

PSIP Project Proposal Preparation Checklist

Checkpoints	Yes	No
1 Proposing a real “Project” corresponding with the “Concept.”		
2 “Background” and “Rationale” are project specific with logical correlation.		
3 “Background” description is appropriately supported by relevant statistical figures.		
4 No “Copy & Paste” internally.		
5 “Cost Benefit Analysis” is performed, if applicable, specifying “Benefit” & “Cost” items each, and “Project Life” in addition to “Calculation Result.”		
6 “Sustainability” shows “Financial” as well as “Institutional (Technical)” /Management” capability respectively to sustain project effects throughout specified project life after the project completion.		
7 “Institutional Framework” describes institutional structure for project implementation, showing whether it carries out independent management solely, whether it is internally organized or outsourced management unit, holistic management covering total project cycle or restricted with partial coverage, etc..		
8 “Project Outline” is logically described in accordance with the standard sentence showing “Outcomes,” “Outputs” and “Impacts.”		
9 “Outcomes,” “Outputs” and “Activities” are filled out in accordance with respective definitions.		
10 “Outputs” are clear and concrete enough to show subordinate components properly classified with necessary details.		
11 “Activities” are clear and concrete enough to show each action properly classified with necessary details.		
12 “Activities” and “Outputs” are accompanied with “Quantity Information” including needed Man-Months of consulting services to justify activity-based costing results.		

What can happen as errors in preparation of the templates?

Examples of Irrelevant Contents of Logical Framework (Checklist)

1. “Activities,” “Outputs,” and “Outcomes” are not logically aligned being consistent with the definition. (cf. the definition table and example figure overleaf)
2. “Outputs” are not clear and concrete enough. (e.g. in addition to grouped outputs, particular facility, equipment, goods to be constructed and/or procured are to be concretely shown.)

3. “Activities” are not concrete enough. (e.g. “Enhance...,” “Development of ...,” “Strengthening ...,” and “Building capacity of...”. Concrete actions are asked here in order to develop, strengthen and build capacity of ... <such as by training, holding study workshops, for instance> for how many people and/or how many times, as such.)
4. “Activities” and “Outputs” need to be associated with “Quantity” information to support justification of activity-based costing. The “Quantity” information also includes needed M/M (man-month) for consulting (engineering) services.
5. “Outputs” derived from “Activities” are not fully listed. (e.g. The “Activities” include “construction of water supply facilities” but “water treatment facility or equipment” are not listed in “Outputs.”)
6. Different types of the same-kind facility must be listed separately. (e.g. irrigation facilities of canal and pipe water distribution systems are to be separately listed in “Outputs.”)
7. Descriptive “Background” information should be supported, as much as possible, by actual statistical figures. (e.g. the description “clinic facility has become small for the growing population” should be supported by actual figures indicating the clinic’s serviceable capacity and trend and current population volume to be covered.)
8. Cost Benefit Analyses (EIRR, FIRR, NPV, etc.) should show “Benefit” and “Cost Items” counted and “Project Life” assumed in addition to the calculation result.

Definitions and relations among words

Inputs	Resources consumed by “Activities” to produce “Outputs”
Activities	Project actions to produce “Outputs” from “Inputs”
Outputs	Physical Assets <u>directly</u> produced/procured by “Activities” or Services delivered by “Activities”
Outcome	Benefits to <u>targeted direct</u> beneficiaries brought by “Outputs,” i.e. “Services” through operation/use of the “Facilities/Equipment” produced/procured (in case of Physical Investment Projects) or “Services” directly rendered (in case of Service Project)
Impacts	Indirect positive or negative influence on related social/economic and natural environments

Example of Logical Flow (Example: Irrigation Project)

Input		✚ Manpower, Goods, Fund, Time
Output	Pureness & Directness	✚ Irrigation Facilities
		✚ Water Supply for Agriculture
Outcome		✚ Irrigation (Area Irrigated)
		✚ Agricultural Production
Impact		✚ Farmers’ Income
		✚ Quality of Life
		✚ Children’s Education
		✚ Family Health
		✚ Regional Development
		✚ National Development