



CIVIL SOCIETY DEVELOPMENT FOUNDATION



FINAL APPROVAL PROJECT DOCUMENT COVER SHEET / COMPLETION CHECK

ITEM / CHAPTER	OK	INCOMPLETE / REMARKS	MISSING or N/A
1. Executive Summary			
2. Background and Context			
2.1 Country and sector policy			
2.2 Identification and analysis of problems			
2.3 Beneficiaries and counterparts involved / stakeholder analysis			
2.4 Overall goal / analysis of objectives and strategies			
2.5 Institutional and regulatory framework			
2.6 Other interventions – complementarity and lessons learned			
3. Rationale and Objectives (incl. Indicators)			
3.1 Project goal (development objective) - long-term impact			
3.2 Outcomes (project purpose) - immediate and mid term effects			
3.3 Outputs (results) - products of the project			
3.4 Activities			
3.5 Inputs			
4. Assumptions, Risks and Flexibility			
4.1 Assumptions in the project intervention			
4.2 Risks and steps to minimize them			
4.3 Flexibility issues (alternatives and steering mechanism)			
5. Main Implementation Components			
5.1 Roles and responsibilities of all subjects involved			
5.2 Work plan and timetable			
5.3 Physical and non-physical means, budget lines			
5.4 Monitoring and reporting (internal and external control)			
5.5 Special conditions or arrangements			
6. Factors Ensuring Quality and Sustainability			
6.1 Ownership by beneficiaries			
6.2 Policy support			
6.3 Appropriate technology			
6.4 Socio-cultural issues			
6.5 Gender equality			
6.6 Environmental protection			
6.7 Institutional and management capacity			
6.8 Economic and financial viability			
Appendices:			
Project logframe			
Detailed itemized budget			
Letters of Endorsement / Agreement			
Job Descriptions when appropriate			
TOR for sub-contractors when appropriate			
Technical specifications			
Program of the training when appropriate			
Information on applicant			
References			
CV of project managers			
Review of baseline data			

Received by (NPOA):

Date:

Time: