**Project Proposal Template**

**1. Basic information**

1.1 Peer-to-Peer Partnership number: *given by the Program coordinator*

1.2 Project title:

1.3 Area:

* Budget management reforms, e.g. performance-informed budgeting
* Human resource management reforms
* Reforms to improve service delivery
* Reforms to improve inter-governmental relations
* E-government
* Strengthening of custom and tax collection agencies

1.4 Partner(s) information and contact details:

|  |  |
| --- | --- |
| Name of partner institution from recipient country: | Name of partner institution from partner country: |
| Name of project leader: | Name of project leader 2: |
| Email: | Email: |
| Telephone number: | Telephone number: |

1.5 Total cost: *estimated* *funding requested*

**2. Project description**

2.1 Background and justification

*Briefly explain the rationale for the partnership, the need for improvements in this particular public sector management area, the efforts that have been undertaken so far and the value-added that the partnership is expected to bring.*

2.2 Contribution to the national development plan or the strategy of the recipient country’s public administration

2.3 Linked projects *(other national and international initiatives)*

*Briefly describe earlier activities and projects in this area in the recipient country’s public administration, showing any connections with each other and this project.*

*Briefly describe any relevant current activities being undertaken by other parties, such as the national government of the recipient country or other international institutions.*

**3. Overall objective(s)**

*Describe the long-term social and/or economic impact (benefits) to which the project will contribute, and describe why the project is important for the recipient country and for society. The overall objective is not expected to be achieved by this project alone; external factors outside the scope of the project are important for the fulfillment of the overall objectives.*

**4. Objective of the project**

*Describe the objective and expected outcomes, or direct effects, of the project. These are the benefits which the recipient country derives from the project. The purpose states why the project is needed by the recipient country.*

**5. Expected Results**

*Describe the service(s) the recipient country will receive from the project, i.e. what the project will be responsible for delivering.*

*Also, list the indicators of achievement, which should be verifiable and time-bound*.

**6. Activities**

*Describe the activities that will be put in place to achieve the results. It is recommended to present them in a log frame because it will simplify the process of elaborating the work plan.*

**7. Budget**

*Describe resources needed to implement the project[[1]](#footnote-1).*

**8. Implementation schedule (indicative)**

*Insert table with a calendar of activities*

**9. Sustainability**

*After the project implementation ends, the project can continue by itself, without external support, and the project purpose is sustainable in the long term. This presupposes that effective mechanisms are put in place by the recipient administration to disseminate and consolidate the results of the project.*

**10. Institutional framework of the partner country (PC)**

10.1 Partner’s profile

*Describe the relevance of the administrative system of the PC public administration and the quality and experience of its administrative experts.*

10.1.1 Profile and tasks of the partner country (PC) project leader

*Describe the profile of the PC project leader (i.e. experience, expertise) and tasks.*

10.1.2 Profile and tasks of other PC experts involved in the project

10.1.3 Profile and tasks of the recipient country (RC) project leader

*Describe the profile of the RC project leader (i.e. experience, expertise) and tasks.*

10.1.4 Profile and tasks of other RC experts involved in the project

**11. Community of Practice**

*Describe how the project can contribute to create a Community of Practice, i.e. network of experts.*

**ANNEXES to the project proposal**

1. Logical framework matrix in standard format (optional)

2. Work plan (optional)

1. The World Bank will cover up to $50,000 of eligible expenditures per year, and up to $100,000 in exceptional cases.

   Eligible expenditures are: (i) The cost of travel to recipient or partner countries, incurred by public officials; (ii) Accommodation of public officials; (iii) Rental expenditures for venues, seminars, workshops or other educational events; and (iv) Production of educational materials such as leaflets and reports.

   Salaries and *per diem* of public officials are not eligible. They must be covered by their respective public administrations. [↑](#footnote-ref-1)