IMPLEMENTATION TOOLS: WORK PLAN AND MONITORING MATRIX

*Please refer to section 4 of the YES-JUMP COOP Project Design Manual for guidance on how to prepare a Work Plan*

1. THE WORK PLAN

Work Plan Templates include the:

1) Responsibility matrix

2) Calendar of activities

3) Resource and inputs plan

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| Section 1.1 | RESPONSIBILITY MATRIX |

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| Objective*[[1]](#footnote-1)* | | *Insert immediate objective here (as specified in section 5.1 of the Application Form)* | | | |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | RESPONSIBLE ORGANISATION  *As stipulated in section 5.1 of the Application Form* | | |
| APPLICANT  *Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER  *Specify* |
| 1.1 | |  |  |  |
| 1.2 | |  |  |  |
| 1.3 | |  |  |  |
| 1.4 | |  |  |  |
| 1.5 | |  |  |  |
| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | RESPONSIBLE ORGANISATION  *As stipulated in section 5.1of the Application Form* | | |
| APPLICANT  *Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER  *Specify* |
| 2.1 | |  |  |  |
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| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | RESPONSIBLE ORGANISATION  *As stipulated in section 5.1 of the Application Form* | | |
| APPLICANT  *Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER  *Specify* |
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| Section 1.2 | CALENDAR OF ACTIVITIES |

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| Objective | *(Insert immediate objective here as specified in section 5.1 of the Application Form)* | | | | | | | | | | | | | | | | |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* | | | | | | | | | | | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | (Insert year) | | | | | | | | | | | | | | | |
| Month  1 | | Month  2 | | Month  3 | | Month  4 | | Month  5 | Month  6 | | Month  7 | | Month  8 | | Month  9 |
| 1.1 | |  | |  | |  | |  | |  |  | |  | |  | |  |
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| 1.3 | |  | |  | |  | |  | |  |  | |  | |  | |  |
| 1.4 | |  | |  | |  | |  | |  |  | |  | |  | |  |
| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* | | | | | | | | | | | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | (Insert year) | | | | | | | | | | | | | | | |
| Month  1 | | | Month  2 | | Month  3 | | Month  4 | Month  5 | | Month  6 | | Month  7 | Month  8 | | Month  9 |
| 2.1 | |  | | |  | |  | |  |  | |  | |  |  | |  |
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| 2.4 | |  | | |  | |  | |  |  | |  | |  |  | |  |
| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* | | | | | | | | | | | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | (Insert year) | | | | | | | | | | | | | | |
| Month  1 | | Month  2 | | Month  3 | | Month  4 | Month  5 | | Month  6 | | Month  7 | | Month  8 | Month  9 |
| 3.1 | | |  | |  | |  | |  |  | |  | |  | |  |  |
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| Section 1.3 | RESOURCE/INPUTS PLAN |

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| Objective | | *(Insert immediate objective here as specified in section 5.1 of the Application Form)* | | | | | |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY | | | | |
| INPUTS  *(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | NAME OF THE CONTRIBUTOR | |
| 1.1 | | -  -  - | -  -  - | -  - |  | |
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| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY | | | | |
| INPUTS  *(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | | NAME OF THE CONTRIBUTOR |
| 2.1 | |  |  |  | |  |
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| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* | | | | | | | |
| Activities  *Please list the activities as 5.1 of your application form* | | | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY | | | | |
| INPUTS  *(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | | NAME OF THE CONTRIBUTOR |
| 3.1 | |  |  |  | |  |
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2. MONITORING

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| Section 2.1 | MONITORING MATRIX |

Note: For the “Indicator” column, include both 1) indicators developed for your project in Section 9.1 of the Application Form and 2) indicators showing your contribution to the YES-JUMP objectives as concerns the following key elements: loans disbursed/ improvements in access to credit by youth, beneficiaries of capacity building actions, income increases, job creation for young women and men, creation of new start-up businesses, women and youth membership

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| Indicator | Target for the indicator | Target Date | Data disaggregating (by sex) | Data source / collection tool | Responsible person/organization |
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| Section 2.2 | REPORTING TIME FRAME |

* + Mid-term Progress report Date:
  + Final Report Date:
  + Final Independent Evaluation Date:

1. See Application Form for information on objectives, results and activities. [↑](#footnote-ref-1)