

**UNITED NATIONS ENVIRONMENT PROGRAMME
PROJECT SUMMARY**

- 1.1 Title of Sub-Programme:**
- 1.2 Title of Sub-Programme Element (Programme of Work 2000-2001) or Specific Objective (Programme of Work 2002-2003):**
- 1.3 Title of Project:** (refers to proposed project)
- 1.4 Project Number:** (to be allocated by BFMS)
- 1.5 Geographical Scope:** (refers to the region where the project will be implemented, e.g.: GLOBAL, INTER-REGIONAL, AFRICA, ASIA AND THE PACIFIC, EUROPE, LATIN AMERICA AND THE CARIBBEAN, NORTH AMERICA, WEST ASIA. Also identifies countries covered by the project)
- 1.6 Cooperating Agency or Supporting Organization:**
- 1.7 Duration of the Project:** (total number of months)
Commencing: (ensure start date is realistic and relate project duration to the amount of work that must be done)
Completion:
- 1.8 Cost of Project:** (Expressed in US \$)

US\$ %

Cost to the Environment Fund

Cost to Trust Fund

Cost to Counterpart Contribution

Cost to the Cooperating

Agency/Supporting Organization

In Kind Contribution (including UNEP contribution)

Total Cost of the Project

1.9 Project Summary

4.2.2 Project Document and Annexes

UNITED NATIONS ENVIRONMENT PROGRAMME

PROJECT PROPOSAL

SECTION 1 - PROJECT IDENTIFICATION

- 1.1 Title of Subprogramme:**
- 1.2 Title of Subprogramme Element (Programme of Work 2000-2001) or Specific Objective (Programme of Work 2002-2003):**
- 1.3 Title of Project:** (refers to proposed project)
- 1.4 Project Number:** (to be allocated by BFMS)
- 1.5 Geographical Scope:** (refers to the region where the project will be implemented, e.g.: GLOBAL, INTER-REGIONAL, AFRICA, ASIA AND THE PACIFIC, EUROPE, LATIN AMERICA AND THE CARIBBEAN, NORTH AMERICA, WEST ASIA. Also identify countries covered by the project)
- 1.6 Cooperating Agency or Supporting Organization:**
- 1.7 Duration of the Project:** (total number of months)
Commencing: (ensure start date is realistic and relate project duration to the amount of work that must be done. Please note that long-term activities should be phased out with a distinct project written for each phase).
Completion:
- 1.8 Cost of Project:** (Expressed in US \$)

	US\$	%

Cost to the Environment Fund:

Cost to Trust Fund:

Cost to Counterpart Contribution:

Cost to the Cooperating

Agency/Supporting Organization:

In Kind Contribution: (including UNEP contribution)

Total Cost of the Project

Signatures:

For the Cooperating Agency/
Supporting Organization:

Name and Functional Title

Date: _____

For the Environment Fund of UNEP

Name and Functional Title

Date: _____

SECTION 2 - BACKGROUND AND PROJECT CONTRIBUTION TO OVERALL SUBPROGRAMME IMPLEMENTATION

2.1 Background:

The project background identifies and elaborates the problem the project is trying to solve. It provides an introduction to readers and users of the document to the original logic of the project. **This section should be concise and to the point, including only directly relevant material. It should not exceed two pages.** The background sets the stage for understanding the subsequent segments of information presented in the document. This is achieved by:

- Discussing the rationale and justification for the project;
- Explaining the priority and urgency of the core problem;
- Outlining the deficiencies of knowledge;
- Stating the important activities that are being carried out or planned in this area by the United Nations system, and how the project complements these;
- Relating activities of the recipient government or other donors, as appropriate, in order to show how the project might tie in with those activities;
- Stating the target group or beneficiaries of the project; and
- Presenting the environmental setting and any special circumstances.

If the project is a continuation of a previous project, the background section should:

- Discuss achievements and lessons learned from the previous project, including any relevant evaluation reports; and
- Show how the project relates to other operations, including those of the recipient government.

2.2 Legislative Authority and Contribution to Subprogramme

Since the Programme of Work for each biennium is approved by the Governing Council, this is usually the legislative authority. Governing Council decisions or General Assembly resolutions should be quoted where directly relevant (quote numbers and heading or title of relevant decision/resolution or insert short sentence summarizing the content. If necessary, full texts may be attached as an annex). Other funding or background agreements should be quoted where appropriate. Failure to provide the project's legislative authority is an audit risk.

Also show how the project contributes to the achievement of the approved Programme of Work of the biennium.

This section must include explicit reference to the Programme of Work Subprogramme and section that the project serves and a reference to the relevant Results and Performance Indicators of that Subprogramme.

For example, the 2000-2001 project titled "Cleanup of Environmental Hotspots following the Kosovo Conflict and Preparation of Guidelines on Assessment of Remedial Measures for Post-Conflict Environmental Damages" would include a reference to programme element 3.2: "Coordination of Emergency Response and the corresponding Results and Performance Indicators", of Subprogramme 3: Policy implementation.

SECTION 3 -The UNEP LOGICAL FRAMEWORK MATRIX

Narrative Summary (NS)	Objectively Verifiable Indicators (OVI)	Means of Verification (MOV)	Important Assumptions
Needs: ← 1	1.1 1.2 Refer to Section 3.4.1 for assistance with Needs	1.1 1.2	
Results: ← 1	1.1 1.2 Refer to Section 3.4.2 for assistance with Results	1.1 1.2	(Purpose to Goal)
Outputs: ← 1 2 3	1.1 2.1 2.2 3.1 3.2 Refer to Section 3.4.3 for assistance with Outputs	1.1 2.1 2.2 3.1 3.2	(Output to Purpose)
Activities: 1.1 1.2 2.1 2.2 3.1 3.2			(Activity to Output)
<div> <div>Refer to Section 3.4.4 for assistance preparing Activities</div> <div>See Section 3.4.5 for details on Performance Indicators</div> <div>See Section 3.4.6 for details on Preparing Assumptions</div> </div>			

See **Section 2.2**: The Logical Framework Matrix is not an absolute requirement for UNEP project approval. However **Section 3** should contain descriptions of Needs, Results, and Assumptions to achieve Results.

SECTION 4 - WORKPLAN AND TIMETABLE, BUDGET, FOLLOW-UP

4.1 Outputs: (Refer to Section 3.4.3)

4.2 Activities (Refer to Section 3.4.4)

If full Logical Framework Matrix is included, Sections 4.1 and 4.2 are not necessary.

4.3 Workplan and Timetable:

Shows the activities to be undertaken, when these will be started and completed, who will be responsible for taking action and the expected outputs.

Refer to **Section 3.4.4** of the Manual for details.

4.4 Budget:

The budget should be set out as follows:

- UNEP's contribution should be shown by year and by object of expenditure;
- Cooperating or supporting organizations contribution should be shown by year and, where possible, by objective of expenditure;
- A budget summary must appear on the first page of the project document;
- A separate budget annex must be prepared.

See **Annex 13.6** for the UNEP Budget format.

4.5 Follow-up:

The follow-up section should set out what follow-up action to the project will be taken and should be linked to the **Results** of the project.

SECTION 5 - INSTITUTIONAL FRAMEWORK AND EVALUATION

5.1 Institutional Framework:

Define the role and responsibilities of the cooperating agency or supporting organization. The sub-section should give clear details of the management structure for project implementation. A description of the organization should be included. The following issues must be made clear:

- (a) Who has ultimate authority in managing the project;
- (b) Who is responsible for what part of the workplan;
- (c) The role and responsibilities of UNEP and the implementing organization;
- (d) What is the machinery for implementation within UNEP, the implementing organization and national staff;
- (e) To whom (parties) will the project results be reported;
- (f) The addresses for correspondence regarding the project (including email address if available);
- (g) What are the mechanisms for implementation and monitoring; and
- (h) State the role and responsibilities of the Coordinating/Advisory Committee set up for the project, if any. In many projects consultants play a critical role. Detailed supervision structures for the consultant should be clearly stated. The consultant must be clear what his/her role is, what must be delivered and when it is due. The arrangements for monitoring the consultant's work and who the consultant is to report to must be set out, as well as payment procedures. Within UNEP both the project manager and his/her supervisor should be clearly stated. Terms of reference for national counterparts should be clearly identified, specified and attached to the project document. Furthermore, incentives e.g. workshop attendance, equipment use, honoraria, co-authorship should be stated.

5.2 Evaluation:

This section should state what type of evaluation will be carried out (self-evaluation, independent in-depth evaluation, mid-term, terminal or ex-post). It should also list the organizations participating in the evaluation.

Refer to **Section 12** of the Manual for further details and criteria.

SECTION 6 - MONITORING AND REPORTING

The project document must specify the procedures used for monitoring. Both the routine monitoring and special monitoring requirements should be specified in the project document. Each project must have a monitoring plan covering the following:

- Frequency and scheduling of reporting and monitoring;
- Mode of reporting;
- Responsible reporters;
- Responsibility for data collection;
- Who will receive the reports.

6.1 Progress Reports:

Refer to **Section 11.4** for details. (see **Annex 13.11** for format of the Progress Report).

6.2 Terminal Report:

Refer to **Section 11.4** for details. (see **Annex 13.13** for format of the Terminal Report).

Attention should be given to the requirements for project closure (found at **Annex 13.23**). These may include the requirement for an audit certificate.

It should also be noted that for external projects implemented by supporting organizations, the absence of outputs, the Terminal Report, inventory of non-expendable equipment and/or the audit certificate, will result in the final payment to the supporting organization being withheld.

6.3 External Reporting:

Refer to **Section 11.4.4** for details.

6.4 Financial Reports:

See **Annex 13.5.2** for standard text.

6.5 Terms and Conditions:

See **Annex 13.5.3** for standard text.

6.5.1 Non-Expendable Equipment:**6.5.2 Responsibility for Cost Overruns:****6.5.3 Cash Advance Requirements:** Use standard paragraphs (see **Annex 13.5.4**)

See **Annex 13.7** for Cash Advance Statement format.

6.6 Publications: Use standard paragraphs (see **Annex 13.5.5**).