**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 | |  | | --- | | Short summary - explains the expected results of the project and how they will be achieved | |
| 1. Background information & context analysis | |  | | --- | | * 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 | |
| |  | | --- | | 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  |  | | --- | |  | |
| 3. Description of the project | |  |  | | --- | --- | | 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  |  | | --- | |  |  * 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 | |
| 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 |
| 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 |
| 1. Risk assessment and management | * Analysis of internal and external risks, likelihood and impact, mitigation plan |
| 1. Monitoring, evaluation and learning | * Monitoring, evaluation and learning plan * Strategies for sharing best practices and lessons learned |
| 1. Sustainability and exit strategy | * Description of measures to ensure sustainability of the results and continuity * Exit strategy |