**Outline for a Project Document**

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| Cover page |  Title, scope and duration of the project Implementing organisation(s) |
| Table of content |  |
| Abbreviations |  |
| Project fact sheet |  |
| Executive summary |

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| Short summary - explains the expected results of the project and how they will be achieved |

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| 1. Background information & context analysis
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| * Country context, relevant policies and priorities that directly relate or guide the project
* Prevalence and features including cultural and social aspects of GBV in the selected counties
* Key challenges to be addressed
* Previous experience and lessons learnt on GBV interventions to be used in the project
* The project rationale
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|  2. Stakeholder and gender analysis  |

 | * Stakeholder analysis, identifying their roles as duty bearers, rights holders and their capacity gaps related to the Project and its results areas
* Gender analysis and the inclusion of persons with disabilities
* Brief description of other donor interventions and achievements, and donor coordination arrangements, which affect the project

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| 3. Description of the project |

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| Theory of change and approach* Description of results (outputs, outcomes and impact) expected to be achieved (based on the theory of change or result chain), baselines and target indicators, assumptions made

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* Description of the project’s Human Rights Based Approach
* Adherence to cross-cutting objectives (gender equality, non-discrimination including inclusion of persons with disabilities, climate resilience and low emission development) relevant to the project
* Innovative elements
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| 1. Capacity and track record of the organisation(s) (all consortium members)
 | * Brief introduction of implementing organisation(s) and their experience of gender equality work in Kenya, including in the selected counties.
* Organisation(s)’ experience and achievements in prevention and awareness raising on gender-based violence related matters
* Ability to build networks and work efficiently with duty-bearers and other relevant stakeholders, particularly at the community level.
* Track record in project and financial management
* Current capacity, structures and procedures to manage the project
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| 1. Implementation /management arrangements
 | * Project governance structure
* Roles and responsibilities of consortium members, including contributions in term of resources
* Human and material resources and partnerships needed for achieving the results
* Communication and information dissemination plan, including internal and external exchange of information on plans, results, experiences and lessons learned
* Coordination and cooperation with other relevant actors and interventions
* Financial management, procurement, audit arrangements of the project
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| 1. Risk assessment and management
 | * Analysis of internal and external risks, likelihood and impact, mitigation plan
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| 1. Monitoring, evaluation and learning
 | * Monitoring, evaluation and learning plan
* Strategies for sharing best practices and lessons learned
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| 1. Sustainability and exit strategy
 | * Description of measures to ensure sustainability of the results and continuity
* Exit strategy
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