**Project Description**

**Basic Information – Project Data**

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| --- | --- |
| **Project title:** | *<insert project title from PA Art. 4.1>* |
| **Budget Year:** | *<insert data from PA Art. 4.4 >* |
| **Partner Code:** | *<insert data from PA Art. 4.4>* |
| **Partner Name:** | *<insert data from PA Art. 4.4>* |
| **Project Start Date:** | *<Insert data from PA Art. 3.2>* |
| **Project Planned End Date:** | *<Insert data from PA Art. 3.2>* |
| **Total Project Budget:** | *<Insert data from PA Budget-Annex B>* |
| **Operation/Country:** | *<insert data from PA Art. 4.4>* |
| **Population Planning Group(s):** | *<insert data from PA Art. 4.4>* |
| **Goal(s):** | *<insert data from PA Art. 4.4>* |
| **Cost Centre(s):** | *<insert data from PA Art. 4.4>* |
| **Pillar(s):** | *<insert data from PA Art. 4.4>* |
| **Situation(s):** | *<insert data from PA Art. 4.4>* |

1. **Project Overview**

**1.1 Project Statement**

**<***This section is mandatory. To be jointly developed by UNHCR with the partner.>*

*Provide a concise statement summarizing the project (e.g., this project seeks to improve the health status of 150,000 xxx refugees in yyy camp through the delivery of quality health care services) by XX date [indicating Multi-Year timeframe]. Indicate how this project contributes to the relevant strategic objective of the Multi-Year Multi-Partner strategy.*

**1.2 Operational Context**

**<***This section is mandatory. To be jointly developed by UNHCR with the partner.>*

*Describe the overall operational context within which the project is situated. Ensure consistency with the Operations Plan’s narrative. The description should take into account context, assumptions, issues and challenges.*

**1.3 Problem(s), Multi-Year Objective(s) and Intended Results**

**<***This section is mandatory. To be jointly developed by UNHCR with the partner.>*

*Describe the specific problem(s) addressed by the project, the project’s main objective(s) and the expected outputs at the end of the multi-year implementation period, using age and sex disaggregated data. Describe how the Multi-Year project objectives are linked to the Multi-Year Protection and Solutions Strategy. While the description should be tailored for the project, it must be consistent with the Operations Plan’s objective level narrative as well as the Multi-Year Protection and Solutions Strategy and Section 6.0 Planned Results (below)*. *Summarize how activities will be sequenced over the Multi-Year implementation period.*

1. **Affected Persons**

*<If the project aims to provide direct protection and assistance to refugees and other persons of concern please complete 2.1 and 2.2 below>.*

**2.1 Project’s Population of Concern**

*<This section is mandatory. The description is jointly developed with UNHCR and the partner using the Operations Plan’s relevant PPG. There should be a sub-section per population sub-group of the project.>*

*Briefly describe the population of concern whose needs the project aims to address, including age, gender and diversity considerations. State under which population planning group the project’s population of concern falls. (e.g., of the 20,000 asylum seekers in Urbanistan, roughly ¼ are registered with UNHCR, mainly Y-town. Of these, 12 women have been chosen to participate in this pilot project on asylum self-counselling>.*

**2.2 Demographic Data for Population of Concern (Affected Persons)**

*<This section is mandatory. The demographic data relevant to the project are jointly developed with UNHCR and the partner taking into account UNHCR’s statistical reporting requirements. If demographic data are not relevant to the project, the sub-title should remain and the text “Not applicable” entered.>*

*Document the demographic information for the project’s population of concern. The data may not be at the PPG level if the project’s population of concern is a sub-group of the PPG. The data must be captured in table format with additional information (e.g., demographic trends) provided in narrative form, if required. Projections for the forecast year should be included in the table below. The data captured can be tailored to the requirements of the project; however, it must include data required for any applicable UNHCR statistical reports. For example, a project may require data on additional age group breakdowns in order to collect data in accordance with technical standards.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Population Planning Group:**  *<insert name of PPG. Ex. Afghan returnees in Afghanistan>* | | | | | | | | |
|  | **Sub-group (if applicable):**  *<insert name of group relevant to data being captured. ex. Afghan returnees in Kandahar>* | | | | | | | | |
| **Age Group** | **Male** | | | **Female** | | | **Total** | | |
| **in numbers** | **in %** | **Projected**  **(number)** | **in numbers** | **in %** | **Projected**  **(number)** | **in numbers** | **in %** | **Projected**  **(number)** |
| 0-4 |  |  |  |  |  |  |  |  |  |
| 5-17 |  |  |  |  |  |  |  |  |  |
| 18-59 |  |  |  |  |  |  |  |  |  |
| 60 and > |  |  |  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |  |  |  |
| **Major Sites:** | *<insert names of major sites where population is located. E.g., Tribaka, Helies>* | | | | | | | | |

**2.3 Other Supported Entities**

*<The description is jointly developed with UNHCR and the partner using the Operations Plan. This section is included if this project is for activities where refugees and persons of concern are not a direct recipient of protection and assistance (e.g., capacity development for a partner organization, production of manuals, advocacy, strengthening of national/ local systems and/or service delivery, etc.).*

*Briefly describe the entity whose needs the project aims to address (e.g., Henniez is an NGO based in Gota whose mandate is to assist refugees. This project aims to assist Henniez to improve financial management capabilities by providing training and ongoing mentoring).*

1. **Implementing Arrangements**

**3.1 Implementation**

**<***This section is mandatory. To be jointly developed by UNHCR with the partner.>*

*Describe the implementation strategies and activities that will be undertaken to deliver the expected objectives and outputs of the project during the implementation and the forecasted years, and how these arrangements will contribute to the attainment of results at the end of the Multi-Year implementation period. Reference any relevant UNHCR policy and guidelines with which the project must comply. Where applicable, describe plans and requirements related to: procurement; assignment to non-commercial entities; goods and property (UNHCR and/or Project inventory, serially tracked items, PPE), whether UNHCR wishes to be consulted on any key partner personnel recruitments as provided for in the Partnership Agreement, and detailed plans and arrangements related to any specialized project activities.*

**3.2 Participation of and Accountability to Affected People**

**<***This section is mandatory. Jointly developed by UNHCR with the partner.>*

*Describe how the project/program has been designed to maximize accountability toward the affected population. Outline how the activities will address age, gender and diversity considerations, as contextually appropriate and possible, among the population, including any targeted actions in support of specific groups. Describe how persons of concern and local communities have participated in the project design and the mechanisms in place to ensure participation throughout implementation, including age, gender and diversity groups. Outline multi-channel communication mechanisms with persons of concern and local communities throughout the project cycle. Identify the feedback and response mechanisms that will be available to gather the views of persons of concern and utilize them for project changes and amendments as well as to respond to reports of cases of mismanagement, misconduct and/or sexual exploitation.*

**3.3 Risk Management and Integrity**

*<This section is mandatory. The content should be jointly developed by UNHCR and the partner.>*

*Identify three key project risks from any of the following categories that could have significant impact on the achievement of project objectives and/or cause deviation from the project’s expected results, and describe corresponding mitigation activities, if any.*

1. *Operational Risk*
2. *Financial Risk*
3. *Reputational Risk*
4. *Ethical Risk*
5. *Others (please specify)*

*TUNHCR Offices should ensure the risks mentioned in this document is reflected in UNHCR Project Risks Assessment for Monitoring for consistency. Briefly mention the partner’s policies and mitigation measures on anti-fraud, protection against sexual exploitation and abuse/sexual harassment and any other misconduct.  If partner does not have policies and measures, what are planned actions to address them.*

**3.4 Coordination**

***<****This section is mandatory. To be jointly developed by UNHCR with the partner.>*

*Describe the coordination and consultation mechanisms between UNHCR and the partner as well as with all relevant stakeholders (e.g., government, UN agencies, NGOs, etc.), other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable), including involving the project’s population of concern.*

**3.5 Visibility**

***<****This section is mandatory. If visibility is not relevant to the project, the sub-title should remain and the text “Not applicable” entered.>*

*Describe the visibility measures that have been agreed by UNHCR and the partner. Consideration should be given to donor, UNHCR and partner requirements taking into account operational/security constraints. Visibility requirements must be in compliance with relevant articles of the PA. Specific instructions on acceptable format, use, etc. of the UNHCR logo must be attached to the PA.*

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1. **Related inputs and Projects**

**4.1 Partner**

*<This section is mandatory. To be completed by the partner. >*

*Describe the complementary financial and in kind resources contributed by the partner for attaining the overall objective and intended impact of the project as well as any related activities undertaken by the partner in support of implementation of this project.*

**4.2 Third Parties**

***<****This section is mandatory.>*

*Describe the input or contribution (in resources or activities) from other stakeholders, if any, in support of implementation of this project. List any sub-partners for this project, detailing their roles and expected contributions. If Third Parties are not relevant to the project, the sub-title should remain and the text “Not applicable” entered.*

**4.3 Exit Strategy and Sustainability**

*<To be completed by UNHCR/partner, as relevant.>*

*Describe the exit strategy and closure steps planned for the project or program, and describe the sustainability of the results. Describe how the project will contribute to the resilience of the communities or how it will support local partners’ capacity (especially if local partners’ capacity is part of the project). Describe how the project will fit into other long-term development and rehabilitation efforts (if applicable). Detail what will happen with equipment and inventory (project goods and property) acquired under the Project.*

1. **Changes and Amendments**

*<This section is optional and for tracking amendments>.*

*List any Agreement Amendments and describe main changes if applicable.*

1. **Measuring Planned Results (Work plan)**

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| --- | --- | --- | --- |
|  | **Results Chain** | | |
| **Population Planning Group:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |
| **Goal:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |
| **Rights Group:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |
|  | *<The table below is repeated for each Problem – Objective>.* | | |
|  | **Problem Analysis ~ Objective** | | |
| **Problem Name:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |
| **Problem Description:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |
| **Objective Name:** | |  | *<Mandatory. Completed by UNHCR from Operations Plan.>* |

*<The table below is repeated for each Output>.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Agreed Output(s)** | | | | | | |  | | | | | | | |
| **Output(s) Name** | **Brief description of the Output** | **Site/Location** | **Performance**  **Indicator(s)** | **Performance**  **Target(s)**  **Year 1** | **Performance Target(s)**  **Year 2** | **Performance**  **Target(s)**  **Final (cumulative)** | **Timeframe (Q’s)**  *<Mandatory. Work plan as jointly agreed with UNHCR and Partner>* | | | | | | | |
| **Year 1** | | | | **Year2** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| *<Mandatory. Completed by UNHCR. There must be at least one output based on the Operations Plan with all related indicators included.>* | *<Several Performance Indicators can be used for an output. Describe the main activities supporting the output.>* | *<Mandatory. Completed by UNHCR from Operations Plan.>* | *<Mandatory. Completed by UNHCR from Operations Plan.>* | *<Mandatory. As jointly agreed with UNHCR and partner for the project>* | *<Mandatory. As jointly agreed with UNHCR and partner for the project>* | *<Mandatory. As jointly agreed with UNHCR and partner for the project, as relevant>* |  |  |  |  |  |  |  |  |
| *<Optional. Custom indicator agreed by UNHCR and partner>* | *<Optional. Custom indicator agreed by UNHCR and partner>* | *<Mandatory. As jointly agreed with UNHCR and partner for the project>* | *<Optional. Custom indicator agreed by UNHCR and partner, as relevant>* |
| *<Optional and conditional on partner fully funding the output. Set by partner for custom indicators>* | *<Described by partner for custom indicators>* | *<Set by partner for custom indicators>* | *<Set by partner for custom indicators>* | *<Set by partner for custom indicators>* | *<Set by partner for custom indicators, as relevant>* | *<Set by partner for custom indicators, as relevant>* |  |  |  |  |  |  |  |  |