Danida Green Business Partnerships

Project Document Template

**Maturation Project**

September 2024

Introduction

The Maturation Project Document consists of:

* Your Concept Note, resubmitted in Word with the relevant amendments,
* Signatures in this document
* Annexes A-H as indicated below.

You are welcome to contact the DGBP Secretariat if you have questions concerning the template and as well as for general guidance during the process of completing the documentation.

**Checklist for submitting your draft project document:**

* Make sure all sections are filled in – Concept Note and main document should be submitted in word format.
* Annex B and Annex C will be submitted as separate excel files
* Submit the documents to dgbp@dgbp.dk before the agreed deadline
* No signatures are needed at this stage

**Checklist for submitting your final project document:**

* Make sure all sections are filled in
* Date and sign the document in the template below (all partners)
* Remember to sign the MoU between partners in the partner consortium
* Scan all sections into one pdf document after agreement with the DGBP Secretariat
* Submit the document to dgbp@dgbp.dk before the agreed deadline.

Signatures

|  |  |  |
| --- | --- | --- |
| **Signatures of key partners:** | **Administrative partner:** | **Key Commercial Partner:** |
|
|
|
| [Name of Signatory][Name of Partner] | [Name of Signatory][Name of Partner] |
|
|
| **Signatures of other partners:** |  |  |
| [Name of Signatory][Name of Partner] | [Name of Signatory][Name of Partner] |
| **Signatures of other partners:**  |  |  |
| [Name of Signatory][Name of Partner] | [Name of Signatory][Name of Partner] |

# (Draft) Project Document

# [Date]

# [Name of Project, Country]

DGPB File No [as indicated in received mail]

# Annex A: Results Framework

The results framework summarises the expected result in the project, providing an overview of strategic objectives, outcomes, outputs and with associated key indicators in addition to possible process indicators. The results framework derives from the Theory of Change (ToC) and builds on objectives and selected indicators from the partner’s results frameworks or, if partner frameworks cannot be utilised, establishes its own relevant objectives, indicators and baselines based on consultations with project/programme stakeholders, including if relevant final beneficiaries.

**Outcome** is defined as the short-term and medium term effects on the target group. The project cannot control but only influence, or contribute to, the outcomes. Indicate preferably two and maximum four outcomes. **Output** is defined as short-term result in the form of goods and services resulting from a project activity. Outputs are achieved immediately after implementing an activity and is thus what is created at the end of a process. It is within control of the project. It is linked to the activity but it is for example not just the number of people trained. The output is also that they have actually required new skills or knowledge. Include maximum eight outputs.

The DGBP programme-level indicators are indicated below. You are requested to indicate end-of-project targets for all five indicators under “Inclusive private sector growth and improved livelihoods” and select the relevant indicators for your project among the five indicators under “Climate and environmental indicators”. We encourage that at least some of the programme-level indicators are included in the results framework at outcome level.

1. **Climate and environmental indicators** (select one or more for the project)
	1. Number of vulnerable persons/households who have increased their resilience to climate change as an effect of the partnership projects
	2. Avoided GHG emissions (estimated CO2-equivalents)
	3. Efficiency gained on the use of water, energy, materials and/or natural resources (percentage efficiency gains)
	4. Area under sustainable land management (ha)
	5. Reductions in the amounts of polluting substances released to soil, water bodies and/or air (percentage reduction)
2. **Inclusive private sector growth and improved livelihoods** (select all indicators)
	1. Number of decent jobs created with commercial partners (total/female/youth)
	2. Number of people with opportunities for increased income and/or improved livelihoods (total/female/youth)
	3. Viable business cases developed and sustained at the end of the project period
	4. Percentage of partner companies with responsible business conduct
	5. Amount of private investments mobilised in partnership project (DKK)

Please use the template below for your project results framework and delete explanatory text when the below table is filled in and add lines according to need.

|  |  |
| --- | --- |
| Project title |  |
| Project objective | [The intended impact contributing to benefit to a society or community] |
| SDG targets | [Make direct reference to principal and significant SDG targets (which SDG targets do the project target as a principal and as a significant objective. Maximum 5 SDG-targets from 3 SDGs] |

|  |
| --- |
|  |
| DGBP Programme-level indicators | Unit | Baseline | Final target |
| * 1. Number of vulnerable persons/households who have increased their resilience to climate change as an effect of the partnership projects (total/female/youth)
 | # |  |  |
| * 1. Avoided GHG emissions (estimated CO2-equivalents)
 | CO2-e |  |  |
| * 1. Efficiency gained on the use of water, energy, materials and/or natural resources (percentage efficiency gains)
 | % |  |  |
| * 1. Area under sustainable land management (ha)
 | Ha |  |  |
| * 1. Reductions in the amounts of polluting substances released to soil, water bodies and/or air (percentage reduction)
 | % |  |  |
| * 1. Number of decent jobs created with commercial partners (total/female/youth)
 | # |  |  |
| * 1. Number of people with opportunities for increased income and/or improved livelihoods (total/female/youth)
 | # |  |  |
| * 1. Viable business cases developed and sustained at the end of the project period
 | # |  |  |
| * 1. Percentage of partner companies with responsible business conduct
 | % |  |  |
| * 1. Amount of private investments mobilised in partnership project
 | DKK |  |  |
|  |
| Outcome 1 | [The short-term and medium-term effects of the outputs on the target group and/or the environment/climate] |
| Outcome indicators | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Specify year | [Situation prior to engagement activities] |
| Final target | Specify year | [Intended situation by the end of engagement (phase)] |
|  |
| Outcome 2 | [The short-term and medium-term effects of the outputs on the target group and/or the environment/climate] |
| Outcome indicators | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Specify year | [Situation prior to engagement activities] |
| Final target | Specify year | [Intended situation by the end of engagement (phase)] |
|  |
| Output 1: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |
| Output 2: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |
| Output 3: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |
| Output 4: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |
| Output 5: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |
| Output 6: | [Short-term result which is the direct output of the activities carried out] |
| Output indicator | [Quantitative or qualitative factor(s) or variable(s) that provides a simple and reliable means to measure achievement or to reflect the changes connected to the intervention]  |
| Baseline | Specify year | [Situation prior to activities] |
| Final target | Specify year | [Intended situation when activities end] |
|  |

# Annex B: Overall Project Budget

An excel budget sheet using the template in Annex 7 of DGBP Administrative Guidelines.

# Annex C:

# Project Activities and Indicative Costing

An excel sheet using the template for indicative costing available on the DGBP website.

# Annex D: Gantt Chart

Include a figure indicating the sequence and timing of outputs and key activities / milestones by project month. You can use your own format but please ensure consistency with results framework and budget tables.

# Annex E: Risk Management

The project consortia are expected to carry out a thorough risk assessment during the project preparation phase and monitor these throughout the project implementation phase. Please use the Danida standard risk management framework indicated below – including a few leads on risk factors that may be included (but not an exhaustive list). Further guidelines are provided at the Danida Guidelines for Risk Management [Tools (um.dk)](https://amg.um.dk/tools) for further information. It is furthermore encouraged to link the risk management to the Responsible Business Conduct process as indicated in the DMDP/DGBP RBC Guidelines.

**Contextual risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| Macro-economic instability |  |  |  |  |  |
| Change in government leading to a change in priorities and policies (political risks). |  |  |  |  |  |
| Potential regional threats to security and safety in XX |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Programmatic risks**

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| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| Lack of interest and/or capability of partners/authorities/ other stakeholders  |  |  |  |  |  |
| Commercial failure of XXXX  |  |  |  |  |  |
| Disagreement among project partners  |  |  |  |  |  |
| Delays and lapses in the implementation of interventions. |  |  |  |  |  |
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**Institutional risks**

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| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| Violation of human rights and occupational safety and health standards  |  |  |  |  |  |
| Misuse, corruption and fraud by participating partners or other project implementers.  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Annex F: Responsible Business Conduct Action Plan

Please refer to DMDP/DGBP RBC Guidelines for further information and guidance. During the full project proposal development phase, partners are required to carry out an initial screening of the project activities and the inherent business case in order to identify any potential negative impact the project might have. Issues identified must undergo further and more detailed assessments using tools which are benchmarking against internationally acknowledged standards. The issues must be addressed by the project partners, with the relevant commercial partner(s) taking the lead position.

Follow-up on the RBC action plan should be a separate agenda point at steering group meetings, and partners are strongly encouraged to set aside resources to proactively work with RBC in the consortium, e.g. through organising yearly workshops, recruiting technical assistance, carrying out studies, documenting a responsible business case for dissemination etc.

The RBC Action Plan could follow a simple format like the below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue identified** | **Response proposed** | **Follow-up by**  | **Status (incl. date)** |
|  |  |  |  |
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# Annex G: Memorandum of Understanding

Partners are welcome to use their own format - no pre-defined format exists for the MoU. The MoU should as a minimum contain information on:

* Project governance set-up incl. Steering committee
* Detailed division of roles and responsibilities
* Inputs by each partner
* Commitment to Responsible Business Conduct
* Agreements on project related communication

Please submit a draft unsigned version of the MoU for comments together with the draft Project Document.

# Annex H: Core Staff CVs

Partners are welcome to use their own format - no pre-defined format exists for the CV.