies etc. operating within the same area and describe how MS is going to coordinate and cooperate with these in order to avoid overlaps and achieve synergy.
Immediate objective	Describe the specific outcome(s) or desired situation (structural changes) that should be achieved at the end of the project. These can in many cases be copied directly from (or be based directly on) MS' CPS document. The immediate objective should be formulated according to the SMART principles – i.e. it should be Specific, Measurable, Achievable/Accurate, Realistic, and Time-bound.
Key indicators of achievement	Indicators should be verifiable!

Outputs	Describe the specific outputs that will lead to the achievement of the immediate objective and which will be produced as a result of the project activities, e.g. the skills/knowledge/attitudes the target group is expected to gain or the finished pieces of work that will be produced either by the MS partner or by the target group. Outputs may include increased organisational capacity within defined areas that are linked to producing outputs and achieving immediate objectives. The SMART principles also apply to the formulation of outputs.
Indicators for achievement of outputs (progress)	State some indicators for the achievement of outputs. An indicator is a measure with specific standards incorporated into a time perspective, which can be used for evaluating progress. Indicators should be TQQTL – i.e. they should say something about Target group (who), Quantity (how much), Quality (how well), Time (when) and Location (where). Various indicators are usually required in order to cover all aspects.
Activities	Describe the planned (main) activities, which will lead to the achievement of the outputs (i.e. is it mainly capacity building, training or advocacy type of activities). A complete list of activities can be included in the LFA matrix attached to this document. Please give the activities numbers that refer directly to each output. Activities should be formulated as processes/actions.
Assumptions and risks	Mention key assumptions or risks with regard to external factors that are outside project control, but nevertheless important for the achievement of the project outputs and immediate objective. How is the project going to deal with them? What steps have been taken to minimize risks?
Implementation strategy	Describe the overall timetable for the different intervention areas. What will be the sequence of steps in the implementation of the project? The implementation strategy should provide the foundation for the implementation plan and more detailed planning.
Preliminary implementation plan / time line	Which activities will be carried out when and by whom?
Project organisation	Describe the division of roles and responsibilities throughout the project. This should include ownership, management and supervision, steering group, distribution of tasks (include as appropriate).
Monitoring and evaluation	Describe the procedures for monitoring and evaluation and who is responsible for carrying them out. Include attachments if appropriate.
Inputs (budget and human resources)	Brief narrative description of the resources required for this project and the main sources (sponsors/donors/partners). A detailed budget using the format below should be attached.
Annexes	Relevant documents - also seen in light of the fact that this Project Document forms the basis upon which implementation will take place. (Thus any baseline surveys, background analyses and ToR for DWs or others may be relevant).

Budget Estimate

Estimated MS Nepal budget contribution to the project:

Total of project budget	The total budget for project work should be indicated here. There are deliberately no budget lines for generic activities such as capacity building, networking, skills training, travel expenses, campaigns, etc. These should be 'designed' into specific outputs that are linked to immediate objectives (see above).
Overall budget for outputs to be produced by this project	Output 1
	Output 2
	Output 3
Partner commitment: Estimated partner commitments in terms of funds or no-cost inputs (e.g. labour)	Example: Total budget for partner personnel 100,000.00 during project period (MS 75% Partner 25%). Partner to make 2 full time members of staff available during period xxx who will work on outputs 1 and 2.
Other funds (donors/contributions grants, partners own funds etc.) for project outputs stated above	Joint funding of any form should be indicated including how these are divided between MS funds and others. Example: Output 1: Total x (MS 60%, Donor x 40%) Output 2: Total z (MS 20%, Partner 50%, Donor 30%)
Budget for personnel (if these cannot be included in outputs stated above)	E.g. project manager, assistants, accountant, field staff, other personnel
Budget for establishing baseline data and indicators and conducting reviews	Costs for routine monitoring should be included under each individual output. This line is for 'special' tasks related to ensuring overall quality during implementation.
Budget for other organisational recurrent costs	Budget for office rent and other items, as specified in the budget format
Budget for purchasing fixed assets	Indicate type of asset and its cost
Other (donor funds/contributions or grants etc.) for points 1.4 to 1.7 above	Indicate any other funds provided for any of the points above. Indicate how any MS funding and other funding complement each other. Example: Total budget for partner personnel 200,000.00 during period (MS 75% Donor B 25%).