PROPOSAL PREPARATION USING THE LOGICAL FRAMEWORK APPROACH

DAY 4

Cook Islands

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Pacific Research & Evaluation Associates
Recap Day 3

Day 4 overview

• Activity Scheduling
• Resource Scheduling
• Proposal writing
• Logframe Rhapsody practice and performance

• Breaks at 10:30am; 12:30pm; 3:00pm
• Finish at 4:30pm
Group activity

• Logframe Rhapsody- practise

• 10 minutes
Step 6. Activity scheduling

• Process to create a list of all activities required to deliver project outputs and results

• Steps:
  1. List all project activities
  2. Break activities into two or more manageable tasks
  3. Identify responsibilities
  4. Determine the timeline of activities
  5. Determine key milestones
## Activity schedule

<table>
<thead>
<tr>
<th>Ref. #</th>
<th>Output:</th>
<th>Responsibility</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LFA training held</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td><strong>Activity:</strong> Organise training workshop</td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td><strong>Task:</strong> Commission training team</td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.2</td>
<td>Identify participants</td>
<td>PM</td>
<td></td>
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</tr>
<tr>
<td>1.1.3</td>
<td>Organise venue</td>
<td>SEC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.4</td>
<td>Deliver training</td>
<td>PREA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reference**
<table>
<thead>
<tr>
<th>Name</th>
<th>Start</th>
<th>End</th>
<th>Milesto</th>
<th>%</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start up</td>
<td>03/08/09</td>
<td>12/08/09</td>
<td>false</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Draft initial plan</td>
<td>03/08/09</td>
<td>08/08/09</td>
<td>false</td>
<td>80</td>
<td>Joan</td>
</tr>
<tr>
<td>Stakeholder meeting</td>
<td>10/08/09</td>
<td>11/08/09</td>
<td>false</td>
<td>0</td>
<td>Jen Jim Joan</td>
</tr>
<tr>
<td>Get sign off on initial plan</td>
<td>11/08/09</td>
<td>12/08/09</td>
<td>true</td>
<td>0</td>
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</tr>
<tr>
<td>Main Phase</td>
<td>03/08/09</td>
<td>11/09/09</td>
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</tr>
<tr>
<td>Develop detailed plan</td>
<td>12/08/09</td>
<td>19/08/09</td>
<td>false</td>
<td>0</td>
<td>Jim Joan</td>
</tr>
<tr>
<td>Hire staff</td>
<td>12/08/09</td>
<td>19/08/09</td>
<td>false</td>
<td>0</td>
<td>Jen</td>
</tr>
<tr>
<td>Conduct background research</td>
<td>03/08/09</td>
<td>08/08/09</td>
<td>false</td>
<td>0</td>
<td>Jen</td>
</tr>
<tr>
<td>into materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with Council</td>
<td>19/08/09</td>
<td>20/08/09</td>
<td>false</td>
<td>0</td>
<td>Joan</td>
</tr>
<tr>
<td>Buy materials</td>
<td>20/08/09</td>
<td>27/08/09</td>
<td>false</td>
<td>0</td>
<td>Jen</td>
</tr>
<tr>
<td>Council Approval on plans</td>
<td>27/08/09</td>
<td>28/08/09</td>
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<td>0</td>
<td>Joan</td>
</tr>
<tr>
<td>Build whatever</td>
<td>28/08/09</td>
<td>11/09/09</td>
<td>false</td>
<td>0</td>
<td>Tom Sam</td>
</tr>
</tbody>
</table>
Gantt chart
Project group activity

Develop part of an activity schedule

1. Select an activity from the logframe matrix for your project
2. Complete the activity schedule worksheet

- 15 minutes
Step 7. Resource scheduling

• Process to create a budget and list of resources required to deliver project outputs and results
• Builds on the activity schedule

• Steps:
  1. Copy the activities from the activity schedule
  2. Identify the inputs or resources required
  3. Identify amount of resources required (#, $) and allocate who will pay for it
  4. Calculate the total cost
<table>
<thead>
<tr>
<th>Activity</th>
<th>Quantity per period</th>
<th>Unit cost ($)</th>
<th>Cost per period ($)</th>
<th>Donor ($)</th>
<th>SPC ($)</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Organise training workshop</strong></td>
<td>Q1 Q2 Q3 Q4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment/Capital</td>
<td></td>
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<tr>
<td>Projector</td>
<td>1</td>
<td>$100</td>
<td>100</td>
<td>100</td>
<td>50</td>
<td></td>
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<tr>
<td>Computer</td>
<td>1</td>
<td>$500</td>
<td>500</td>
<td>500</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td>1</td>
<td>$10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td>5</td>
<td>$5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Phone calls</td>
<td>1</td>
<td>$100</td>
<td>100</td>
<td>100</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$735</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>Staff</td>
<td>10 10</td>
<td>$200</td>
<td>2000</td>
<td>2000</td>
<td>2000</td>
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</tr>
<tr>
<td>Consultants</td>
<td>20 10</td>
<td>$200</td>
<td>4000</td>
<td>4000</td>
<td>4000</td>
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</tr>
<tr>
<td></td>
<td><strong>...</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep adding activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>...</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overall totals</strong></td>
<td></td>
<td></td>
<td>6050 4660 25</td>
<td>6680</td>
<td>455</td>
<td>10,735</td>
</tr>
</tbody>
</table>
Project group activity

Develop a resource schedule

1. Refer to the partially completed activity schedule
2. Follow the steps to complete the resource schedule worksheet.

• 15 minutes
Recap - activity schedule & resource schedule
Break
Project proposal writing

• The proposal is sales document— it needs to be persuasive

• Proposal should describe:
  – justification of the project (the need, why)
  – methodology and logic (how)
  – activities and implementation timeline (what, when)
  – resources required. (staff, $, materials)
Project proposal structure

• Project title
• Summary
• Body
  – Background / Context
  – Project need
  – Project goal & implementation
  – Target group
• The project proponent
• Budget and timeline
• Monitoring & Evaluation plan
• Appendices
The outputs of the LFA and the logframe matrix in particular can be used to inform the proposal.

<table>
<thead>
<tr>
<th>LFA output</th>
<th>Project proposal component</th>
</tr>
</thead>
</table>
| Stakeholder analysis| Background / context  
Project need  
Target group        |
| Problem tree        | Project need                                                   |
| Logframe Matrix     | Project goal, objective, outputs and activities  
Target group  
Monitoring and evaluation  
Risk management    |
| Activity schedule   | Methodology and implementation                                 |
| Resource schedule   | Budget and timeline                                           |
What makes a good proposal?

• Clearly explain the need (why)
• Clearly explain how you will address the need (how)
• Concise with additional information in appendices
• Demonstrate buy-in from all stakeholders
• Demonstrate capacity to deliver (experience, staff)
• Demonstrate you have considered the risks
• Realistic (timeline and budget)
• Confident
Project proposal writing tips

- Allow enough time to conduct the LFA (~ 1 month)
- Relationship with donor
- What has been funded in the past
- What template to use, what language to use (LFM)
- Establish a team to develop the proposal
- Proof read & peer review
Project group activity

Develop components of a project proposal

1. Open the proposal template document using laptop
2. Use the project’s LFA outputs to populate the template

• 60 minutes
Lunch

Group activity

• Logframe Rhapsody - practise

• 10 minutes
Project group activity

Develop components of a project proposal ... continued

Project teams will present project proposal back to the group using the data projector

• 20 minutes
Donors

Provide funds, materials or technical expertise to assist a recipient Government, organisation or individual

Types of development aid donors:
• Bilateral - 1 : 1, usually at Government level
• Multilateral - Board manages pooled funds
• Philanthropic - Family trusts / NGO

Donor resource directory - e-copy on USB
Donors

Cook Islands:

– Who are the relevant donors?
– What funding programmes exist?
Recap - Proposal writing & donors

Break

4 day recap

- LFA
- Donors
- Stakeholder Analysis
- Problem Analysis
- LFM
- Proposal
- Solution Analysis
- Strategy Analysis
Group activity

• Logframe Rhapsody performance - demonstrate what you learnt!

• 20 minutes
Day 4 evaluation
Have you learnt to love the logframe?

What you liked best

What could be improved

What you want more of
The End

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Martin Pritchard – martin@prea.com.au
Group photo & certificates

Certificate of Participation

This is to certify that

completed a four-day course on ‘Proposal Preparation Using the Logical Framework Approach’ held at Crown Beach Resort, Rarotonga, Cook Islands, on 8 - 13 May 2013

Ms Elizabeth Wright-Tokota
Chief of Staff
Office of the Prime Minister

Dr Gillian Cambers
Programme Manager ECCA: PSIS
Secretariat for the Pacific Community