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|  | **PROJECT PROFILE FORM**  *[Please keep responses brief and limit each to 200 words]* | NAB Project № *[completed by NAB]* |
| GIP code/Project №  *[obtain from DSPPAC]* |
| Cost Centre/Activity №  *[obtain from Dept.]* |
| Donor/DSPPAC file № *[obtain from DSPPAC]* |

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| 1. **Project title:** | |
| 1. **Project description:** *[Brief description of project, key activities and outputs, how will it be implemented?]* | |
| 1. **Approval sought:** Identification\* Concept  Funding Proposal   *\*For identification of project, use first page only*  Continuation of existing project | |
| 1. **Funding envelope:** *[e.g. GCF Readiness, GCF Project Preparatory Facility, GCF/GEF project, other]* | |
| 1. **Total funding (Vatu and USD):** | 1. **Access modality:** *[i.e. direct by using the Government’s financial system, international by using an external financial system, or a combination?]* |
| 1. **Implementing entity/organisation:** *[the name of the national, regional or multilateral institution that is receiving direct financial transfers to carry out the project. An implementing entity may also carry out the functions of an executing entity.]* | 1. **Executing entity/lead government agency:** *[the name of the entity, e.g. Ministry / Department / Agency / NGO, through which funds are channelled or used for the purposes of an activity or part thereof, and/or any entity that executes, carries out or implements a funded activity, or any part thereof.* |
| 1. **Other government / partner agencies** | 1. **Project contact details:** *[Contact person, title, organisation, email, telephone, address]* |
| 1. **Location:** *[e.g. village, island, province, and GPS coordinates if available]* | 1. **Duration:**   Years ………… months …………  From ………… to ………… |
| 1. **Theme(s):**   Mitigation  Adaptation  Cross cutting  DRR / DRM | 1. **Climate/DRR relevancy (% of budget)**   High (≥80%)  Medium (≥50%)  Low (≥25%)  Marginal (≥5%) |
| 1. **Sector(s) by ministry:**   Agriculture, livestock, forestry, fisheries and biosecurity  Lands and natural resources (geology, mines, water)  Climate change adaptation, meteorology, geo-hazards, environment, energy and disaster management  Education and training  Finance and economic management  Foreign affairs, international cooperation and external trade  Health  Infrastructure and public utilities  Internal affairs (custom and culture, labour and employment services)  Justice and community services  Trade, tourism, industry and commerce  Youth and sports development | 1. **Scope:**   Regional  National  Provincial  Community |
| 1. **Number of people impacted/affected:**   Direct …………  Indirect …………  Women …………  Youth (<30 years) ………… |
| 1. **Project Type:**   Capacity building  Community awareness  Disaster response  Field implementation  Formal education program  Funding - small grants  Informal training courses  Knowledge communication  Pilot / trial / demonstration Project  Planning and governance  Policy formulation and integration  Policy support  Research (feasibility study etc.)  Other |

**STOP HERE IF PROJECT ONLY AT IDENTIFICATION STAGE**

**CONTINUE FROM HERE ONLY IF PROJECT AT CONCEPT OR FUNDING PROPOSAL STAGE**

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| 1. **Project rationale:** *[What is the rationale for the project? What is its strategic context? What is the primary need, and how was it identified? Is this program building on any previous activities, projects or policy?]* | |
| 1. **Project objective against the baseline:** *[What is the objective of the project? Describe the baseline scenario (i.e. emissions baseline, climate vulnerability baseline, key barriers, challenges and/or policies) and the outcomes and the impact that the project will aim to achieve in improving the baseline scenario. Refer to the logical framework and theory of change template below]* | |
| 1. **Policy coherence and alignment:** *[provide details as to how the project aligns with the National Sustainable Development Plan (pillar, goal and objective), the Climate Change and Disaster Risk Reduction Policy, and other policies, plans, strategies and priorities]* | |
| 1. **Current status:** *[progress to date and current activities]* | |
| 1. **Market overview:** *[If the project involves a particular market describe the products or services including the historical data and forecasts. If applicable, provide the key competitors with market shares and customer base. Also provide, if any, pricing structures, price controls, subsidies available and government involvement.]* | |
| 1. **Implementing / executing entity background / justification:** *[Quality of the management team, overall strategy, financial profile, equity investment, management, operations, production and marketing]* | |
| 1. **Institutional / implementation arrangements:** *[Governance structure of the project, organisation structure, roles and responsibilities of the project management unit, steering committee, executing entities and flow of funds structure. construction and supervision methodology with key contractual agreements, operational arrangements with key contractual agreements following the completion of construction]* | |
| 1. **Results Areas** *[GCF projects only]*   Reduced emissions from (mitigation):  Energy access and power generation  Low emission transport  Buildings, cities, industries & appliances  Forestry and land use | Increased resilience of (adaptation):  Most vulnerable people and communities  Health/well-being, & food/water security  Infrastructure and built environment  Ecosystems and ecosystem services |
| 1. **Expected performance against investment criteria** *[GCF projects only] [brief description]*    1. **Impact Potential:** *[Potential of the project to contribute to the achievement of the GCF’s objectives and result areas]*    2. **Paradigm Shift Potential:** *[Degree to which the proposed activity can catalyse impact beyond a one-off project investment]*    3. **Sustainable Development Potential:** *[Environmental, social and economic co-benefits, including gender-sensitive development impact]*    4. **Needs of the Recipient:** *[Vulnerability and financing needs of the beneficiary country and population]*    5. **Country Ownership:** *[Beneficiary country’s ownership of, and capacity to implement, a funded project]*    6. **Efficiency and Effectiveness:** *[Economic and financial soundness of the project]* | |
| 1. **Consultation** *[Specify the plan for multi-stakeholder engagement, and what is been done so far in this regard, e.g. National, Provincial, Community, Civil Society, Private Sector]* | |
| 1. **Potential overlaps / duplication to be resolved:** *[What related projects are being undertaken in the area?]* | |
| 1. **Technical feasibility/evaluation:** *[Brief summary of technical feasibility of project. Will the project fund local staff? If so, where? Are there additional staff required (e.g. counterparts, proposed T/A Positions)? TOR must be included for all T/A positions.* | |
| 1. **Economic and financial analysis/viability:** *[Brief summary of the economic and financial viability of the project]* | |
| 1. **Financial management and procurement:** *[Describe the project’s financial management and procurement, including financial accounting, disbursement methods and auditing*] | |
| 1. **Environmental and social considerations:** *[e.g. environmental and social impact safeguards / assessments, vulnerability framework]* | |
| 1. **Gender and social inclusion considerations:** *[e.g. gender, disability, indigenous concerns, assessment of any benefits from project to women, youth, children and vulnerable groups]* | |
| 1. **Monitoring, reporting and evaluation:** *[How will the project be monitored and evaluated? Provide project specific institutional and implementation arrangements for monitoring, reporting and evaluation. Provide methodologies for monitoring and reporting of the key outcomes of the project]* | |
| 1. **Sustainability measures:** *[Exit strategy/ how will the project be sustained after project funding? What is the Vanuatu Government funding source? What is the future maintenance requirement? What are the future recurrent cost implications for the Government?* | |
| 1. **Supporting documents** *[where applicable]*   Budget template *[mandatory]* Risk assessment *[mandatory]* Logical framework  Concept note Funding proposal Financial analysis  Environmental analysisProject timetable Letter of support  Consultation evidence Location map *[detailed plans where construction is involved]* | |
| 1. **Provincial consultation certification by implementing/executing entity**   *I certify that the Province has been consulted with and the project is consistent with the Provincial Governments Provincial Plan. I also confirm that I am not aware of any ongoing disputes or disagreements that may adversely impact on the implementation of the project. A letter of support is attached.*  **Name Signature Date** | |
| 1. **Director of Lead Government Agency**   *I certify I have checked the project profile, and any other supporting information for screening this project. I am satisfied that this project proposal is ready for presentation for approval.*  **Name Signature Date** | |
| 1. **DSPPAC Sectoral Specialist sign off**   *I certify I have checked the project profile, and any other supporting information for screening this project. I am satisfied that this project proposal is ready for presentation for approval.*  **Name Signature Date** | |
| 1. **Director General’s Certification**   *I certify that I have checked the project profile, and any other supporting information for screening this project. I am satisfied that this project proposal is ready for presentation for approval. I understand that no Government funding will be released for the project until the project has been approved by the appropriate government authorities, any additional government contribution has been appropriated, the approved donor funding has been released and a detailed project income and expenditure form has been submitted.*  **Name Signature Date** | |

1. **Logical framework (objectives, impacts, outcomes, outputs, activities and inputs) \***

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| --- | --- | --- | --- | --- | --- | --- |
| **Objective** *[The theory of change represents the long-term vision of the project (adaptation, mitigation or disaster risk reduction) and how this can be achieved through short-, medium- and long-term changes]* | | | | | | |
| *[Adaptation, mitigation, disaster risk reduction]* | *[Elaborate on the objectives to which the project contributes] [For GCF projects a shift to low-emission sustainable development pathways, or increased climate-resilient sustainable development]* | | | | | |
| **Expected Result** | **Indicator** | **Means of Verification** | **Baseline** | **Target** | | **Assumptions** |
| Mid-term | Final |
| **Impacts** (that contribute to the objective) | | | | | | |
| *[For GCF projects refer to the performance measurement framework]* |  |  |  |  |  |  |
| **Project outcomes** (that contribute to impacts) | | | | | | |
|  |  |  |  |  |  |  |
| **Project outputs** (that contribute to outcomes) | | | | | | |
| 1. |  |  |  |  |  |  |
| **Activities** | **Description** | **Inputs** | | **Description** | | |
| 1.1 |  | 1.1.1. | | *[Expand tables as needed]* | | |

*\*please use this format only if there is not a mandatory format required by the implementing/executing entity*

1. **Project budget summary (estimated in Vatu ‘000)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items/component** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** | **% of Total** |
| Loans *[specify source]* |  |  |  |  |  |  |  |
| Grants *[specify source]* |  |  |  |  |  |  |  |
| Aid in kind\* |  |  |  |  |  |  |  |
| Government of Vanuatu |  |  |  |  |  |  |  |
| Other e.g. GCF, community |  |  |  |  |  |  |  |
| *expand table as needed* |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  | 100% |

*\* contributions made directly towards projects realisation such as equipment, materials, labour, T/A, building works, vehicles, time etc. and other quantifiable resources that count towards the achievement of the project results*

1. **Project component costs (estimated in Vatu ‘000)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items/component** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** | **% of Total** |
| Equipment/materials |  |  |  |  |  |  |  |
| Personnel/staff/labour |  |  |  |  |  |  |  |
| - e.g. technical assistance |  |  |  |  |  |  |  |
| - e.g. local salaries |  |  |  |  |  |  |  |
| Training/workshops etc. |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |
| *expand table as needed* |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  | 100% |

*This is for the main project components only. Not every cost needs to be specified. Other examples of components might be accommodation, vehicles, fuel, freight, allowances, VNPF contributions, telephone, computers, stationery, an implementing entity administrative fee (if included as part of the loan/grant), project monitoring, contracts, rent, printing, overheads etc.*

1. **Project risk factors, mitigation measures, and assessment tool\***

*[Use tool to describe the financial, technical/operational, social/environmental and other risks that may prevent the project objectives from being achieved, and proposed risk mitigation measures.]*

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| **Selected Risk Factor 1** | | | | |
| Description | Risk category | Level of impact | Probability | Score |
| *[Description of risk factor, e.g. new government regulations, loss of key staff, delays in delivery of equipment etc.]* | Select *[financial, technical/operational, social/environmental, other]* | Select *[low <5% of project value, medium 5-20%, high >20%]* | Select *[low, medium, high]* |  |
| Mitigation Measure(s) | | | | |
| *[Describe how the identified risk will be mitigated or managed. Do the mitigation measures lower the probability of risk occurring? If so, to what level?]* | | | | |
| **Selected Risk Factor 2** | | | | |
| Description | Risk category | Level of impact | Probability | Score |
|  | Select | Select | Select |  |
| Mitigation Measure(s) | | | | |
|  | | | | |
| **Selected Risk Factor 3** | | | | |
| Description | Risk category | Level of impact | Probability | Score |
|  | Select | Select | Select |  |
| Mitigation Measure(s) | | | | |
|  | | | | |
| **Selected Risk Factor 4** | | | | |
| Description | Risk category | Level of impact | Probability | Score |
|  | Select | Select | Select |  |
| Mitigation Measure(s) | | | |  |
| *[Expand table as needed]* | | | | |
| Total score (add all the scores and divide by the total number of risk factors) | | | |  |
| *[Describe other potential issues which will be monitored as “emerging risks” during the life of the project (i.e. issues that have not yet raised to the level of “risk factor” but which will need monitoring). This could include issues related to external stakeholders such as project beneficiaries or the pool of potential contractors.]* | | | | |

*\*These are project related risks, not broader, general, global climatic and environment risks*

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|  | **Probability** | Low | Medium | High | Multiply the impact of each risk factor by the probability of each risk factor to give an individual risk factor score. Then add all the individual risk factor scores and divide by the number of risk factors to give an overall project risk score. |
| **Impact** | Score | (1) | (2) | (3) |
| Low | (1) | 1 | 2 | 3 |
| Medium | (2) | 2 | 4 | 6 |
| High | (3) | 3 | 6 | 9 |

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| Key | 1 | Negligible | 2 | Minor | 3 | Moderate | 4 | Major | 6 | Severe | 9 | Extreme |

**History of the document**

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| **Version** | **Date** | **Nature of revision** |
| 1.0 | NAB Meeting 9 February 2018 | Initial endorsement |