

# PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH

## DAY 4

### Cook Islands

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# Recap Day 3



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# Day 4 overview

- Activity Scheduling
- Resource Scheduling
- Proposal writing
- Logframe Rhapsody practice and performance
- Breaks at 10:30am; 12:30pm; 3:00pm
- Finish at 4:30pm



# Group activity

- Logframe Rhapsody- practise
- 10 minutes



# Step 6. Activity scheduling

- Process to create a list of all activities required to deliver project outputs and results
- Steps:
  1. List all project activities
  2. Break activities into two or more manageable tasks
  3. Identify responsibilities
  4. Determine the timeline of activities
  5. Determine key milestones



# Activity schedule

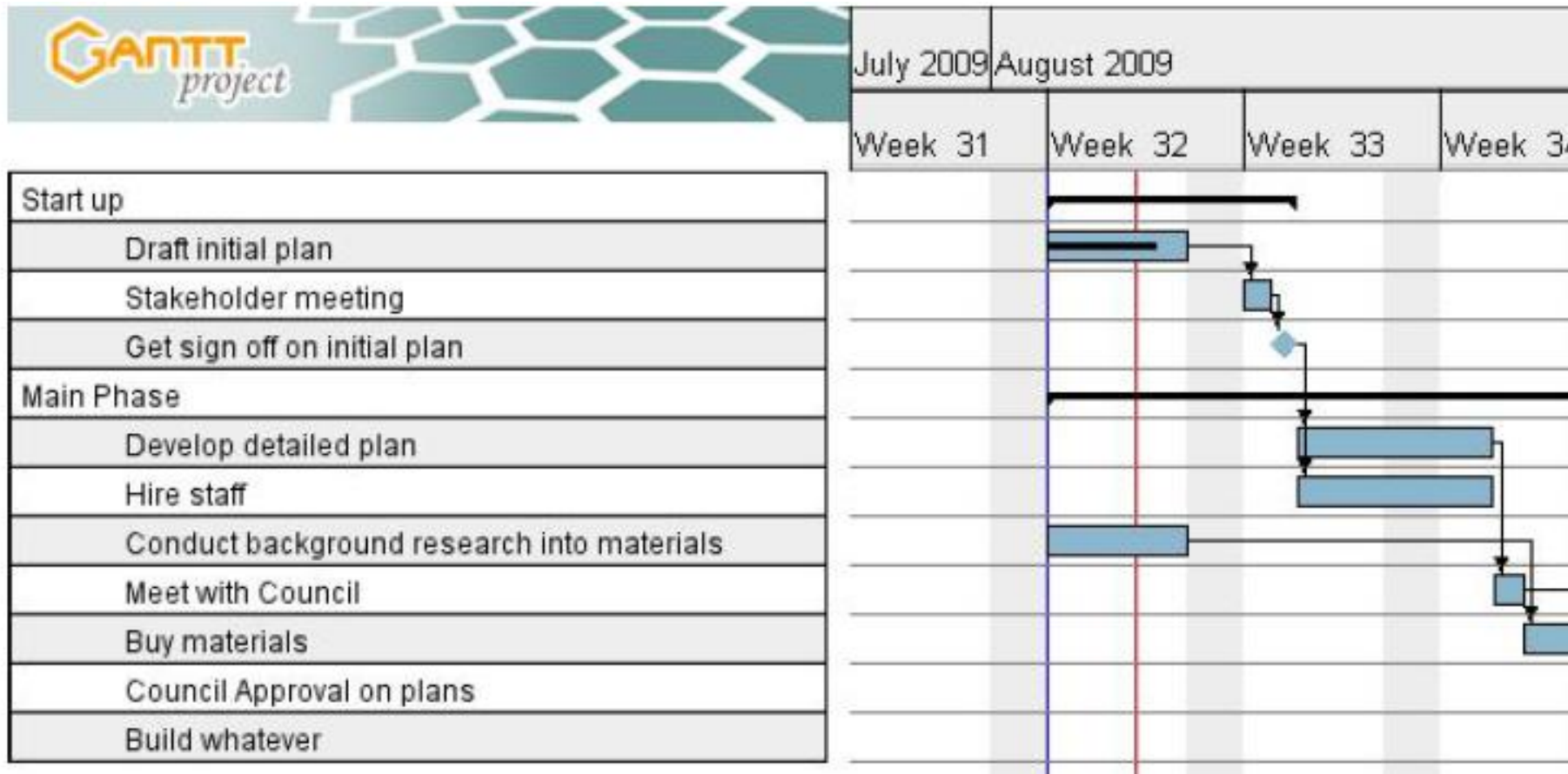
			2013			
Ref. #		Responsibility	Q1	Q2	Q3	Q4
1	<b>Output:</b> LFA training held					
1.1	<b>Activity:</b> Organise training workshop	PM				
1.1.1	<b>Task:</b> Commission training team	PM				
1.1.2	Identify participants	PM				
1.1.3	Organise venue	SEC				
1.1.4	Deliver training	PREA				



# Gantt chart

Name	Start	End	Milesto	%	Resources
Start up	03/08/09	12/08/09	false	57	
Draft initial plan	03/08/09	08/08/09	false	80	Joan
Stakeholder meeting	10/08/09	11/08/09	false	0	Jen Jim Joan
Get sign off on initial plan	11/08/09	12/08/09	true	0	
Main Phase	03/08/09	11/09/09	false	0	
Develop detailed plan	12/08/09	19/08/09	false	0	Jim Joan
Hire staff	12/08/09	19/08/09	false	0	Jen
Conduct background research into materials	03/08/09	08/08/09	false	0	Jen
Meet with Council	19/08/09	20/08/09	false	0	Joan
Buy materials	20/08/09	27/08/09	false	0	Jen
Council Approval on plans	27/08/09	28/08/09	true	0	Joan
Build whatever	28/08/09	11/09/09	false	0	Tom Sam

# Gantt chart



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# Project group activity

Develop part of an activity schedule

1. Select an activity from the logframe matrix for your project
2. Complete the activity schedule worksheet

- 15 minutes



# Step 7. Resource scheduling

- Process to create a budget and list of resources required to deliver project outputs and results
- Builds on the activity schedule
- Steps:
  1. Copy the activities from the activity schedule
  2. Identify the inputs or resources required
  3. Identify amount of resources required (#, \$) and allocate who will pay for it
  4. Calculate the total cost



Activity	Quantity per period				Unit cost (\$)	Cost per period (\$)				Don or (\$)	SPC (\$)	Total cost (\$)
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4			
<b>1.1 Organise training workshop</b>												
<b>Equipment/Capital</b>												
Projector		1			\$100		100			100		
Computer		1					50			50		
Venue		1			\$500		500			500		
Catering	5	1			\$10	50	10			30	30	
Phone calls			5		\$5			25			25	
												\$735
<b>Salaries</b>												
Staff	10	10			\$200	2000	2000				4000	
Consultants	20	10			\$200	4000	2000			6000		
...												
<b>Keep adding activities</b>												
...												
<b>Overall totals</b>						<b>6050</b>	<b>4660</b>	<b>25</b>		<b>6680</b>	<b>455</b>	<b>10,735</b>



# Project group activity

Develop a resource schedule

1. Refer to the partially completed activity schedule
2. Follow the steps to complete the resource schedule worksheet.

- 15 minutes



# Recap - activity schedule & resource schedule



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# Break



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# Project proposal writing

- The proposal is sales document- it needs to be persuasive
- Proposal should describe:
  - justification of the project (the need, why)
  - methodology and logic (how)
  - activities and implementation timeline (what, when)
  - resources required. (staff, \$, materials)



# Project proposal structure

- Project title
- Summary
- Body
  - Background / Context
  - Project need
  - Project goal & implementation
  - Target group
- The project proponent
- Budget and timeline
- Monitoring & Evaluation plan
- Appendices





# Project proposal writing

The outputs of the LFA and the logframe matrix in particular can be used to inform the proposal

LFA output	Project proposal component
Stakeholder analysis	Background / context Project need Target group
Problem tree	Project need
Logframe Matrix	Project goal, objective, outputs and activities Target group Monitoring and evaluation Risk management
Activity schedule	Methodology and implementation
Resource schedule	Budget and timeline



# What makes a good proposal?

- Clearly explain the need (why)
- Clearly explain how you will address the need (how)
- Concise with additional information in appendices
- Demonstrate buy-in from all stakeholders
- Demonstrate capacity to deliver (experience, staff)
- Demonstrate you have considered the risks
- Realistic (timeline and budget)
- Confident



# Project proposal writing tips

- Allow enough time to conduct the LFA (~ 1 month)
- Relationship with donor
- What has been funded in the past
- What template to use, what language to use (LFM)
- Establish a team to develop the proposal
- Proof read & peer review



# Project group activity

Develop components of a project proposal

1. Open the proposal template document using laptop
2. Use the project's LFA outputs to populate the template

- 60 minutes



# Lunch



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# Group activity

- Logframe Rhapsody- practise
- 10 minutes



# Project group activity

Develop components of a project proposal ... continued

Project teams will present project proposal back to the group using the data projector

- 20 minutes



# Donors

Provide funds, materials or technical expertise to assist a recipient Government, organisation or individual

Types of development aid donors:

- Bilateral - 1 : 1, usually at Government level
- Multilateral - Board manages pooled funds
- Philanthropic - Family trusts / NGO

Donor resource directory - e-copy on USB





# Donors

Cook Islands:

- Who are the relevant donors?
- What funding programmes exist?



# Recap - Proposal writing & donors



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# Break



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# Group activity

- Logframe Rhapsody performance - demonstrate what you learnt!
- 20 minutes



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# Day 4 evaluation

## Have you learnt to love the logframe?

What you liked best

What could be improved

What you want more of

**Survey**

- ☒
- ☒
- ☒
- ☒
- ☒
- ☒
- ☒
- ☒
- ☒
- ☒



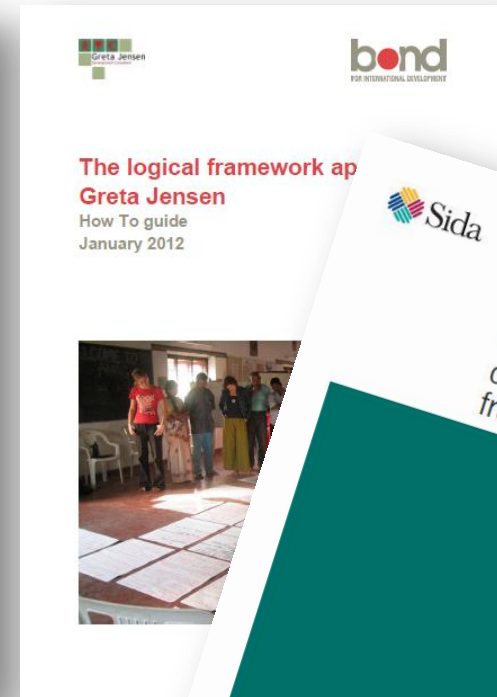
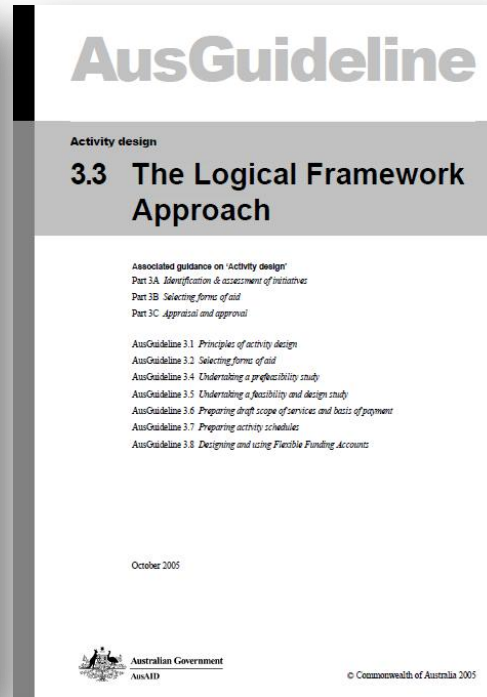
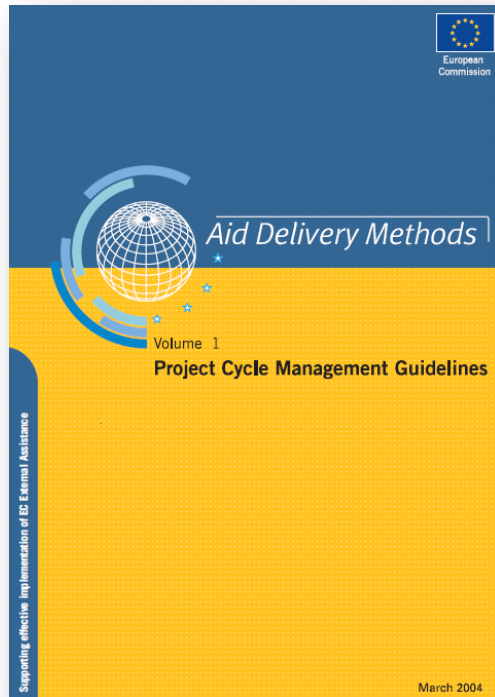
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# The End

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# Group photo & certificates

