



Annex II.3: Tier 1 'Support to NIAs' project template

SECTION I: Summary Page

I.1 Project title	Encapsulated description of project aim and focus.
I.2 Category of project	Tier 1.
I.3 Grant recipient entity	Name, nature (public, private, other), national or international.
I.4 Implementing entity (if different from grant recipient entity)	Name, nature (public, private, other), national or international.
I.5 Project duration	Months, years, indicating expected start date.
I.6 Total project costs	In US\$ by year.
I.7 EIF funding sought	In US\$ by year.
I.8 Other sources of funding (including counterpart funding)	In US\$ by year.
I.9 Objective of the project	One-line summary of Section III.1 below.
I.10 Results statement	Short summary of Section III.2 below.
I.11 Brief description of the project	Which sector is addressed, what are the main activities under the project.
I.12 Approved by and date	FP, Chair of the NSC, DF, ED.

SECTION II: Situation Analysis

- II.1 Provide an overview of the implementation of the Aid for Trade and trade development agenda in the country, including any problems/difficulties that are being encountered.
- II.2 Summarize briefly the IF process in-country and progress achieved, Window 1 and Window 2 projects and their results, as well as weaknesses in the implementation.
- II.3 Summarize the support to the trade agenda by the government and other donors (existing and pipeline as known).
- II.4 Describe the status of NIAs, including capacity constraints that may exist, including consultation mechanisms in place on trade policy and inter-ministerial and external stakeholder level.

SECTION III: Strategy and Project Description

- III.1 **Strategy**
State the overall objective and specific project purpose as it relates to I.9. above.
- III.2 **State which results the project aims at achieving (narrative of the logframe).**
- III.3 **Describe how the project will achieve the results (what are the key activities and outputs), i.e.:**
Summarize the EIF programme that the project will help implement, if available.
If there is no programme yet, how will the project assist in prioritizing areas in the Action Matrix?
How will the project help in the preparation for Tier 2 projects?
How will the project achieve the capacity development to implement the Aid for Trade and the larger trade development agenda, including the EIF process?
How will the project contribute to trade mainstreaming?
How will the project contribute to inter-ministerial and donor coordination?
- III.4 **Link the project strategy to the DTIS findings and Action Matrix.**

III.5 Summary budget

Mention main budget items and government funding (according to Summary Budget); these should be monetized if possible; it is expected that government contributions increase over the course of the project (if multi-year).²

III.6 Government contributions

What are the government contributions (financial, in-kind (premises, vehicles, overheads, insurance, etc.) or complementary activities necessary to achieve the results of the project) and other demonstrations of government commitment?

III.7 Sustainability of the results

How will the project/government ensure the sustainability of the results? What plans does the government have for the appropriate phasing-out of the project over time? Sustainability of results should be linked to the (in-kind) contribution by the government. The LDC should ensure that results of the project will be sustained past the Tier 1 project horizon. Note that sustainability of outcomes does not require sustainability of the same inputs after closure of the project. How will EIF contributions and government contributions be phased in/out over the course of the project?

III.8 Project exit/graduation strategy

What are the project's exit/graduation strategy options? What is to happen with capital goods purchased under the project?

SECTION IV: Risk and Mitigation Strategy

IV.1 Identify risks for project delivery and/or project results

Risks should be categorized into those that are integral to the project, i.e., those that the project design can address, and other risks outside of the project and outside of the influence of the project.

IV.2 Describe how the risks under Section IV.1 will be mitigated

For risks integral to the project, show how the project design intends to mitigate the risks; for risks outside of the project, describe what mitigation strategy the government might have.

SECTION V: Project Implementation Arrangements

V.1 Description of the implementing entity

Nature of the implementing entity, experience in providing services as requested, references, etc.

V.2 National ownership

Description of how the project will ensure national ownership.

V.3 NIU implementation arrangements (if applicable)

Description of internal supervision arrangements adopted by the NIU while implementing and/or coordinating activities to be undertaken by other government entities.

² Notes:

Salary contributions and other recurrent costs

A project may support salaries on a country-specific basis provided that a detailed justification/explanation is given and demonstrates how such salary contributions shall be temporary in nature. Therefore, the section on sustainability in Sections III.6 and 7 above should address the project's graduation strategy with reference to the salaries and how the sustainability of the results is ensured in light of the graduation strategy.

The NIUs may be composed of government staff and/or externally recruited experts. In any case, a justification for the composition should be provided. Governments are encouraged to assign staff to the NIUs on an appropriate basis or to release them so that they may compete for positions in, or associated with, the NIUs. All staff associated with the NIU should be remunerated in accordance with local standards; salaries are in any case not to exceed the UN grid for each country.

The project cannot fund severance payments.

Vehicles and other capital items

The purchase of a vehicle may be granted, but a justification in Section III.3 above is necessary.

Payment of import duties and taxes

Governments are requested to afford the EIF programme the same treatment they afford to international organizations present in their countries.

SECTION VI: Logical Framework, Work Plan and Budget Project Implementation Arrangements

VI.1 Logical framework

Fill in a logical framework including the overall objective, purpose, results, indicators and sources of verification for the project.

VI.2 Work plan

Attach the work plan.

VI.3 Budget

See formats below.

SECTION VII: Project Accountability Arrangements

VII.1 Legal status of implementing entity

Legal personality and fiscal identification.

VII.2 Fiduciary responsibilities

Organization of the project and succinct description of roles and functions of key staff assuming fiduciary responsibilities (line ministry, FP, NIU, NIU Coordinator, accounting/finance officer) (see National Fiduciary Responsibility Framework, including reporting and control mechanisms.

VII.3 Financial and fiduciary management

Detailed description of procedures for recruitment, procurement, subcontracts, accounting, etc.

VII.4 Audit requirements

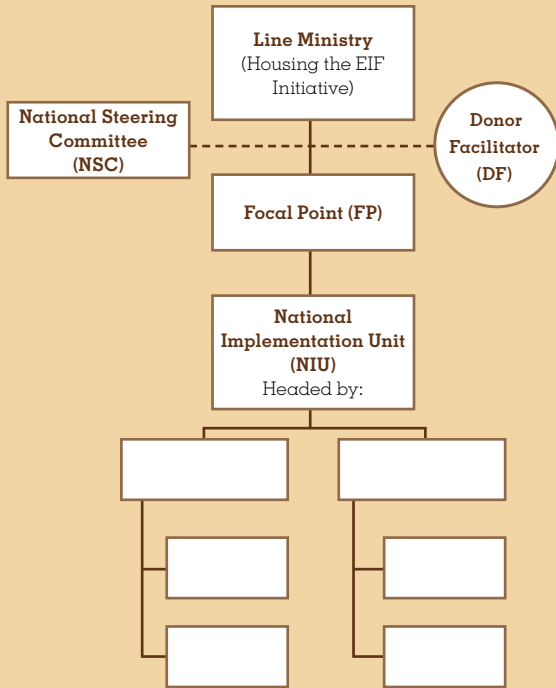
Description of internal audit procedures and external audit requirements.

VII.5 Monitoring and evaluation (M&E)

Summarize the M&E mechanism of the project, including a clear identification of who performs the various tasks. Must be consistent with the EIF M&E Framework.

National Fiduciary Responsibility Framework

1. National Institutional Structure (example to be adjusted)



For indicative purposes only, to be adjusted according to project specificities

2. Functions and Fiduciary Responsibilities (summary)

Line Ministry:

National Steering Committee (NSC):

Focal Point (FP):

National Implementation Unit (NIU)
Coordinator (if the case):

Accounting Officer:

Summary Budget by Category

Account	Category	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Comments
71200	International experts							
71300	Support staff							
71400	National experts							
71600	Travel & missions							
75700	Training & workshops							
72100	Subcontracts							
72200	Equipment							
74200	Communication							
74100	Professional services							
73100	Premises							
74500	Sundries							
Total								

Detailed Budget Template

Country: Project Title:

Starting Date:

Project Duration:

Approved Budget:

Funded by: Enhanced Integrated Framework Trust Fund (EIFTF)

Account Code	Account Code Description	Unit	Total		Year 1		Year 2		Year 3		Year 4		Year 5		Comments
			Unit Cost	Total Cost	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	
71200	International experts	Month													
71300	Support staff	Month													
71400	National experts	Month													
71600	Travel & missions	Trip													
75700	Training & workshops	Training													
72100	Subcontracts	Training													
72100	Subcontracts	Contract													
72200	Equipment	Lump sum													
72200	Equipment	Vehicle													
72200	Equipment	Each													
74200	Communication	Month													
74100	Professional services	Audit													
74100	Professional services	Contract													
73100	Premises	Month													
73100	Premises	Lump sum													
74500	Sundries	Month													
Total															