**Philippines - Italy Debt for Development Swap Program**

**4- PROJECT FICHE**

# General information

## Project Name

## Location of the project

Region, Province, Municipality, Barangay

## Implementing agency and partners

(According to the application form)

## Beneficiary

Please describe if a specific population or group or community based civil society or brotherhood or any well identified social entity will benefit from the project actions; otherwise skip the paragraph

## Start date and duration

Foreseen start date and number of months planned to carry out the project

## Budget and contributions

### Overall cost (the amount in row 10 paragraph 4.1)

### Implementers’ contribution (from Form 8)

### Others’ contributions (from Form 8)

# Objectives and purposes

Shortly describe the general objectives of the project, i.e. what the project is aiming at carrying out, if there are targets to be reached

## Specific objectives

Describe specific objectives, if any.

# Description of the project

Applicants are required to fill the below reported points according to the paragraphs numbering and indicated length of text. Both a word file of this form and clarifications can be asked by e-mail to this address: [ph-italydebtswapprogram@dof.gov.ph](mailto:ph-italydebtswapprogram@dof.gov.ph)

## Background and justification

Two pages max of text describing the socio-economic and environmental context where the project will be implemented and why there is a need for the project

## Environmental problem being targeted

One page max describing the environmental problem at which the project is aiming at and the expected environmental gains in the long term

## Social and economic problem being targeted

Two pages max describing which is the socio-economic problem targeted the communities involved and the expected gains in the short and long term to reduce poverty and / or enhance the local economy

## Stakeholders consultation and involvement

Two pages max describing which stakeholders have been and will be involved at local, national and international level in order to frame the environmental and socio economic needs and plan activities facing these needs.

## Expected results and measurable indicators

Please list the results expected to be achieved by implementing the project. For each result, please report which indicators shall be adopted to measure their achievement within the life of the project. If the achievement of some the results is expected also in the long term – i.e. beyond the end of the project – please report which indicator shall be used to monitor their progressive attainment.

Please be sure to insert results quantifying the expected impact as for instance the number of beneficiaries / household

### Result 1 with related measurable indicators (per result)

### Result 2 with related measurable indicators

### Result 3 with related measurable indicators

### (...)

## Activities

Please list and describe the activities planned by the project in order to achieve the results described in paragraph 3.5. This section represents the design of the project and responds to the question on what the project is operationally planning to do. Actions shall be presented and described in the chronological order and according to the causal/logical links that the planning might have. Planned actions can be designed to achieve one or more results. Thus a project can plan many actions, greater than the number of expected results, since many actions can concur to attain the same result. The mandatory activity “project management” is not linked to any result but describes how the project will be managed, by whom, if any committee is foreseen and so forth.

### Activity 1 (to achieve Result x.)

### Activity 2 to achieve Results x,y and z)

### Activity xx to achieve Results x and z.)

### (…)

### Mandatory Activity: Project management

Description of how the project will be managed

## Cross cutting issues

Please specify if the project touch upon cross cutting developmental issues as for instance awareness increasing of targeted population, education of specific group of population, women empowerment, biodiversity conservation, food security increasing and so forth

## Constraints and contingency plan

Please list the possible factors that in your opinion can hamper the project implementation and describe alternative actions that you are planning to undertake in order to minimize the adverse events

## Sustainability

Please state how the project will be sustained at the end of the project. For instance, what will be the role of proponent(s), the recipient communities, LGUs/other mandated agencies?

# Budget (amounts in PHP)

## Summary table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Row | Form |  | **Amount PHP** | |
| **Counterpart** | **Grant** |
| 1 | 1 | Personnel |  |  |
| 2 | 2 | Travels |  |  |
| 3 | 3 | External costs (services) |  |  |
| 4 | 4 | Equipment |  |  |
| 5 | 5 | Infrastructures |  |  |
| 6 | 6 | Consumables |  |  |
| 7 | 7 | Other costs |  |  |
| **8** |  | **Total cost of the project excluding the overhead** |  |  |
| 9 |  | Overhead (6% max) |  |  |
| 10 |  | **Grand total, project cost out of taxes** |  |  |
| 11 | 8 | Implementers contribution (mandatory at least 5% of the above reported total in row n. 8) including the eventual contribution from other entities supporting the project as described in form 8 | **-** |  |
| **12** |  | **Total PHP** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form 1 – Personnel** | **Months** | **PHP/month** | **Amount PHP** | |
| **Counterpart** | **Grant** |
| (qualification and role) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total (to be reported in table 4.1)** |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form 2 – Travels** | **Num. persons** | **Incidentals and per diem per person** | **Travel cost per person** | **Amount PHP** | |
| From / to |  |  |  | **Counterpart** | **Grant** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total (to be reported in table 4.1)** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Form 3 – External costs / services** | **Amount PHP** | |
| Type of service, description and reference to the number of activity  Please note that partners are not allowed as service providers. Partners cannot be listed in such a table as external services | **Counterpart** | **Grant** |
| Example: field works, civil works, project’s web site, specific technical design services, specific surveys, cleaning services, security service, specific training, assistance in general provided by external companies |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (to be reported in table 4.1)** |  |  |

|  |  |  |
| --- | --- | --- |
| **Form 4 – Equipment** | **Amount PHP** | |
| Type of equipment, description and reference to the number of activity | **Counterpart** | **Grant** |
| Example: tools, engines, pumps, computers, agricultural devices, maintenance kits, spare parts etc. |  |  |
|  |  |  |
|  |  |  |
| **Total (to be reported in table 4.1)** |  |  |

|  |  |  |
| --- | --- | --- |
| **Form 5 – Infrastructure** | **Amount PHP** | |
| Type of infrastructure Description and reference to the number of activity | **Counterpart** | **Grant** |
| Example: fences, store house, shelters, electric plants and piping, orchards and plants nursery and so forth |  |  |
|  |  |  |
|  |  |  |
| **Total (to be reported in table 4.1)** |  |  |

|  |  |  |
| --- | --- | --- |
| **Form 6 – Consumables** | **Amount** | |
| Description and reference to the number of activity | **Counterpart** | **Grant** |
| Example: fuel, fertilizers, seeds, plants, filters, pesticides, drugs and so forth |  |  |
| Example: water, electric power to carry out the project activities |  |  |
|  |  |  |
|  |  |  |
| **Total (to be reported in table 4.1)** |  |  |

|  |  |  |
| --- | --- | --- |
| **Form 7 – Other costs (\*)** | **Amount PHP** | |
| Type of cost, description and reference to the number of activity | **Counterpart** | **Grant** |
| Example: printed material, printing costs, diffusion material, rental fees, courtesy expenses, catering, maintenance |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (to be reported in table 4.1)** |  |  |

(\*) Please note that office functioning costs as energy, cleaning, stationery, internet, communications, mailing, accountancy and so forth are to be considered already budgeted and included into the 6% overhead

|  |  |
| --- | --- |
| **Form 8 – List of contributors supporting the project** | **Amount PHP**  **(counterpart)** |
| List of implementers and related contribution to the project and related amount allotted  Name of the eventual entities contributing to the project and related amount allotted |  |
| Implementer 1 |  |
| Implementer 2 |  |
| (...) |  |
| Subtotal implementers |  |
| Contributor 1 |  |
| Contributor 2 |  |
| (...) |  |
| Subtotal eventual contributors |  |
| **Total (to be reported in table 4.1) - minimum amount is 5% of row 10 paragraph 4.1** |  |

# Timetable

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | | | | Year 2 | | | |  | |
|  | 1st quarter | 2nd quarter | 3rd quarter | 4th quarter | 1st quarter | 2nd quarter | 3rd quarter | 4th quarter |  |  |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Activity xx |  |  |  |  |  |  |  |  |  |  |

A Gantt graph organized per single activity could be added.

# Mandatory deliverables

(List of reports to be edited by the implementer and mailed to DOF - no need to write within the paragraph)

## Inception report

## Progress reports at least every six months

## Financial statements at least every six months

## Final delivering report with self evaluation and final financial statement

Annexes

Please use this section to attach technical data, descriptive files, maps, pictures, graphics and any other documents pertaining to the project design. Annexes should be recalled by number in the description of the project in paragraph 3.6