#### ANNEX 3: TIER 1 NIU PROJECT TEMPLATE

#### Tier 1 NIU-Project Template

I. Summary page including title and beneficiary of the project, objective, a results statement, a brief description of the project, a summary budget (including counterpart contribution and any contribution from bilateral donors, multilateral agencies, etc.) and the duration of the project.

#### II. <u>Situation Analysis</u>

- 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;
- 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 implementation;
- 3. Summarize the support to the trade agenda by Government and other Donors (existing and pipeline as known); and
- 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.

#### III. Strategy

- 1. State the project objective as it relates to 3. above;
- 2. State which results the project aims at achieving (narrative of the logframe);
- 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 to 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 IF process?
  - How will the project contribute to trade mainstreaming?
  - How will the project contribute to inter-ministerial and donor coordination?
- 4. Link the project strategy to the DTIS findings and Action Matrix;
- 5. 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?
- 6. 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 Government. The LDC should ensure that results of the project will be sustained past

the Tier project horizon. Note that sustainability of outcomes does not require sustainability of the same inputs after completion of Tier I resources. How will IF contributions and Government contributions be phased in/out over the course of the project? and

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

## IV. Risk and Mitigation Strategy

- 1. Summarize possible risk that may affect the delivery under the project and result (such as political risk, macro-risk, donor commitment, other issues); and
- 2. Describe the risk mitigation strategy.

### V. <u>Logical Framework</u>

1. Fill in a logical framework (using the project level EIF logical framework, to be completed) and summarize the Monitoring, Review and Evaluation mechanism.

### VI. <u>Budget</u>

#### VII. Work Plan

#### Operational Policies on Specific Project Inputs/ Budget Items

### Salary contributions and other recurrent costs

A project may support salaries on a country-specific basis providing that a detailed justification/explanation is provided and demonstrates how such salary contributions shall be temporary in nature. Therefore, the section on sustainability in A.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, and in any case not to exceed the UN grid for each country.

The project cannot fund severance payments.

#### Vehicles and other capital items

Purchase of a vehicle may be granted, but a justification in A.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.

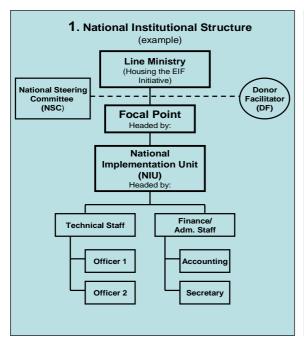
#### **TFM Fiduciary Annexes – Tier 1**

#### Guidelines for the preparation of Tier 1 project proposals

In addition to the Policy Guidelines formulated by the Board, proposals for Tier 1 and Tier 2 project should take in to accounts the fiduciary requirements of the Trust Fund Manager. To meet these requirements, the proposals should include the following elements:

- A clear legal framework for project activities;
- A description of the structure or an organizational chart indicating roles and functions, and providing the reporting lines within the NIU, the NIA and other Government institutions;
- A logframe and workplan (consistency with other documents, consistency of targets, indicators, objectives and goals, adequate planning and distribution of resources, sequence of activities...);
- A detailed budget (in US\$) that is consistent with the programme, targets and planning of activities, indicating the contribution from the Government and possible other sources of funding, providing unit costs for equipment, volumes/frequencies of activities, giving details of salaries and justifying salary scales;
- A description of the financial arrangements regarding the reception of funds and the disbursements with a description of the financial flows and the authorized signatures;
- A description of the procurement procedure to be followed and identifying goods and services to be procured;
- An explanation of programmatic reporting procedures and practices (e.g. annual progress reports, evaluation reports, etc);
- A description of procedures for internal and external audit;
- A description of provisions for monitoring and evaluation;
- An indication of whether social and environmental impact studies have been carried out;
  - An indication of whether anti-corruption policies are in place and how potential conflicts of interests are eliminated.

### 1. National Fiduciary Structure (example)



Line Mini	stry:	
Focal Po		
National	Implementation U	nit (NIU):
National	Coordinator (NC, if	the case):
Accounti	ng Officer:	

### 2. Fiduciary Administrative process (example)

1. Administrative Units involved and

•	administrative mechanisms to but used by the NIU for:
F	Recruitment:
F	Procurement:
5	Sub-contracts 
_	Overall expenditure:

2	. Internal fund flow	
	Draw flow chart	
. Repor	ting and control me	echanisms
Reportin	ng:	
Control	mechanisms:	
Control	mechanisms:	

# 3. Budget (templates)

## a) Budget by Output

Output	Main		Years										
	Focus	1	2	3	4	5							
01													
02													
03													
04													
05													
On													

# b) Summary Budget by Category

Country: Starting Date: Total Budget US Dollars: Project Title: Project Duration:

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							
63400	Learning Costs							
72100	Subcontracts							
72200	Equipment							
74200	Operating Costs							
74100	Prof Services							
73100	Premises							
74500	Sundries							
_	TOTAL							

# c) Detailed Budget

Country: Starting Date: Total Budget US Dollars: Project Title: Project Duration:

Budget	Ехр		Exp Account		Total		Yea	ar 1	Yea	ar 2	Year 3		Year 4		Year 5			
Account Code	Account Code	Category	Code Description	Unit	Units	Unit Cost	Total Cost	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	Comments
71200	71205	Int'l Experts	Int'l	Month														
			Consultant															
71300	71305	Support Staff	Programme	Month														
			Assistant															
71300	71305	Support Staff	Nat'l Support	Month														
			Staff															
71300	71310	Support Staff	Nat'l Support	Month														
			Consultants															
71400	71405	Nat'l Experts	Programme	Month														
			Manager															
71400	71410	Nat'l Experts	Programme	Month														
	_		Officers	_														
71400	71410	Nat'l Experts	Nat'l	Month														
			Consultants	_														
71600	71615	Travel & Missions	Travel DSA	Days														
71600	71610	Travel &	Travel Air	Tickets														
		Missions	Tickets															
71600	71635	Travel &	Travel Other	Travel														
		Missions																
63400	63405	Learning Costs	Misc Costs	Training														
63400	63406	Learning Costs	Ticket Costs	Training														
63400	63407	Learning Costs	Subsistence	Training														
			Allowance															
63400	63408	Learning Costs	Subcontracts	Training														
72100	72120	Subcontracts	DTIS Activities	Contract														

Budget	Ехр		Exp Account	Total		Year 1 Year 2		Yea	ır 3	Year 4		Year 5						
Account Code	Account Code	Category	Code Description	Unit	Units	Unit Cost	Total Cost	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	Comments
72100	72125	Subcontracts	Research & Studies	Contract														
72100	72145	Subcontracts	Services	Contract														
72100	72155	Subcontracts	Secretariat Cost	Contract														
72200	72205	Equipment	Equipment	Lumpsum														
72200	72215	Equipment	Vehicles	Vehicle														
72200	72220	Equipment	Office Furniture	Each														
74200	74215	Communication	Info Comm. & Coord.	Month														
74100	74110	Prof Services	Auditing	Audit														
74100	74120	Prof Services	Evaluation	Contract														
73100	73125	Premises	Rent & Maintenance	Month														
73100	73205	Premises	Renovations	Lumpsum														
74500	74525	Sundries	Misc Expenses	Month														
		TOTAL																