Project Implementation Plan

Session 4: Communications, Budget and Other

Overview and Agenda

| Session # (2 hrs)	Description of Topics to be covered
Session 1 – Introduction and Logic Model	Introductions/Expectations Overview of GAC PIP/AWP Template Context Changes Project Summary Revisions Logic Model Review and Revision (Brief RBM)
Session 2 – Theory of Change and Cross Cutting Issues (including Gender)	Theory of Change – Risks, Environment and Human Rights Geography and Reach Gender Equality Strategy
Session 3 – Monitoring, Evaluation and Learning (MEL) and Work Planning	Reviewing the PMF M&E Plan Outcome Based Schedule (Work Planning)
Session 4 – Communications, Finance and Other	Project Management and Governance Communication Plan Budgets and Finance

What is a PIP?

Review and Update of Existing Components

Expanding Components

Developing New Components
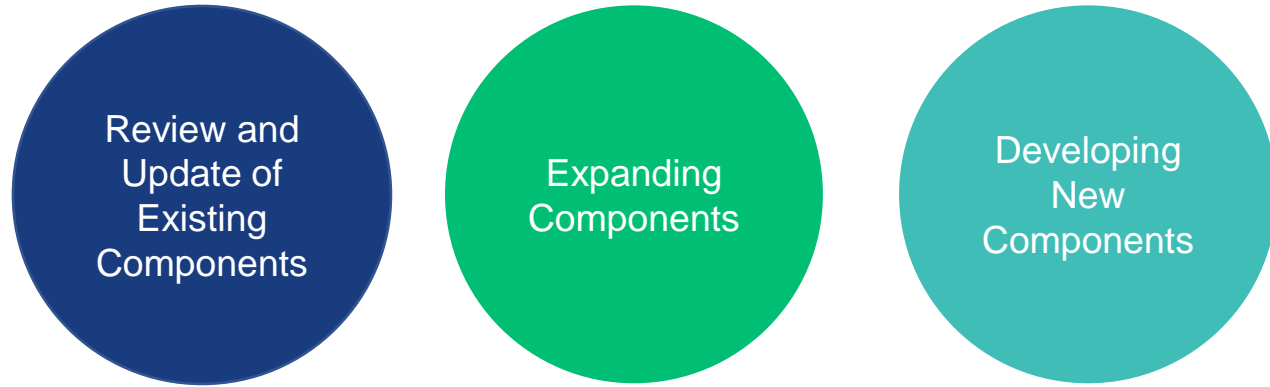
Purpose:

To provide GAC with the required components to obtain approval and begin project implementation.

To provide YOU will the detailed plans YOU need to oversee implementation of the project and fulfill reporting requirements later.

To provide YOUR STAFF/PARTNERS with the specifics/details they need to effectively deliver project activities and conduct project monitoring.

Management Plan

Expand Content

Management, Coordination, Roles and Responsibilities

- **Draw an Organization Chart**

- **Important to discuss roles and responsibilities**

- **Are all partners clear about their roles?**

- **Is the governance structure clear?**

- How will this project complement the work of other donors and development actors in the same location or sectors which we propose to work?

- How will the project liaise with partners including government?

- How will the project be managed or structured? Is there a lead in each country? Are there technical leads?

- Will there be a steering committee?

- How will funds flow from lead to implementing organizations or partners?

- What are the roles and responsibilities of each partner?
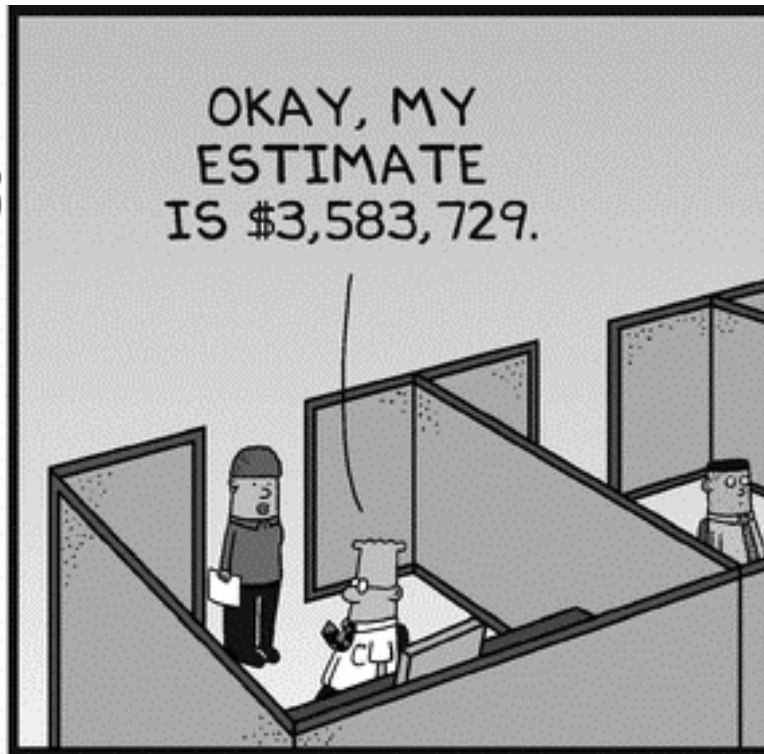
- Will there be sub-contractors?

Management Plan

Expand Content
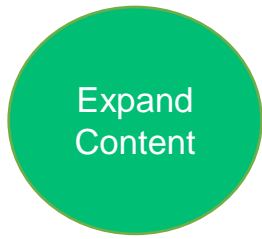
Sharing Ideas

- Can you share any tips around your management plan?

- Did you use a project Steering Committee?

Review
and
Update

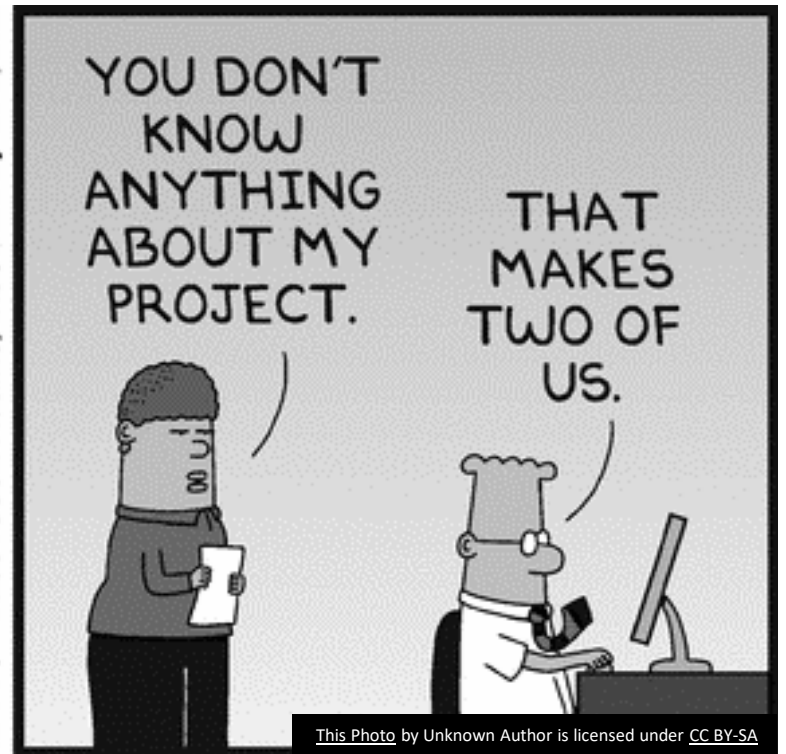# Budget

Review and Update **Budget**

If you already did a budget breakdown to the input level for each activity, then you are simply reviewing and updating.

- **Is it complete?**
- New activities?
- Does it account for currency fluctuations and/or inflation?
- Forecasting
- List of expenses requiring prior approval
- Procurement plan

Are there any expenses that were overlooked? (think carefully about each activity and the inputs required)

Note: changes to the budget cannot exceed the total approved amount and must be below 5% variance for each budget line (per Appendix C in CA) – for larger variances, prior approval must be obtained.

NOTE: GAC might do a financial audit and risk assessment session and will also provide training to ask finance related questions

Review and Update

Budget

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- Is it complete?

- **New activities?**

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Have you added any activities in the LM that need to be accounted for?

Review and Update

Budget

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- Is it complete?

- New activities?

- **Does it account for currency fluctuations and/or inflation?**

- Forecasting

- List of expenses requiring prior approval

- Procurement plan

Are projections still accurate given changes to exchange rates and inflation?

Have you built inflation into your projections (e.g. staff costs might increase each year)?

Review and Update

Budget

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- Is it complete?
- New activities?
- Does it account for currency fluctuations and/or inflation?
- **Forecasting**
- List of expenses requiring prior approval
- Procurement plan

All expenses need to be forecasted by year (referring to your critical path)

Include in-kind and recipient contributions in the forecast

You will need to fill it out in Form A (link in CA)

Budget

Review and Update

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- Is it complete?

- New activities?

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- Forecasting

- **List of expenses requiring prior approval**

- Procurement plan

Per the terms in Appendix: Financial Terms of your CA

Review and Update

Budget

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- List of expenses requiring prior approval

- **Procurement plan**

Refer to your internal financial policies / procedures (should cover quotes/estimates in line with GAC financial policy – see CA Appendix: Financial Terms)

Ensure to include list of eligible items to be procured and how they will be disposed of at project end

Budget

If you don't already have a detailed line item budget breakdown by activity, now's the time!

- It will help with forecasting

- It will empower your project team, letting them know exactly how much they can spend in delivering activities.

- Also good for accountability and ensuring you manage well and recover costs

- This probably takes much longer time than anticipated!

Communication Plan

Purpose: Outlines the strategy to publicize project achievements and/or acknowledge GAC's contribution

- **Target audiences**

- Anticipated reach

- Planned communication methods

- Include in critical path

- Form #I2203e

Who will you be reaching?
- In Canada
- In recipient country(ies)
- Project Stakeholders

This is not just about Canadian engagement! It's also about visibility of the project in country

Communication Plan

Purpose: Outlines the strategy to publicize project achievements and/or acknowledge GAC's contribution

- Target audiences

- **Anticipated reach**

- Planned communication methods

- Include in critical path

- Form #I2203e

Define the expected # of people reached for each of your identified audiences.

Communication Plan

Purpose: Outlines the strategy to publicize project achievements and/or acknowledge GAC's contribution

- Target audiences
- Anticipated reach
- **Planned communication methods**
- Include in critical path
- Form #2203e

How will you communicate with GAC and other funders?

How will you communicate with project stakeholders?

How will you communicate with audiences in Canada?

Communication Plan

Purpose: Outlines the strategy to publicize project achievements and/or acknowledge GAC's contribution

- Target audiences
- Anticipated reach
- Planned communication methods
- **Include in critical path**
- **Form #2203e**

What's in the critical path (work plan) will get done

You may see opportunities to piggyback on other planned activities

You may improve your communications by timing with M&E activities and most interesting/significant program activities

Visibility and Recognition Activities Planning

In Country Workshop (online or live)

In Country Workshop Presentation – WHY?

- Usually you have 3 months between CA and PIP (some negotiate for more time)

- Need to get the gender analysis and baseline done

- Builds ownership, trust and consensus

- Need to hire staff

- Ensures you accurately plan and budget for activities

In Country Workshop

Bring all the IMPLEMENTING partners to the table

Who: government, NGO and local partners, maybe even some beneficiaries(?)

- To review and update the design
- To validate the Logic Model
- To revise/tweak project if necessary (not designing again)
- To develop the work plan
- Update the budget
- For OWNERSHIP

In Country Workshop

In Country Workshop Presentation – HOW?

- Recommendation is a 3-4 day workshop; do this within 2-4 weeks of signing the CA
- Provide them with some guidance on how to come prepared
- Each partner should do short presentations on:
  - the context,
  - their organization (background, work, structure)
  - perceived role in project
  - proposed activities
- Develop an agenda for the workshop – (similar to this or use the CA)
- Update the context or discuss what has changed since project was designed (2 years ago)
- Share some innovations and best practices
- Run a gender exercise – Fatuma's story to sensitize partners

In Country Workshop (cont.)

In Country Workshop Presentation – HOW?

- Validate the logic model (in small groups and by outcome, then review outputs)
- Clarify roles and responsibilities
- Discuss governance and management
- Review and revise activities
- Draw a timeline and update workplan
- Review PMF and indicators (may need to be done separately dependent on capacity)
- Update Budget based on revision of activities
- Clearly assign next steps with timelines
- **The notes from this workshop become the main content for the PIP document**

Compiling the PIP

Tips to effectively manage

- Start early (will take about 1 month to compile)

- Set up a Table of Contents, with clarity on what each section should contain

- Check with GAC officer and make sure its compliant with the Contribution Agreement requirements

- Fill in sections as they come along (do not wait till last minute)

- Start preparing annexes as needed.

- Stay within the 30 page limits

- Utilize good formatting and clear titles

- Follow-up for approval or respond to questions within a set timeframe

Note:

- The PIP supplements and updates the proposal and may not need all the content of the proposal to be repeated

- The gender analysis and baseline may not necessarily be part of the PIP submission

End of Session 4

Any additional questions?