

**OPERATIONAL PLANIFICATION REPORT**

**Project title:**

**Partner:**

**Financial Backers:**

**PADEM internal code:**

**Report and annexes prepared by:**

**I. PROJECT PART**

**1. General information**

|  |  |  |
| --- | --- | --- |
| **Topics** | ***To be completed*** | ***Comments*** |
| **Project title** |  |  |
| **Project duration** |  |  |
| **Starting date** |  |  |
| **Ending date** |  |  |
| **The precise location of the action** |  |  |

**2. Map** showing the precise location of the project

***Card to attach in an appendix or to insert under this heading***

**3.** A reminder of the **context** and **expected changes** on the target audience

***To be completed***

**Appendix 1: Final logical framework** of the project

***Attach Appendix 1***

**Appendix** 2: **Timeline** and implementation procedures

***Attach Appendix 2***

**Appendix 3:** Beneficiaries' Table

***Attach Appendix 3***

**4. Beneficiaries selection** *(or detailed description of expected direct beneficiaries if there is no planned selection)*

***To be completed***

**5. Summary of key operational and descriptive choices of the main project activities**

***To be completed according to the situation and add diagrams if necessary***

|  |  |  |
| --- | --- | --- |
| ***Topics***  ***(to be adapted to each project)*** | ***To be completed*** | ***Comments*** |
| Description of **the technical activities and technical solutions selected** (pump system for a water access project, construction method, selected materials, etc.) |  |  |
| Description **of training activities** (training terms, objectives, etc.) |  |  |
| Description of the **methods of community involvement** in the project |  |  |
| Description (if applicable) of a **micro-credit system** (applicable interest rate, average amounts lent, timelines, etc.) |  |  |
| Description **of how to implement income-generating activities** |  |  |
| Description of how to **monitor a center's activities** (business plan if already established, number of people who can work, activities that will be carried out, etc.) |  |  |

**6. First** criteria’s for the **intermediate and final evaluation** of the project

|  |  |  |
| --- | --- | --- |
| **Topics** | **To be completed** | **Comments** |
| What will demonstrate **the effectiveness of the** project? |  |  |
| What justifies its **relevance?** |  |  |
| What justifies its **efficiency?** |  |  |
| What will be its **short-, medium- and long-term effects?** (Expected effects) |  |  |
| What will ensure **its sustainability** and what are the points of vigilance (or actions to be taken) to ensure this sustainability? |  |  |

**II. Part MANAGEMENT**

1. **Finance**

1. A reminder of the Funding **Plan** (and distribution PADEM/Bailleur/Local Contribution Expected)

***To be completed***

|  |  |  |
| --- | --- | --- |
| **Funding plan** | | |
|  | % | Amount in euros |
| **Share of the Ministry of Foreign Affairs** |  |  |
| **Share to be collected in Luxembourg** |  |  |
| **Share to be collected locally** |  |  |

**Appendix 4: Final field budget, total final budget (including HQ costs)**

***Attach Appendix 4***

**Appendix 5: Budget follow-up and estimated schedule of disbursements to the partner or funds transfers**

***Attach Appendix 5 and complete the table below***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNAL PROJECT CODE** | ***AC2-...*** |  |  |  |
| **partner** | **Total amount to be transferred following Partnership Agreement** | **Transfers** | **Expected transfer date** | **The expected amount of transfers** |
| *Partner's name* | *Project field budget* | *1* | *01/01/2020* | *EUR 20,000* |
|  |  | *2* | *01/01/2021* | *... Eur* |
|  |  | *3* | *01/01/2022* | *... Eur* |
|  |  | *4* | *01/01/2023* | *... Eur* |
|  |  |  |  |  |
|  |  |  | *Total (verification)* | *(Field budget)* |

**2.** A look back at how the partner's **expenses** will be committed and the signatures authorized to incur the expenses for the project at the partner: what are the disbursement procedures funds at the partner's home? Who will be allowed to sign the spending authorizations?

|  |  |  |
| --- | --- | --- |
| General spending terms | People entitled to sign | Signature specimens |
| ***To be completed*** | ***Complete names*** | ***Attach Appendix 6*** |
| *For example double signature, commitment limits, general payment methods, etc.* |  |  |

**3.** What are the precise bank details of each partner for each project? (**Bank** **account and SWIFT)**

***Join the full RIB of the bank account opened for the project***

**Essential reminder: the partner agrees to open an account specifically for the PADEM project** and this account will be used only for the project's purposes (in order to facilitate cash and bank reconciliation)

**B. HUMAN RESOURCES**

**1. Appendix 7:** **PADEM's** **organization dedicated** specifically to project management

***Attach Appendix 7***

**2. Partner's** chart *(to find out how the project fits into the life of the partner organization)*

***Attach the partner's chart***

**3.**  **Project organization** *(to find out what are the operational and responsibility poles of the partner specifically regarding the project)*

***Attach the project organization chart***

4. **Terms of reference** ofthe people employed by the project *(CV, title, role and responsibilities, working time on the project, salary, involvement or not in another project of the organization, validation of salaries by compared to the 20% limit on administrative costs vs. operating expenses, and compared to salaries in similar situations in the country)*

***Complete the table below***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation and name** | **Role and responsibilities** | **Working time on the project** | **Wage** | **Involvement in other projects? (if so, specify working time and salary on other projects)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**5.**  Calendar of follow-up visits, capacity building to be provided, training to be offered and exchanges between possible and desirable partners

**Complete the table below with the elements already known at the start of the project. This table will be updated during the project in order to best meet the needs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Forecast date or period** | **Objective** | **Consultant or trainer** |
| **Follow-up visits** | 01/01/2020 | Review the logical framework, review the strategy ... | Mr. X. |
|  |  |  |
|  |  |  |
|  |  |  |
| **Training and capacity building** | 01/01/2022 | Deploy a communication plan, master The Tools of GCP... | Mr. X |
|  |  |  |
|  |  |  |
| **Exchanges with another partner** | 01/01/2020 | Technical support in agricultural production | Mr. X. |
|  |  |  |
|  |  |  |

**C. LEGAL**

**1.**  **Contracts with key stakeholders** (if applicable and already known, otherwise the partner will pass on the contracts to PADEM as soon as they are available)

**Join key contracts between the partner and relevant stakeholders in the project**

**2.** **Partnership agreement** between PADEM and partner (will be produced at the end of the PO phase)

**Join the partnership agreement signed by both parties (PADEM and partner)**

**3.**  **Service delivery contracts** (if applicable and already known, otherwise the partner will pass on the contracts to PADEM as soon as they are available)

**Join key service contracts between the partner and relevant** **project** **providers**

**4. Staff**   **employment** contracts hired by the project (people paid by the project)

**Joining the employment contracts of people paid by the project**

**5.** General tender terms (if applicable)

**Join the partner's internal tender ings (for the most substantial expenses)**

**D. COMMUNICATION**

**1.** Discussions about the **communication** strategy around the project: how will the partner/PADEM communicate about the project?

**Summarize in a few words the communication strategy around the project by the partner**

**2.** Discussions about the donor **visibility** strategy: how did the partner value the funding from the project's funder?

**Summing up the partner's visibility strategy around the project in a few words**

**E. CAPITALISATION**

- Discussions on the **strategy** of capitalizing on good practices and the project: how will the positive and negative elements of the project be capitalized to be used by other NGOs, other actors, etc.?

**Summing up the partner's capitalization strategy around the project in a few words**

**F. SUIVI**

1. **Financial**

**Reminder 1:**  The document allowing monthly **financial reporting** is the follow-up budget filled monthly (Annex 5) and listing invoices for each result and then by budget line.

**Reminder 2:**  With each transfer of funds, the partner is asked to return a credit **notice**  (our auditor's requirement) and use the **exchange rate of the day** receipt of funds for the conversion of expenses to EUR for the following quarter (if non-fixed exchange rate).

**1.**  **Procedures of financial reporting:**

Each and every month (for the 10th of the month that follows at the latest), the partner sends to the PADEM accountant the Cashbook, the Bankbook, bank extracts from the project account, the follow-up budget completed and the invoices scanned from the month's expenses (if possible by pdf, in the same order as the invoice lists by result). Please find a model of Bankbook and/or cash register in Appendix 8.

**2.** **Financial reporting schedule:**

A reporting table common to all projects has been set up at PADEM. It is attached to this planning report to be used by the partner in the Reference 2 document and is adapted to the duration of the project concerned by this planning.

**3.** **Audit schedules:**

The audit period runs from January 1 to December 31, for each year of the project, and the audit report must be forwarded to PADEM by February 28 of the following year at the latest.

**Complete the project-specific schedule below**

|  |  |  |
| --- | --- | --- |
| **Designation** | **Period covered by the audit** | **Expected date of audit at partner** |
| **The audited year 2020** | January1 to December 31, 2020 | January 2021 |
| **The audited year 2021** | January1 to December 31, 2021 | January 2022 |
|  |  |  |

1. **Narrative**

**1.**  **Procedures of narrative reporting:**

- **A simple quarterly reporting** is requested to the partner (narrative of up to 5 pages may include annexes, activity reporting table, indicator reporting table).

- **An annual report** is requested each year for 31/01 at the latest of the following year following the model presented in Appendix 9.

- **Final reporting** is requested by 31/03, which follows the end of the project for the following year following the model presented in Appendix 10.

**2.** **Narrative reporting calendar:**

A common reporting table for all projects has been set up at PADEM. It is attached to this planning report to be used by the partner in the reference document 2 and adapted to the duration of the project involved in this planning.

**3.** Presentation of the schedule of mid-term and final **evaluations** and **evaluation** **methods** and validation of partners' abilities to organize evaluations

Complete the table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Period covered by the evaluation** | **Estimated date** | **Does the partner need technical support to organize this evaluation?** |
| **Intermediate evaluation** | 1st half of project | January 2022 | Yes / No |
| **Final evaluation** |  |  |  |
|  |  |  |  |

**Annexes**

1. Reference document 1: logical framework, budget, quarterly budget, chronogram (in French and in partner's language) (see Appendix 11 for model)

2. Reference document 2: activity tracking table, indicator tracking table, local contribution tracking table, reporting schedule (in French and partner language) (see Appendix 12 for model)

3. Translation of the PO report into the partner's language if applicable, and transmission to the partner

**Operational Planning Control Board**

*(to be completed by the operational planner)*

*Consultant in charge of OP:­­­­­­­­­­­­­­­­­*

|  |  |
| --- | --- |
| **Step or document** | **Yes/No/Note** |
| The title of the project, its duration, its start, and end date, and its precise location were clearly specified in the PO report. |  |
| A reminder of the problematic context and the overall changes expected at the end of the project was well-drafted and presented in the PO report |  |
| The logical framework was reviewed with the partner and validated by the consultant and partner, and it was forwarded to PADEM |  |
| The modalities of implementation of the project between the different operators were clearly specified in the chronogram, and the document was forwarded to PADEM |  |
| The recipient table was well worked with the partner and sent to PADEM |  |
| The criteria for selecting beneficiaries are clear to PADEM and its partner and are included in the PO report |  |
| A summary of the main operational solutions selected for the project (if applicable) was well presented in the PO report |  |
| The first evaluation criteria were discussed with the partner and are included in the PO report |  |
| The project funding plan including expected local participation and local fundraising strategy has been established and forwarded to PADEM |  |
| The final budget was validated with the partner and sent to PADEM |  |
| The follow-up budget and the initial cash transfer schedule were well worked with the partner and forwarded to PADEM |  |
| The terms of expenditure commitment were well discussed with the partner, and the list of authorized signatures with specimens was sent to PADEM |  |
| The partner did open a separate account for the PADEM project, and the precise contact information including SWIFT, IBAN, and the project account was forwarded to PADEM. |  |
| The PADEM chart showing the people in charge of project follow-up at headquarters has been established, forwarded to the partner and included in the PO report |  |
| The partner's chart presenting the persons in charge of the partner's project follow-up has been established and is included in the PO report |  |
| The organization chart of the project has been established (if different from the previous one) and is included in the PO report |  |
| The terms of reference of the people employed by the project were established with the partner and are included in the PO report |  |
| A follow-up audit was carried out to find out if a person paid by the project was working on another project, and whether therefore his remuneration was compliant, and all the details are contained in the PO report |  |
| The forecasted schedule for follow-up visits, capacity building, training and exchanges between partners has been established and is specified in the PO report |  |
| Contracts with key stakeholders (if applicable) have been forwarded by the partner to PADEM |  |
| Service contracts (if applicable) have been forwarded by the partner to PADEM |  |
| The employment contracts of the staff paid by the project have been passed on to PADEM |  |
| The terms of the tender (if applicable) have been reviewed with the partner, and a summary of the discussions is included in the PO report |  |
| Communication around the project was discussed with the partner and a draft communication strategy is included in the PO report |  |
| Visibility around the project was discussed with the partner and a draft visibility strategy is included in the PO report |  |
| The capitalization around the project was discussed with the partner and a draft of the capitalization strategy appears in the PO report |  |
| The financial report model was presented to the partner as well as the financial follow-up procedures. |  |
| The procedures for transferring funds were explained to the partner and the partner understood the obligation to submit the credit notices at each transfer |  |
| A bank book, cash book, and follow up model of the project were forwarded to the partner (with a copy to the accountant in charge of consolidation) and sent to PADEM |  |
| The financial audit procedures were well understood by the partner (schedule and annual) |  |
| Narrative reporting models (quarterly, annual, final) were presented to partners |  |
| The timing of the narrative reporting was forwarded to the partner |  |
| The evaluation schedule was presented to the partner and the partner expressed a possible need for support for the organization of these evaluations by PADEM |  |
| Reference document 1 was prepared in French and in the partner's language and forwarded to PADEM and the partner |  |
| Reference document 2 was prepared in French and in the partner's language and forwarded to PADEM and the partner |  |
| A PO report of up to 15 pages was translated into the partner's language and forwarded to the partner. |  |
| The PADEM report was printed and filed in the project binder under the SECTION PO. |  |
| The partnership agreement between PADEM and the partner was signed by both parties and the PADEM copy is in the project's PO file |  |