

Instruction Inception report

1. **Introduction:** brief description of the course of the inception phase: summary of main findings, experiences in the working relations, conclusions, et cetera
2. **Progress in inception phase: this Chapter should describe the activities executed during the inception phase and the findings of expert missions that have taken place during this phase.**

Suggestions for paragraphs within this Chapter are:

- general impressions;
- missions carried out;
- general overview of discussions with the beneficiary and counterpart on the General Project Plan, project activities, planning and methodologies;
- findings on issues that according to the General Project Plan and/or the NL EVD International needed further investigation during the inception phase;
- agreements on working relations, composition of the Project Advisory Committee (PAC);
- other activities conducted.

3. **Final project model: in the light of the findings from the inception phase as described in Chapter 2, Chapter 3 should describe what the project will deliver.** The final project model is a resultant of both the General Project Plan and the conclusions from the inception phase. The final project model in Chapter 3 should serve as the working document or road map for further project implementation.

- Final project results (including justifications for deviations from the General Project Plan, with reference to the findings as already mentioned in Chapter 2);
- Work plan: the contractor is requested to not simply sum up a number of activities, but to add a qualitative description of their execution, logic of sequence and expected effect. A Gantt chart can be used to present the time lines;
- Implementation issues: these may already (partly) have been brought up under Chapter 2, but can be discussed in more detail in Chapter 3. 'Implementation issues' can be read as challenges, unexpected developments or other notable matters, but not of such a nature that they endanger the project. These issues can, for example, also be issues that the contractor wishes to highlight in preparation of further discussion with the project counterpart and/ or beneficiary. If issues seriously affect the project, they should be dealt with in the paragraph 'risks and assumptions'.
- Communication & events: the contractor is requested to indicate the events or activities in the project which are expected to provide interesting opportunities for the dissemination of project / programme achievements in the beneficiary country (MPAP and G2G) or for the involvement of Dutch businesses (for G2G).

Result 1:					
	Expected starting date	Started on	Completed	In progress	Expected completion date
Activity 1.1 ...	Example: 07-05-11	15-05-11	No	Yes	August 2011
Activity 1.2					
Activity 1.3					
.....					

- Human Resources: description of experts and days per expert, both abroad and in The Netherlands, per result;

Result 1

Expert name	Days to be spent in NL	Days to be spent abroad

Result 2

Expert name	Days to be spent in NL	Days to be spent abroad

- Project Management Organisation (including justifications for deviations from the General Project Plan);
- Risks and assumptions (issues on a political-administrative-level, technical level, working relation level which could seriously affect the project): description thereof, and an indication of how the consortium plans to deal with possible risks;
- Sustainability:
 - how will the sustainability of the project results be guaranteed and which activities specifically will be executed in order to reach sustainability;
 - which organisation(s) is / are responsible for ensuring the sustainability of project results, both during the project duration and after the project will have ended.

4. Plans for the next reporting period

- Detailed work plan
- Result 1 (activities to be conducted)
- Result 2 (activities to be conducted)
- Human resources allocation: number of expert days planned for the various experts in this period, per project result
- Result 1
- Result 2

Required annexes to the inception report

1. Logical Framework Matrix

The implementing organisation should present a Logical Framework Matrix (logframe) that reflects the internal and external project logic and that schematically details the approach taken in the project plan. The logical framework design not only reflects the design of the project, but moreover facilitates internal and external project monitoring and evaluation. Therefore, when drafting the project plan, particular attention should be paid to the formulation of concrete and measurable indicators. The implementing organisation will be required to update the logical framework throughout the project.

Bijlage 2j contains an information brochure on the Logical Framework Methodology as well as the format to be used.

2. Detailed financial budget

A detailed financial budget should be presented in a separate document. The implementing organisation should draft a financial plan for the implementation of the project. The financial plan should bear a transparent relation to the proposed work plan. The percentages mentioned in the General Project Plan should be seen as references. If the implementing organisation proposes substantial deviations from these percentages, this should be justified.

The budget should give insight in the costs per project result according to the format in bijlage 2g. Note that the inception and evaluation phase must be budgeted separately.

3. Invoicing scheme

Furthermore the implementing organisation should give insight in the foreseen *invoicing scheme*, according to bijlage 2h. All budget items should be quoted in euro.

4. Curricula Vitae of members of the expert team

CV's should contain:

- proposed position in the project
- key qualifications in relation to the proposed position in the project;
- number of years and position at present employer;
- relevant working experience;
- languages.

5. Gantt Chart and staff schedule