### Annex 4 – Project Document Template

**Trilateral Cooperation**

**TRILATERAL TECHNICAL COOPERATION PROJECT**

**BRAZIL-GERMANY - (Name of the Beneficiary country)**

(Project Title)

(Country, date)

**PROJECT IDENTIFICATION**

Title:

Duration: in months, from the date of signature Estimated Cost:

Brazilian counterpart: (US$) German counterpart: (US$)

Beneficiary country counterpart: (US$) Requesting institution (Beneficiary country): Name:

Address: Contact: Position:

Responsible for the project: Position:

Participating Institutions:

Place, Date and Signature of the Contact:

Executing Institution in the Beneficiary Country (abbreviation)

Brazilian Cooperation Agency (ABC)

Brazilian Executing Institution (abbreviation)

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

(insert others, as necessary)

**EXECUTIVE SUMMARY**

Up to 0, 5 page

### Diagnosis of Situation and Justification

Up to 1 page

* Brief description of the current situation in the beneficiary country within a regional/thematic project context (legal, socioeconomic, political and environmental aspects, etc.) (Problem).
* Joint diagnosis developed by the partners from the beneficiary country's perspective: What is/are the main process(es) of the country to overcome the problem?
* Justification: indicate how the project will contribute to policies, strategies, plans and development programs of the Government of the beneficiary country, and when appropriate, those at the sub-national level.

If necessary, summarize existing cooperation in this field in the country.

### Situation expected at the end of the Project

Up to 0,5 page

### Outcome:

The outcome highlights the expected impact to the benefit of the target group ("what should be working after").

### Outputs:

The outputs focus on the results on specific thematic areas addressed by the project.

### Indicators:

One or two indicators for the outcome and the outputs are defined in order to measure in a simple and reliable manner the scope of the results and impacts. An indicator needs to have quantitative, qualitative and temporal characteristics.

### External factors/risks

Up to 0,5 page

Which external factors could prevent or hinder the achievement of the outcome/outputs? Which measures must be taken to reduce these risks?

### Justification of trilateral cooperation and institutional responsibilities

Up to 0,5 page

Highlight the responsibilities of each partner, taking advantage of the complementary strengths of each partner of this triangular cooperation. The partner of the beneficiary country shall take the leadership and overall responsibility for the achievement of the outcome and the outputs of the project. The responsibility of Brazil and Germany will be defined for each output. It is recommended to share these responsibilities so that Brazil or Germany is responsible together with the recipient country for the achievement of a specific output, and the other country, if necessary, as a contributor.

Insert table of distribution of responsibilities according to expected results.

|  |  |  |  |
| --- | --- | --- | --- |
| Technical International Cooperation Areas | Partner of the beneficiary country | Main counterpart | Contributing counterpart |
| Area 1 |  |  |  |
|  |  |  |
| Area 2 |  |  |  |
| Area 3 |  |  |  |
|  |  |  |

### Implementation strategy

Up to 1 page

Explains how to achieve project outcome, what methodology will be used and what the strategic elements are. Optional: What are the process indicators or general lines of action?

### Project monitoring and evaluation

During the first four months of project execution, a monitoring and evaluation system will be implemented.

This implies a continuous monitoring of the project to measure the progress in achieving the outcome and outputs.

Annually and at the end of the project, an evaluation is made jointly between the three project partners with the participation of external specialized institutions in the area. Achievement of outcome and outputs and the sustainability of projects are measured through evaluation. The indicators serve as reference to monitoring and evaluation. It is important to define a baseline to be able to measure the progress planned. Moreover, it is necessary to observe external factors that are not influenced by the project.

**PROJECT MANAGEMENT STRUCTURE**

Up to 1 page

Insert institutional chart/organogram.

Project management will be done in three levels, by means of three groups: a joint coordination committee, a management unit and an execution unit.

### Joint Coordination Committee (JCC):

Describe the function and composition of the JCC, the frequency of meetings and other conditions of its functioning.

### Management Unit (MU):

Describe the function and composition of the MU, the frequency of meetings and other conditions of its functioning.

### Execution Unit (EU):

Describe the function and composition of the EU, the frequency of meetings and other conditions of its functioning.

If deemed necessary, an expert from Brazil and one from Germany may be invited to provide technical information to the JCC and the MU. Similarly, representatives of project beneficiaries groups may be invited to contribute to activities of the above mentioned instances as needed, as in annual evaluations and formulation of the Annual Operational Plan (AOP).

**COUNTERPARTS**

Up to 2 pages

### Counterpart of the beneficiary country:

Profile of cooperating institution Overall budget:

|  |  |  |
| --- | --- | --- |
| Budget-line | Description | Unit (months, US$) |
| Staff |  |  |  |
| Infrastructure |  |  |  |
| Diverse |  |  |  |
| TOTAL |  |  |

### Brazilian counterpart

Profile of cooperating institution Overall budget:

|  |  |  |
| --- | --- | --- |
| Budget-line | Description | Unit (months, US$) |
| Consultants – long-term |  |  |  |
| Consultants – short-term |  |  |  |
| Permanent Material |  |  |  |
| Equipment |  |  |  |
| Training/ Capacity-building |  |  |  |
| Miscellaneous |  |  |  |
| Works and installations |  |  |  |
| Administrative Cost |  |  |  |
| TOTAL |  |  |

### German Counterpart

Profile of cooperating institution Overall budget:

|  |  |  |
| --- | --- | --- |
| Budget-line | Description | Unit (months, US$) |
| Expert Assignments |  |  |  |
| Materials and Equipment |  |  |  |
| Financing Agreements |  |  |  |
| Other Costs |  |  |  |
| TOTAL |  |  |

### Annexes to the Project Document

Annual Operational Plan (AOP) for the first year

|  |
| --- |
| Outcome (number): Indicators: |
| Activities/product | Responsible | Deadline | Location | Participants | Funding source |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| First-Year Calendar |
|  | Months |
| Activities/month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| A1.1. |  |  |  |  |  |  |  |  |  |  |  |  |
| A1.2. |  |  |  |  |  |  |  |  |  |  |  |  |
| A1.3. |  |  |  |  |  |  |  |  |  |  |  |  |
| A1.4. |  |  |  |  |  |  |  |  |  |  |  |  |
| A2.1. |  |  |  |  |  |  |  |  |  |  |  |  |
| A2.2. |  |  |  |  |  |  |  |  |  |  |  |  |