

# Project Implementation Plan (PIP)

## Purpose:

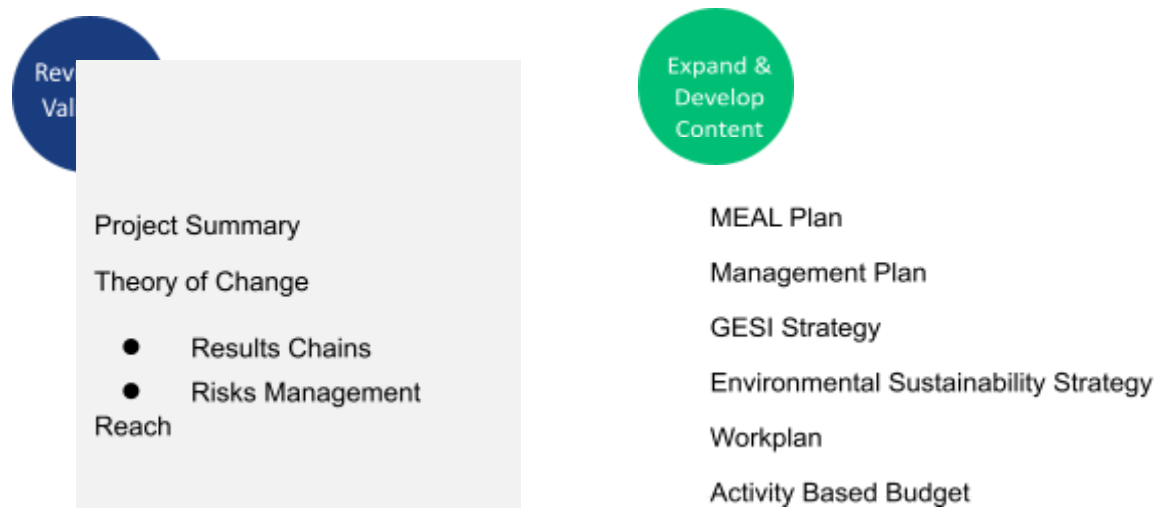
1. To provide you/your partners with the opportunity to update project elements based on changes in context and confirm that all stakeholders are in agreement with the project designs, plans, and responsibilities prior to implementation.
2. To provide you/your partners with the detailed plans you need to oversee and manage implementation of the project and fulfill reporting requirements later.
3. To provide you/your partners with the specifics/details they need to effectively deliver project activities and conduct project monitoring.

## Process Overview:

Through the PIP process, we connect with representative samples of target beneficiaries to consult with them about changes in local context, especially with respect to gender dynamics, and to their needs and experiences. This information is used to validate the assumptions underpinning the project (including human rights and gender analysis) and make any required updates. It also informs the expansion of the gender analysis to develop the full gender strategy as well as expanded content for risk management, monitoring, evaluation & learning, and governance/management plans.

We also workshop the existing project design (Theory of Change Assumptions, Approaches and Risks, etc.) with partners and stakeholders to further validate the plan and ensure we have all the common understanding and detail required to effectively work together, implement the plan, and achieve results.

Most PIP sections are either validating or building on content already developed at the design/proposal phase.



## Annotated PIP Outline:

### 1. PIP Process (< 1 page)

New	Describe work undertaken to prepare PIP, highlighting consultations and any resulting significant changes to the project design
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### 2. Project Summary (< 1 page)

Validate	Review and update per any significant changes to other elements
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### 3. Theory of Change (7-8 pages)

Validate	Review and update gender study and stakeholder consultations Review/validate results chains, including underlying assumptions and associated risks
Expand	Add risks table to end (ensuring all risks are captured in both table and narrative)

### 4. Reach (1 page)

Validate	Review and update target communities if changed
Expand	Add specifics of who / how many will receive each benefit through project activities and how communities/participants are selected – add participant table

### 5. Monitoring Evaluation and Learning Plan (3-4 pages)

Validate	Review and update MEAL plan from proposal
Expand	Add detail of data collection tools and required information, budget for MEAL activities, roles/ responsibilities and logistics for data collection, analysis and information sharing, etc. (including the roles of local partners and community members) and use to inform outcome-based schedule (as above)

### 6. Management Plan (2-3 pages)

Validate	Review and update management plan from proposal
Expand	Add teams with details of responsibility and communication flows, add organization chart (partners, committees, and staff roles), specify specifics regarding meeting dates for project teams, etc. and use to inform outcome-based schedule

### 7. Gender Equality and Social Inclusion Strategy (3-4 pages)

Validate	Review and update analysis from proposal
Expand	Summarize involvement of women and girls and other marginalized groups in informing project design and PIP

	<p>Specify GESI issues from analysis that will be addressed through the project and identify connected outcomes and indicators</p> <p>Outline any risks associated with the GESI outcomes per analysis and planned mitigation measures (ensure also included in risks table as above)</p> <p>Outline any GESI training / resources / external expertise that will be provided/harnessed throughout implementation to support gender equality outcomes</p> <p>Identify roles/responsibilities of partners, stakeholders, staff for achievement of GESI outcomes (ensure also included in org chart as above)</p>
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## 8. Environmental Sustainability Strategy (2-3 pages – *if applicable*)

Validate	Review and update analysis from proposal
Expand	Detailed environmental analysis for any initiatives with potential significant environmental footprint, outline the potential impacts of climate change on the project and the intersection of project activities with climate change mitigation and adaptation relevant to the local community

## 9. Annexes

- Full workplan for project lifecycle, including all activities/deliverables, MEAL, risk management, management/governance, and information sharing meetings and tasks
- Complete activity-based budget with cash flow projections