

PROJECT BRIEF FORMAT

GENERAL INFORMATION

Project Title: _____

Project Type: _____

Project Site: Address and actual location of project site
(Attach also a sketch/location map of the exact location of the project site,
Attachment "C")

Proponent: Name of the organization and address
(Please accomplish **Attachment "A"** Proponent's Profile Form)

Project Beneficiaries Organization: (If already organized, accomplish **Attachment "B"** Organization's Profile)

Number of Target Beneficiaries:

Other Cooperating Agencies (if any): List organizations and/or agencies, private or government who will assist in the implementation of the project, eg., DENR, DA, LGU, NGOs...etc..

Total Project Cost: (from 500,000- PHP to maximum 4,000,000- PHP per year)

Estimated Project Period: (3 years project). The next 3 years program of DISOP Philippines will be from 2008 to 2010.

PROJECT DESCRIPTION

Rational of the Project:

1. Describe the existing situation in the community and specific problems, needs or opportunities to be addressed. Describe the socio-economic condition of the target beneficiaries (include socio-economic data).
2. Discuss how these problems and needs can be addressed

Brief Project Description:

1. State the general and specific objectives of the project.
2. Briefly describe what the project is all about and how it shall be implemented and managed.
3. Indicate what the project intends to do, its impact on the beneficiaries and on the socio-economic status of the community and its expected output.

The project identification and proposal has to be made in a participatory approach with all the stakeholders of the proposed project.

(Please accomplish **Attachment "D"**: Preparation of a Logical Framework, as a tool for project implementation and monitoring and evaluation).

4. Others:
 - a. State how the project can promote sustainable employment among the target beneficiaries.
 - b. Elaborate on the technical and socio-cultural viability of the project.

- c. State what organizational structures will sustain the project after DISOP Philippines' assistance and elaborate on the Institutional viability of the project.
- d. State how this project will build inter-linkages among other development initiatives in the area and indicate plans for strategic partnership with other stakeholders.
- e. State how the expected financial and other benefits of the project be sustained beyond the period of DISOP Philippines' assistance. Elaborate on the financial viability of the project. (Please attach a 5 years business plan for income generating activities).
- f. Describe the structure, composition and functions of the Project Implementing Team (PIT), which shall be responsible for the day-to-day operations of the project and describe the financial management system to be employed in the monitoring of project funds.
- g. State how the project will influence the participation and decision of the women in the area.
- h. Indicate what will be the impact of the project on the environment.

Budget (refers to the Total Project Cost, indicating amount for the following):

1. Investment Cost (refers to equipments and machineries, vehicles) and Credit Fund.
2. Operational Costs (refers to transportation, communication, utilities, maintenance, representation, rentals...)
3. Training Costs (refers to training and seminar costs, organizational costs)
4. Personnel Costs (refers to salaries of project personnel).

Attachments (Project proposal to be submitted must have the following, as enclosures) :

1. Proponent NGO/PO Profile Form (Attachment "A")
2. Beneficiary Organization Profile Form (Attachment "B")
3. Sketch/location map of the project site (Attachment "C")
4. Logical Framework (Attachment "D")
5. Business plan (if income generating project) – (Attachment "E")

Please send communication/inquiries to:

Country coordinator, DISOP Philippines
 760, Real Street, Sagkahan District, Tacloban City - PO box 89
 Tel No: 053/325.24.88
 Fax No: 053/523.98.93
 E-mail Addresses: disop@mozcom.com , disop@disop.ph

ATTACHMENT "A"

DESCRIPTION OF PROPONENT ORGANIZATION

Name of Organization:

Contact Person:

Mailing Address:

Telephone and Fax #:

E-mail Address:

Date Organized:

Date Registered:

Type of Registration (copy of registration):

Board of Trustees (Please indicate Position/Designation):

Staff/Secretariat (Please indicate Position/Designation and if full-time, part-time or volunteer):

Organizational charts:

Network Affiliation:

Objectives/Major Programs:

Previous Projects/Donors (in last 5 years):

Financial Position (copy of financial statements) of last 2 years:

ATTACHMENT "B"

DESCRIPTION OF BENEFICIARY ORGANIZATION (if already organized and registered)

Name and address:

Date Organized:

Date Registered:

Type of Registration (copy of registration):

Number of Members:

Key Leaders (top 3):

Major Services Offered:

Previous Projects/Donors (in last 2 years):

Financial Position (copy of financial statements) of last 2 years:

ATTACHMENT "C"

LOCATION MAP and THE EXACT LOCATION OF THE PROJECT SITE.

ATTACHMENT "D"

Objective Oriented Project Planning (OOPP) and the Logical Framework

The Objective Oriented Project Planning is an attempt to integrate planning and implementation in a way in which communication improves. The introduction of techniques in which the whole team can participate is that makes OOPP a unique tool for planning, implementation and evaluation of projects.

Analysing the existing situation

The first phase of the OOPP is the analysis of the existing situation in terms of problems, objectives and alternatives.

In the “problem analysis” the significant problems in the project environment are structured according to the causal linkages among them. This produces a rough model of the problem environment, expressed as a “problem tree”.

The “analysis of objectives” transforms the problem tree into an “objective tree” representing objectives for the problems identified.

Finally, the analysis of alternatives evaluates and compares the different chains of the same kind of objectives, resulting in a choice of one or more basic strategies of the future project.

The Logical Framework or the Project Planning Matrix

In the next phase of the OOPP use is made of a “project planning matrix”, also known as the logical framework. This matrix provided a summary of the project design.

It is a set of related concepts that describe in an operational way in matrix form important aspects of an operation. It provides a way of checking whether the operation has been well designed and it facilitates improved monitoring and evaluation.

The matrix consists of sixteen “cells” (figure 1), four vertical columns and four horizontal rows.

Figure 1: Project Planning Matrix (Logical Framework)

	Intervention logic	Objectively verifiable indicators	Sources of verification	Assumptions
Overall Objective				
Specific Objective				
Results				
Activities				
				Preconditions

The first vertical column is the descriptive summary. Here the basic project approach, subtracted from the objective tree, is represented. It describes:

- The **overall objective**, a high level objective to which the specific objective is expected to contribute.
- The **specific objective**, this is what we expect to result from having achieved the project results. It describes the intended effects and aspired benefits of the project.
- The **results/outputs**, these are important achievements, which must be obtained in order to reach the specific objective.

- **Activities**, the detailed work tasks to be performed in order to achieve the result/outputs.

The first column sets out **the intervention logic**, which is the basic strategy underlying the project, covering all the steps to be taken within the project framework in order to contribute to the overall objective.

The second provides **the objectively verifiable indicators** for each objective (Results, Specific Objective, Overall Objective); these are an operational definition of criteria to measure (with adequate precision) the extent to which an objective has been achieved.

In the third column **the sources of verification**, the sources for all the data required for the verification of the operation are specified.

The last column is reserved for the key factors which are outside the direct project control, but essential for the success of the project (**assumptions**). Together with the realization of the lower-level objectives, the assumptions will make probable the achievement of the next, higher level of objectives.

They are the answer to the questions “what external factors are not influenced by the project, but may affect its implementation and long-term sustainability”. **The precondition** is a condition, which has to be met before project activities can start up.

Important aspects of intervention logic.

What is the importance of the overall objective(s)?	The overall objectives set the framework in which the project is implemented. Other projects may also contribute to this objective.
What is the importance of the specific objective?	The specific objective is the key point of reference, the true ‘centre of gravity’, for project management and permitting measurement of the project’s success or failure in terms of sustainable benefits for the target group. The project management is expected to ensure that the specific objective is being achieved.
Why is there only one specific objective?	There is only one specific objective per project to avoid undue complexity and management problems. It is better for instance, to have two well-targeted projects (parallel and inter-related) than one project with two specific objectives.
How are the results decided on?	Results: <ul style="list-style-type: none"> - are deduced from the objective tree; - emerge from specific technical studies; - emerge from consultation with the parties involved.
Why do activities have to be planned?	Activities need to be planned in sufficient detail to make it possible, with some degree of certainty, to: <ul style="list-style-type: none"> - draw up a tentative timetable of work and estimate the likely duration of the operation; - calculate the necessary physical and non-physical resources; - draw up the budget.