

PROJECT DEVELOPMENT CHECKLIST

This document serves as an aide-mémoire, listing the kinds of questions you should ask as you develop and evaluate a project proposal. It can be read as a stand alone document or can be used in conjunction with more detailed project proposal development guidelines such as those developed by the BioNET Secretariat, or resources available on the web including donor-specific material.

1. Consultation

Have you consulted the following groups and identified their role in the project?

- Colleagues within your organisation (for feedback, guidance and approval)
- Project partners
- Relevant national focal points
- Project beneficiaries (target groups) and other stakeholders (primary & secondary)

2. Project Context

- Can your project be linked to priority mainstream issues as articulated in existing plans and programmes (at national, regional and international levels)?
- Does your project meet donor requirements / priorities?
- Does your project embrace the following basic principles: quality; transparency; equality of treatment; impartiality; and efficiency?

3. Project Overview & Administrative Information

Project overview details will be donor-specific but the following are generally required: project title; project description / executive summary; budget; duration; objectives; donor priority areas addressed.

Administrative information usually includes: details of the project leader and other key project personnel; recipient institution(s); collaborating institution(s); and participating institutions; other donor agencies (if any) funding the proposal; supporting administrative documents; and proof of government approval.

4. Project Details and Workplan

BACKGROUND / RATIONALE “WHY THIS PROJECT SHOULD BE DONE”

Does the background address the following?

- How the project relates to the development priorities of the country / countries concerned.
- The scientific or social-economic importance of the problem.
- The magnitude of the problem and how the project’s results will contribute to its solution.
- The special importance of the project for vulnerable social groups.
- The need to build up capacity in the proposed project area.

THE PROJECT LOGFRAME

- Does your **goal** describe a broad developmental objective to which your project contributes?
- Does your **purpose** state why the project is being done?
- Do your **outputs** describe what your project will deliver in measurable terms?
- Are your **activities** necessary and sufficient for your outputs to be achieved?
- Are project objectives SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound)?
- Test your vertical logic by applying the “if/then test” – if stated activities are carried out, then one can expect certain outputs, if certain outputs are achieved the purpose will result ...
- Are your indicators measurable in terms of quantity, quality and time?
- Are your means of verification already available or must they be established within the project?
- Have all major risks and assumptions been identified (e.g. through stakeholder analysis or problem trees?) and where risks are manageable, how will they be managed?

PROJECT WORK PLAN

Time frame of project

- Have you identified your project start date and anticipated completion date?

Timelines

- Have you include timelines for your activities/tasks?

Resources

- What materials, supplies and equipment will you use?

OTHER KEY INFORMATION

Community involvement

- What individuals or groups will participate in the project, and in what way?
- To what extent will there be community involvement? How will this be organised?

Project management and personnel

- Who is responsible for managing the project and the various activities under the project?
- Who is responsible for bookkeeping and the disbursement of funds?
- Who is your organisation accountable to? What is the accountability process?

Target group(s) and other Stakeholders

- Who are the project beneficiaries and other stakeholders? Were these groups involved in project design and what role will they play in project execution?

Communication, dissemination, promotion, education and awareness

- How will you communicate information about your project and its results, to project stakeholders?

Sustainability

- How will you ensure that project achievements are maintained after project funding is finished?

Project location

- Where is your project located?

Gender considerations

- Does your project have gender implications and how will project activities address them?

Ethical considerations

- Does your project involve work with human or animal subjects, the collection of private or personal information, or the participation of individuals in experiments? How will the project ensure that it protects the privacy, dignity, and integrity of those who are the subjects of research? How will project findings be reported back to the people concerned?

Training

- How will your project contribute to the training of staff and other groups; what kinds of training are appropriate and how will training be organised?

Organisational matters

- Are new organisational elements required for the smooth implementation of the project?

Collaborative arrangements with other institutions

- Why is collaboration being sought and how will this collaboration be organised?

Intellectual property

- Will your project result in the creation of intellectual property and how will this issue be addressed?

Environmental Impact

- Is there potential for adverse environmental impacts as a result of the project and what measures will be undertaken to minimise or mitigate these impacts?

Regulatory Approvals

- Do you have (or are you getting) any necessary approvals from the appropriate authorities?

5. Detailed Project Budget

- Have you completed your budget table according to donor guidelines?¹

6. Project Monitoring and Evaluation (M&E)² Plan

- Have you produced a plan describing how you will monitor progress in achievement of results and evaluate your project's success, based on outcomes? Your M&E plan should include what information you will collect, how the information will be gathered and who will carry out project M&E.

7. Appendices

- Have you attached supporting documents such as maps, the CVs of personnel, or bibliographies?

¹ Donor budget requirements are usually based on a tabular format that lists the funding requested from the donor and cash and in-kind funding from partner institutions, computed on an annual basis for expense categories such as project personnel, transport, and equipment and office costs.

² Continuous monitoring provides indications of progress in achievement of results. Monitoring generally addresses activities and outputs, but always with an eye on higher level outcomes. Periodic evaluation objectively assesses progress towards the achievement of outcomes.