**Work Plan Template**

**1. Basic information**

1.1 Peer-to-Peer Partnership number: *given by the World Bank*

1.2 Project title:

1.3 Area:

1.4 Partner(s) information and contact details:

|  |  |
| --- | --- |
| Name partner institution #1:  | Name partner institution #2:  |
| Name of project leader:  | Name of project leader 2:  |
| Email: | Email: |
| Telephone number: | Telephone number: |

**2. Project description**

2.1 Background and justification

*Briefly explain the origin of the project and outline why it is being undertaken.*

2.2 Contribution to the national development plan or the strategy of the recipient public administration.

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

*Briefly describe earlier activities and projects in this area in the recipient 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 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. Results framework**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Intervention logic** | **Indicator(s)** | **Responsible** |
| **General objective(s)** | *List one or two general objectives beyond the strict scope of this project, to which the project contributes.*  |  |  |
| **Project objective(s)**  | *List the particular objective(s) that will be fully achieved with the implementation of the project.* *1. XYZ* 2. XZY |  |  |
| **Expected results (components)** | *List the concrete results that will be achieved after the implementation of several activities within the project (maximum 3-4 results)**1.1 XYZY**1.2 XYZU**2.1 XZYO**2.2 XZYP* | *List the indicators to track progress and the sources of information required to obtain or update them, e.g. reports, surveys.* | *List the name and contact details of the staff in the recipient or partner country responsible for each component.* |
| **Activities***List the activities grouped by components (of the above)* | *List all activities, each one contributing to achieving one of the components listed above (expected results 1.1, 1.2, 2.1, 2.2)* *1.1.1* XYZYL*1.1.2* XYZYM | *Same as above, if applicable.* | *List the name and contact details of the staff in the recipient or partner country responsible for each activity.* |

**7. Calendar of activities**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Jan** | **Feb**  | **Mar**  | **Apr** | **May** | **Jun** |  **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Component 1.1** |  |
| **Activity 1.1.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.1.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Component 1.2** |  |
| **Activity 1.2.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 1.2.2** |  |  |  |  |  |  |  |  |  |  |  |  |

**8. Resources and budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Partner country experts** | **VC** | **Others** |
| **Component 1.1** |  |
| **Activity 1.1.1** | *List the number and type of experts from the partner country requested to develop an activity in the recipient country (also include a man-days calculation).**For example, 1 expert from the partner country X to analyze the methodology (7 days in recipient country Z)* | *Video conference requested* | *Other resources requested to develop the activity.* |
| **Activity 1.1.2** |  |  |  |

**9. Team**

*List the names and contact details of all the experts from the recipient and the partner country that will be involved in the project.*

**10. Coordination mechanism**

*Describe how the project leaders in the recipient and partner countries will ensure coordination within and between their administrations to achieve the concrete results. Also, describe how they will be coordinated with the World Bank.*