

Project Document for ODIHR/CPRSI Applications

Project title:		
Implementing organization:		
Project duration:	From:	To:
Thematic area:		
Geographical location:		
Project total budget: (Project total budget = ODIHR budget contribution + partner contribution)		
ODIHR/CPRSI total budget:		
Partner contribution:		
Project manager:		

Narrative

Background

Please provide a description of the history and current situation in the policy area, stakeholders, relevant legal frameworks, and past/current interventions by the organization or other organizations and their impact. In all of these aspects, please also describe the situation of Roma and Sinti women, and how any interventions by the organization affected these groups.

Problem analysis

Please provide an account of the problematic situation to be addressed by the project and its causes, implications of the problem and identification of the groups affected by it, including aspects relating to Roma and Sinti women.

Project objective

What is the expected end result to be achieved by the project? Please provide a justification of its relevance in view of problem analysis, including the gender-relevant objectives.

Project's sustainable outputs

What deliverables will be produced by the activities and how will they contribute to the achievement of the project's objective? Please also specify any gender-sensitive aspects of project outputs.

Project's key activities

What will be done to achieve output? What resources will be used? How will stakeholders and partners be involved, and what are the track record of possible partners? Please also specify the roles of Roma and Sinti women in any planned action.

Stakeholder involvement and partnership

Who are the project's relevant stakeholders? Describe the project partners' relevant experience in the implementation of similar projects, as well as the expected contribution of partners and the extent of their responsibilities. Please also specify the involvement and roles of Roma and Sinti women among stakeholders.

Plan for monitoring

Where, when, by whom, how often, and by what means will the implementation of the project be monitored? How will you monitor the implementation of the project from the point of view of gender equality? When and how often will interim project reports be submitted?

Plan for evaluation

Where, when, by whom, and by what means will the implementation process of the project and its final result (impact) be evaluated? How will you evaluate the gender aspects of the implementation process?

Sustainability and exit strategy

How are the project outputs sustainable in the long run? What steps need to be taken in order for the organization's engagement to cease and for outputs to be handed over? Who will take ownership of project outputs? What activities will be continued after implementation and by whom? Is further funding necessary to continue, sustain or safeguard outputs? Who will cover the potential costs? What other related projects may this project directly encourage? Please also specify any gender-relevant aspects of the project's sustainability prospects.

Project matrix				
	Narrative summary	Objectively verifiable indicators (OVI)	Means of verification (MOV)	Assumptions
Project objective				
Outputs				
Activities				

Project activity plan					Start date:					End date:					
#	Activity	Milestone	Responsibility	Month 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
1															
2															
3															
4															
5															
6															
7															
8															

Detailed Budget

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
I. STAFF COSTS				
Salaries (please insert various subcategories)				
Subtotal Salaries				
Benefits				
Subtotal Benefits				
Social Security				
Subtotal Social Security				
Other Salary Expenses				
Subtotal Salary Expenses				
SUBTOTAL Staff Costs				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
II. CONSULTANCY AND EXTERNAL EXPERTS				
External Experts – Fees				
Subtotal External Experts – Fees				
External Experts – Travel – Transportation				
Subtotal External Experts – Travel – Transportation				
External Experts – Travel – Meals and accommodation				
Subtotal External Experts – Travel – Meals and accommodation				
SUBTOTAL Consultancy / External Experts				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
III. TRAVEL IP STAFF - TRANSPORTATION				
Tickets				

Subtotal Tickets				
Local Transportation				
Subtotal Local Transportation				
Other travel costs				
Subtotal Other travel costs				
SUBTOTAL Travel IP Staff - Transportation				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
IV. TRAVEL IP STAFF – MEALS AND ACCOMMODATION				
Meals				
Subtotal Meals				
Accommodation				
Subtotal Accommodation				
SUBTOTAL Travel IP Staff – Meals and Accommodation				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
V. SUPPLIES				
Fuel				
Subtotal Fuel				
Office Supplies				
Subtotal Office Supplies				
Newspapers/periodicals/books				
Subtotal Newspapers/periodicals/books				
Printed material/Publications				

Subtotal Printed material/Publications	
Other supplies	
Subtotal Other supplies	
SUBTOTAL Supplies	

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
VI. CONFERENCES				
Facilities				
Subtotal Facilities				
Travel of participants				
Subtotal Travel of participants				
Meals and accommodation of participants				
Subtotal Meals and accommodation of participants				
Other conference costs				
Subtotal Other conference costs				
SUBTOTAL Conferences				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
VII. SERVICES				
Translation / Interpretation Services				
Subtotal Translation / Interpretation Services				
Local Staff and Drivers				
Subtotal Local Staff and Drivers				
Other contractual services				
Subtotal Other contractual services				
Rental / Maintenance – Equipment				

Subtotal Rental / Maintenance – Equipment				
Printing / Copying services				
Subtotal Printing / Copying services				
Telecommunication – Local and Long Distance				
Subtotal Telecommunication – Local and Long Distance				
Telecommunication – Mobile phone charges				
Subtotal Telecommunication – Mobile phone charges				
Telecommunication – Internet				
Subtotal Telecommunication – Internet				
Postal and courier services				
Subtotal Postal and courier services				
Other Operating Costs				
Subtotal Other Operating Costs				
SUBTOTAL Services				

DESCRIPTION	Amount (€)	Units	Quantity	TOTAL
VII. OFFICE COST AND UTILITIES				
Rental of Office Premises				
Subtotal Rental of Office Premises				
Maintenance of Office Premises				
Subtotal Maintenance of Office Premises				
Utilities				

Subtotal Utilities				
SUBTOTAL Office cost and utilities				
GRAND TOTAL				

List of annexes:

- 1. Statute of the organization
- 2. CVs of experts
- ToR