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PERMANENT INTERSTATE
COMMITTEE FOR DROUGHT & CLUB
CONTROL IN THE SAHEL DU
SAHEL

PROJECT IDENTIFICATION DOCUMENT

***Guidelines for
Preparing a Project
Identification Document
to be Used in Requesting
Financing for a Project***

The purpose of a project identification document is to introduce a project to a potential donor in conjunction with a request for financing. The project identification document should contain sufficient information to permit a donor to make a threshold decision concerning possible interest in the project.

The format suggested in these guidelines provides a concise and descriptive method for presenting information about a project. Use of this format is not an imperative requirement. However, by using it as a guide, a beneficiary will most likely meet the main concerns of donors for project identification purposes.

This format has been reviewed and approved by general consensus and does take into account usual donor practices. The format provides a checklist whose different chapters should be completed in accordance with the nature of the project and depending on the availability of information.

The chapter headings are :

1. Project summary (cover page)
2. Project purpose
3. Context of the project
4. Estimate of resources needed
5. Expected project impact
6. Modalities for financing
7. Project management and organization
8. Studies to be undertaken
9. Additional information and Annexes (where appropriate)

Explanatory notes for preparing the project identification document are provided at the end of this document.

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CHAPTER I - PROJECT SUMMARY

Date :

Reference No. :	Title of project :	
Country :	Region :	Sector :
Ministry or department concerned <i>(complete address of responsible person)</i> :		

Project objectives :

Estimated total cost :	External financing requested :
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Summary description of project :

Project Duration :	Expected implementation date :
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New project *(check appropriate box)*
Continuation of a project already underway

Amount already committed : _____

Donors :
contacted _____
already involved _____

Established by <i>(name, title)</i> :
Signature :

Documents available :
Yes No

CHAPTER 2 - PROJECT PURPOSE

- 2.1 The relation of the project to the general objectives of the National Plan.
- 2.2 The relation of the project to the Strategy for Drought Control and Development in the Sahel (CILSS-Club du Sahel).
- 2.3 The project as related to the objectives of the relevant sector.
- 2.4 The project as related to the objectives of the region where the project is situated.
- 2.5 Specific project objectives (beneficiary, production, income, foreign trade, other). An attempt will be made to identify precise and quantifiable objectives.
- 2.6 Complementarity with other terminated, current or implemented operations.

CHAPTER 3 - CONTEXT OF THE PROJECT

- 3.1 Physical situation. Description of the region and/or the sector taking into account previous studies and projects (details should be annexed, if available). For example : exact location (annex map), description of the target area with favorable or unfavorable characteristics, existing infrastructure, etc..
- 3.2 Human situation. Description of the project's social context. For example : quantity and quality of the zone's human resources, characteristics of the local population, probable reaction of the population to the project, ethnic and demographic data.
- 3.3 Economic situation. Description of the income level and main economic activities of the zone. For example : natural resources, production, trade, economic objectives, etc.. Main economic problems, scarce resources, energy, etc..
- 3.4 Administrative situation. Description of existing administrative structures.

CHAPTER 4 - ESTIMATE OF RESOURCES NEEDED

4.1 Technical requirements

- 4.1.1 - Description of the chosen strategy and modalities for project implementation. Participation of local population.
- 4.1.2 - Brief description of work to be undertaken.
- 4.1.3 - Brief description of equipment and supplies needed (machines, tools, raw materials).
- 4.1.4 - Short description of implementation techniques.

4.2 Human resource requirements

Description of the project's personnel needs and evaluation of constraints.

- 4.2.1 - Supervisory personnel
- 4.2.2 - Implementation personnel
- 4.2.3 - Expatriate personnel
- 4.2.4 - Training

4.3 Financial requirements

- 4.3.1 - Estimate of the project's overall cost and separate estimate of :
 - . the cost of construction
 - . the cost of supplies
 - . the cost of personnel (local and expatriate).
- 4.3.2 - Estimates of possible escalation in the cost of the works (technical, prices, transport, risks and uncertainties, etc..).
- 4.3.3 - Estimate of foreign exchange and local costs.
- 4.3.4 - Estimated timetable for payment of investment and equipment costs.
- 4.3.5 - Estimated maintenance and operating expenses for the project (broken down according to local and imported inputs; costs of services such as insurance, transportation, electricity; expatriate and local personnel costs).

CHAPTER 5 - EXPECTED PROJECT IMPACT

- 5.1 Physical effects in terms of production and/or other outputs contributing towards meeting the project's specific objectives (see 2.5).
- 5.2 Economic effects : rate of return, revenues expected, total value added, foreign exchange earnings, net benefits (benefits less costs) for the economic agents concerned by the project; other economic consequences.
- 5.3 Social effects : effects on communities, on employment, migration, access to local services, health and nutrition, local participation and any other non-quantifiable effects. Expected impact on vulnerable groups (women and children) should be considered.
- 5.4 Environmental effects : possible harmful and positive effects.
- 5.5 Effects on the national budget and balance of payments.

CHAPTER 6 - MODALITIES FOR FINANCING

- 6.1 Anticipated sources and modalities
- 6.2 External financing requested for
 - 6.2.1 the implementation phase
 - 6.2.2 the subsequent phase.

CHAPTER 7 - PROJECT MANAGEMENT AND ORGANIZATION

- 7.1 Description of the structure of the project organization.
- 7.2 Relationship between the project's structure and the country's administrative structure (see 3.4).
- 7.3 Summary description of the system for tracking the results of the project and monitoring implementation.
- 7.4 Implementation procedures.
- 7.5 Timetable for implementation.
- 7.6 Other.

CHAPTER 8 - STUDIES TO BE MADE

- 8.1 Complementary studies needed and estimate of their cost.
- 8.2 List of studies already carried out.

CHAPTER 9 - ADDITIONAL INFORMATION AND ANNEXES (where appropriate)

This Chapter should contain any additional data which might complete project or speed-up consideration of a financing request, particularly when a donor requires additional information. Annexes in the form of maps, technical data or other should be added here.

SUGGESTIONS FOR DRAFTING THE PROJECT
IDENTIFICATION DOCUMENT

1. Project summary

This page provides a basic summary description of the project.

Date : should indicate the date when the project was prepared with updated data.

Reference Number : should provide an identification number.

Title of Project : should state the project's official title.

Ministry or Department concerned : is the one monitoring the project from the identification to the implementation stages.

Project Objectives : concise project description particularly stressing part 2.5 in chapter 2 (specific project objectives).

Cost and financing : the currency used should be clearly indicated.

2. Project Purpose

Vague indications such as "fosters economic growth, improvements in the living conditions of the population,..." are not desirable. Specific data in accordance with the plan's objectives should be given. In part 2.5, under "specific project objectives", precise and quantifiable objectives should be presented to the extent possible.

3. Context of the Project

In addition to a general project context description, the justification for the project should be provided.

For part 3.1, physical situation, detailed notes or maps can be annexed.

In part 3.2, human situation, specific attention should be paid to showing whether the project is acceptable to the population from a social viewpoint. If problems are expected, it is desirable to outline them and what could be done to resolve them.

4. Estimate of resources needed

For part 4.1, technical requirements, a summary description of the nature of the project's main elements should be given. For part 4.2, Human resource requirements, a description of personnel requirements and of the project's training component should be given and constraints indicated. Also, qualification of personnel needed should be provided. Local and expatriate personnel should be presented separately. For part 4.3, financial requirements, the currency used should be clearly indicated. Under 4.3.1 and 4.3.5, requirements for local and expatriate personnel should be given separately. In 4.3.4 and 4.3.5 a clear and precise breakdown of the planned schedule of costs should be given detailing each type of operation, its time limits and yearly costs; for instance :

Type of activity	Unit of currency	Year					
		1	2	3	4	5	...
- equipment and supplies - construction - technical assistance							

Paragraph 4.3.5 should provide an estimate of operating expenses which will need to be included in the State's budget (local and recurring costs). Revenues should be indicated so an estimate of net recurring costs can be made. The amount of these yearly expenses should also be indicated for several years after the project has been completed, if possible.

5. Expected Project Impact

This part should be completed with care in as much detail as possible, so as to quantify expected benefits. Part 5.2, in the case of a project concerning marketable goods or services, a projected cash flow should be included if possible. A table should be made for the parties concerned (government, relevant department/ministry, target population) providing an estimate of income and expenses. All economic consequences known should be noted.

6. Financing

Sources of financing should be indicated by category. Where appropriate, financing, co-financings or firm commitments should be noted. Amounts should be as precise as possible so that eventual donors can determine their financial commitment and thus facilitate their decision on whether or not to follow up on the project.

7. Project Management and Organization

This part should contain a description and organization chart showing responsibilities allocated to different officials and agencies for project implementation and management. A draft implementation schedule should also be provided.

8. Studies to be made

In preceding chapters an overall project presentation has been made in as much detail as is available. This chapter should discuss in detail the studies specifically needed to reach a higher level of project definition and how those studies will be programmed and financed.

Under 8.2 "list of studies already carried out", the availability of copies of such studies should be noted : address where the studies can be obtained or consulted. If possible, copies should be annexed.

9. Additional information

This chapter may be used to provide information for donors who specifically request or require something not contained above. Otherwise, this Chapter is optional.

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N O T E

The following have participated in the preparation of this project identification document : the CILSS Executive Secretariat, the Club du Sahel Secretariat, Belgium (Administration Générale de Coopération au Développement AGCD), Canada (CIDA), France (Ministry of Cooperation and Caisse Centrale de Coopération Economique), Germany (Ministry of Economic Cooperation), Netherlands (Financial and Economic Cooperation Directorate at the Ministry of Foreign Affairs), Switzerland (Development Cooperation at the Federal Ministry of Foreign Affairs), United States (USAID), European Economic Community (General Development Directorate), United Nations Development Program (Regional Directorate for Africa), United Nations Sahelian Office, the World Bank/IBRD (Regional Directorate for West Africa).

This project identification document format was approved by the CILSS Council of Ministers, during its 12th Ordinary Session at Ouagadougou (Upper Volta), 11-12 January 1980.
