



SAARC  
SAARC Development Fund

## **SOCIAL WINDOW**

# **PROJECT DOCUMENT FORMAT**

**(COUNTRY)**



## PROJECT DOCUMENT FORMAT

I. Project Contact Information	
Contact Person for application	
Name	
Address	
Country	
Legal Status/Year of Establishment	

II. Project Summary	
Project Title	
Focus Area of Intervention	<input type="checkbox"/> Poverty alleviation <input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Human resources development <input type="checkbox"/> Support to vulnerable/disadvantaged segments of the society <input type="checkbox"/> Funding needs of communities <input type="checkbox"/> Micro-enterprises <input type="checkbox"/> Rural enterprise development
Participating SAARC Countries	<input type="checkbox"/> Afghanistan <input type="checkbox"/> Bangladesh <input type="checkbox"/> Bhutan

	<input type="checkbox"/> India <input type="checkbox"/> Maldives <input type="checkbox"/> Nepal <input type="checkbox"/> Pakistan <input type="checkbox"/> Sri Lanka
<b>Duration of Project</b>	<i>Indicate project start and closing date.</i>
<b>Country Implementing Partners</b>	<i>List the names of the Implementing Partners, including details of contact person, address and legal status.</i>  NOTE: Balance sheet/financial statements of past 3 years to be included as annexes and/or emailed/uploaded separately.
<b>Country Project Locations</b>	<i>List all the project locations</i>

<b>III. Project Budget</b>	
<b>Total amount requested from SDF by IP (in USD)</b>	
<b>Total contribution through co-funding (in USD)</b>	<i>Cash</i>
	<i>In-kind</i>
<b>Amount of co-funding broken down by source (indicate 'Cash' or 'In-kind')</b>	
<b>Source 1</b> (Name/amount in USD)	
<b>Source 2</b> (Name/amount in USD)	
<b>Source 3</b> (Name/amount in USD)	
<b>Source 4</b> (Name/amount in USD)	

**If co-funding are yet to be mobilized, provide a short explanation of the resource mobilization strategy. Please indicate source of potential funds.**

## **IV. Project Description**

**Background and Rationale:** This section should include the following information:

- Country Context
- Primary beneficiaries
- Importance placed by Member State on the proposed development challenge to be addressed
- Relation of the proposed projects to existing national planning and policy instruments in the Member State
- Contribution to fulfilling the objectives of the SAARC Charter, SAARC Social Charter, SAARC Development Goals, SAARC Plan of Action on Poverty Alleviation, and other relevant SAARC programmes and instruments
- Description of intended activities
- Contribution to women's empowerment, and gender mainstreaming
- Potential for scaling up.

**Sustainability:** Briefly explain how the project aims to sustain the results in the longer term after the project's termination including description of its revenue generation model.

**Justification for project implementation strategy and plan:** Briefly describe the implementation strategy highlighting also the following

- Conditions that would make the proposed project strategy the most effective approach to address the development challenge
- Added value of the IP
- Previous experiences of the IPs in working in this focus area
- Regional overview of the intervention (expected results by Member States)
- Enhanced local/national capacities that will be present at the end of the project
- Measures to ensure sustainability of results

**Targeted Beneficiaries:** Who are the intended beneficiaries? Please, include gender sensitive indicators and information. How are their lives expected to change as a result of the project?

**Coordination and Management Arrangements:** Provide an overview of the coordination and management arrangements that the IPs will be put in place to facilitate quality assurance of the project, monitoring, sharing of experiences, and decision-making.

**Risk Analysis:** This section should describe the project’s potential risks and the measures the IPs will take to mitigate the risks(Annex 1: Risk Analysis Matrix)

**Monitoring and evaluation (M&E):** This section should explain how the project intends to monitor and evaluate its results. It should include the following information:

- Results and Resources Framework (qualitative/quantitative; Annex 2: Results and Resources Framework)
- Work plan with indicative year wise activities, targets and budgets (Annex 3: Annual Work Plan template)
- Methodology for data collection and analysis
- Indicators baselines, if available, will be highly valued
- Measures to ensure joint implementation of M&E activities
- Estimated allocation of resources for M&E
- Link to Knowledge Management and Communication and Advocacy activities

**Communications, Advocacy and Knowledge Management:** This section should explain how the project intends to incorporate communication, advocacy and knowledge management activities into its implementation strategy. It should also highlight how it intends to link these activities to monitoring and evaluation activities

**Supporting documents to be uploaded/attached:**

- Commitment/evidence of co-financing/matching fund
- In case of in-kind co-funding, letter from co-funder stating value and how it was determined
- Legal incorporation documents, along with the Management profiles of each IP
- Details of similar projects undertaken by IPs
- Balance sheet/financial status of each IP for the past 3 years
- Details of certificate/approval from local authorities to implement the project in the

proposed locations

- Letter of undertaking from IP stating they have paid all statutory dues like income tax/sales tax/custom duty, and no other dues are pending at the time of the submission of information to SDF, supported with certification from the relevant authorities; and IPs are meeting all regulatory issues and necessary compliances to implement the SDF project; and that the IPs will comply with SDF's policies and procedures.
- Latest Know Your Customer (KYC) documents, if applicable
- Credit rating (corporate/individual) if available (e.g. CIBIL scores in India)
- Any other documents as prescribed by the Board of Director, CEO or any competent authority of SDF.

**Annex 1: Country Risk Analysis Matrix**

<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>How will the risk be measured?</b>	<b>How will the risk be mitigated?</b>
<b>1. Project</b>				
<b>2. Currency</b>				
<b>3. Financial</b>				
<b>4. Political</b>				
<b>5. Legal</b>				
<b>6. Country</b>				
<b>7. Others ...</b>				



**Annex 2: Project Results and Resources Framework**

<b>Country</b>								
<b>Project Outcome:</b>								
<b>Outcome Indicator:</b>								
<b>Baseline and Target:</b>								
<b>Outputs</b>	<b>Output Indicator</b>	<b>Indicator Baseline and Target</b>	<b>Indicative Activities</b>	<b>Source of funding (SDF/Co-financing)</b>	<b>Project Budget (USD) and Timeframe</b>			
					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>1.1</b>								
<b>1.2</b>								

**Annex 3: Annual Work Plan Template**

Country: \_\_\_\_\_

Year: \_\_\_\_\_

Outputs including indicators and annual targets	Planned Activities	Timeframe				Planned budget (USD)	
		Q1	Q2	Q3	Q4	Source of Funds	Amount
1.1							
Indicator							
Target							
1.2							