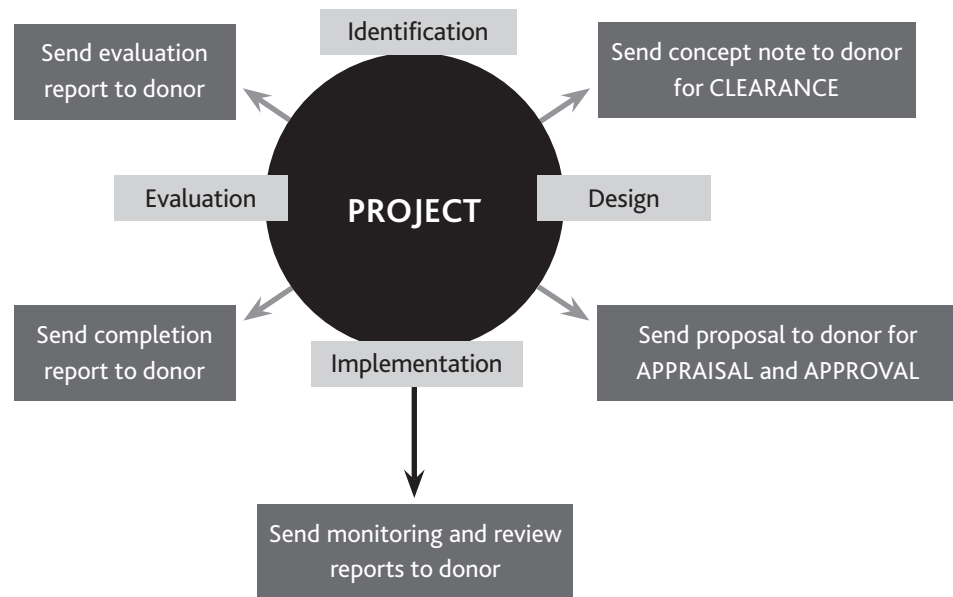


Appendices

1 Interaction with donors



The diagram above shows how interaction with donors fits into the project cycle. Remember that the project cycle is our responsibility and not the donor's. The donor has its own project cycle, which our project cycle needs to fit into.

If we are using donor funding, we need to communicate with the donor throughout the life cycle of the project.

Concept note Donors usually require a concept note (see page 18) before we write a full proposal. They need to know that the idea we have for a project will fit into their strategy. If it does not fit into their strategy they will not fund our project. By asking us to write a brief concept note before the full proposal, they try to stop us wasting our time.

To identify a suitable donor, look at the Poverty Reduction Strategy Paper (PRSP), if one exists, talk to donors or read their country strategy papers to find out what their priorities are. Try to show that the project is in line with their strategy.

- What are their priorities?
- What types of organisations do they support?
- What is their budget for this country or this sector?
- What are their existing commitments?
- Are they taking on new commitments?

Donors usually produce guidelines to outline what information the concept note should include. Generally, concept notes should include a brief introduction to the organisation and an outline of who will benefit from the project and how. Give an estimate of the total budget. Ask the donor if there are any queries about the concept note. Make sure all the information they ask for is included. After the concept note has been submitted they might get in contact for clarification if necessary.

Proposal Donors will always require a full proposal if they like the concept note. They usually provide guidelines to outline what information they need. Standard requirements include identification of beneficiaries, problem analysis, objectives, risk assessment, monitoring and evaluation and sustainability. All proposals must be accompanied by a detailed budget. Most large donors will require a log frame with the proposal. Others might require a log frame if large sums of money are being asked for.

Once the proposal has been sent to the donor, they will appraise it to decide whether they are willing and able to fund the project. There might be quite a lot of interaction with them at this stage if they want clarification or changes. Hopefully they will decide to approve the project.

Reporting Throughout the implementation phase of the project, report progress to the donor. During the design phase and through communication with the donor, establish how often they require reports. For example, they may require monitoring reports every six months, review reports every year and a completion report at the end of the project.

Evaluation Sometimes the donor will fund an evaluation after the project has been completed. This is usually carried out by independent consultants.

2 Suggested workshop timetable

The material in this book could be adapted and used in a workshop setting. The timetable below is a suggestion of how the material could be covered. The workshop could be extended to enable participants to apply what they have learnt to their own work.

	Session 1 (2 hours)	Session 2 (1.5 hours)	Session 3 (1.5 hours)	Session 4 (2 hours)
Day 1	Planning Introduction to the project	Project identification (Section 1)	Project identification continued	Stakeholder analysis (Section 1)
Day 2	Research (Section 1)	Introduction to the log frame (Section 2)	Log frame: problem trees (Section 2)	Log frame: setting objectives (Section 2)
Day 3	Log frame: Assumptions (Section 2)	Log frame: Indicators and evidence (Section 2)	Log frame: Indicators and evidence (continued)	Final check of the log frame (Section 2)
Day 4	Action planning (Section 2)	Implementation, monitoring and reviewing (Section 3)	Celebrating success (Section 4)	

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