

WFWO Project Cycle Formulation Guide



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WFWO's Project Cycle Guide is divided into six phases:

- Identification
- Formulation
- Appraisal
- Co-financing ,Agreement and Grant Negotiation approval
- Implementation
- Evaluation

1. Project Identification

The identification phase is the first step towards formal inclusion in the project pipeline. In this phase, a project proposal – based on the WFWO strategy outlined in the country strategic opportunities proposal paper is drawn up, indicating:

- Initial information on project objectives and rationale
- Characteristics of the project area and target group
- Preliminary identification of the main components, costs and financing
- Country or region identification mission

2. Project Formulation

The formulation phase is when a detailed technical design is undertaken for the project. During this phase, WFWO prepares a feasible, sustainable project proposal with the participation of a range of stakeholders, most importantly potential beneficiaries and governments, NGOs. Additional studies may be undertaken in this phase, e.g. on socio - economic characteristics of the target group or environmental considerations and technical assistance support.

WFWO and partners then review the technical feasibility of the proposal and examine policy considerations.

3. Project Appraisal

During the appraisal phase, the project design is fine-tuned under the guidance of WFWO's technical/policy review committees. An important part of this phase is the finalization of implementation arrangements.

4. Project co - financing Agreement and Grant Negotiation approval

The co - financing and grant agreement negotiations are undertaken between WFWO and the country or NGO or communities group beneficiary of the contributions using the project appraisal as the basis for the financing (i.e. co-financing 20% or donation or grant) agreement. WFWO's Executive Board Directors then reviews and approves the project. Subsequent to Board approval, the financing grant agreement is signed between WFWO and the beneficiary country or NGO or communities group.

5. Project Implementation

Implementation starts once the beneficiary has fulfilled specified conditions allowing WFWO to project effective. Expert from national and international team with support and guidance from WFWO and partners implement WFWO-financed projects.

The cooperating institution or NGO involved or country executes the projects, except the evaluation, and the communications component of the projects is directly supervised by WFWO.

The WFWO is carries out regular portfolio reviews activities

At the end of the implementation period, WFWO and cooperating institution prepares a completion report, with special emphasis on the operation's impact and results.

6. Project Evaluation

The WFWO adopted External Evaluation Team Policy, and reports directly to WFWO's Board Directors, and to project partners.

The projects are evaluated each year. These include evaluations for subsequent phases of a project, in which case an interim evaluation is mandatory prior to formulation of a new project.

The External Evaluation Team also conducts corporate-level evaluations, country programme evaluations and thematic evaluations.

The External Evaluation Team sets out a medium-term strategic framework for WFWO's country operations, laying the foundation on which a monitor able country-level plan of action can be pursued and new projects developed. It focuses on MDGs objectives and WFWO strategic role in the country, and examines internal and external policy issues of major relevance to this context. Prepared in consultation with government, NGOs, local communities. and other in-country stake-holders, it identifies the main opportunities for innovation and project interventions. In addition, to promote improved impact achievement and policy dialogue, and articulates the relationship between the proposed interventions at the country level and the project Fund's Strategic of the WFWO.