 

**ATTACHMENT 1 Project Document format**

For chapters 1-13 max 20 pages.

**Cover page** (name of the project, date of final version, names of the partnering HEIs, text “A Project Document for HEI-ICI (Higher Education Institutions – Institutional Cooperation Instrument) project supported by the Ministry for Foreign Affairs of Finland”.

**Commitment letters.** Signatures of the partner universities, each in a separate page, including the reference to the Project Document name and date.

**Table of contents**

**List of abbreviations**

**Summary**. Maximum 2 page executive summary

**PROJECT DECRIPTION**

1. **Project context**. Description of the context and the need for the project. Considering the Finnish Development Policy and the requirements of the partner institutions in developing countries.
2. **Project Logic/Theory of Change**. Analysis of the key issues to be targeted and process of advancing gradually towards the expected outcome. Methods for ensuring the making of sustainable impact.
3. **Results orientation.** Explanations for the Results Framework (ATTACHMENT 2)
4. **Risk analysis**. Explanations on The Risk Analysis Matrix (ATTACHMENT 3), explain the key risks for achieving outcome and outputs and how they are mitigated.
5. **Institutional arrangements**. The roles of various stakeholders.
6. **Complementarity.** Complementary activities by project partners and other stakeholders which are conducted during the project period and financed from other sources. Description of the methods of cooperation for the project. Description how to avoid overlaps.
7. **Project administration.** Administrative set-up for decision-making and implementation.
8. **Inception phase**. List of tasks for the inception phase of first 6 months. During inception phase, the planning at activity level and detailed budget will be finalized.
9. **Budget**. Tentative detailed budget, may be updated during the inception phase.
   1. The total budget divided into annual budgets (based on the rough available financing schedule for the whole Programme).
   2. The total budget divided by project outputs (max 6). Administrative costs and contingencies need not be included in project outputs.
   3. Detailed budget is placed in annex 4.
10. **Financial management**. Description of financial flows.
11. **Monitoring and evaluation.** Description of project internal monitoring, self-evaluation, annual progress reporting, annual financial reporting and completion report.
12. **Contractual arrangements.** Description of the contractual arrangements
13. **Further information.** Links to key background documents related to HEI-ICI, including links to the relevant MFA guidance (i.e. information relevant also for developing country partners), links to the websites of the partners, links to relevant publications.