## 

Guidance for bilateral projects

August 2018

## Outline of the Identification Report

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| **Cover page** | * Name and duration of the assignment * Type of report (draft / final draft / final) * Date and location * Authors of the report |
| **Table of contents** |  |
| **Abbreviations** |  |
| **Summary** | * An overview of country context, policies and development needs * An overview of the proposed project, scope, result areas and related output, proposed implementation modality * Brief summary of alternative scenarios or concepts, if available |
| **1. Background and Country Context** | * Country context (using country strategy as a reference); short introduction of economy, development challenges, human rights situation * Sector context * Previous interventions or phases, if applicable * Short description of programme identification process (Max one paragraph), |
| **2. Policy Context** | *Policy Framework*   * Analyses of national policies and strategies relevant to the Project * Development needs, problems to be addressed and justification for the Project (e.g. reference to country's own development strategies and priorities that affect the initiative directly or indirectly) * Analysis of the sector policies, strategies and plans   *Institutional and financial framework*   * Relevant authorities and other organizations and actors and their main interventions in the sector, including all aid modalities in use * Financing: e.g. sector budget, share of national/ development partner funding, funding gaps * Coordination mechanisms at national/regional/local level   *Policy relevance*   * Rationale vis-à-vis Finnish policies, strategies, value-added and complementarity |
| **3. Description of the Proposed Project** | 3.1. Overview of the Project   * Rationale for launching the project and the proposed modality * Description of the internal project logic, Results Chain/ Theory of Change * Scope of the proposed project (e.g. duration, geographical scope etc.)   3.2. Results and key strategies   * Description of results (outputs, outcome and impacts) expected to be achieved (based on the result chain or theory of change, including cross-cutting objectives relevant to the project) * Description of the key strategies to achieve the project results, main types of activities * Key milestones for project implementation * Defined outputs and main activities for the Inception Phase, including assumptions and preconditions for efficient start-up   3.3. Risk assessment and risk response   * Summary of risks and risk responses (with reference to Risk Matrix to be annexed) |
| **4. Stakeholder analysis** | * Stakeholder analysis and assessment; needs and opportunities: Who are the beneficiaries and stakeholders? Who are the Duty Bearers and Rights Holders? What are their responsibilities, rights and *capacity gaps related to proposed intervention/ sector*? |
| **5. Analysis of concept(s)** | * Approach * What alternatives exist for the Finnish Support? I.e. the concept notes, what may they differ in (= results, implementation modalities, strategic choices)? What criteria are/ should be used for selection of the alternatives? * Analysis of potential modalities for project implementation; (pros and cons of options) * Analysis of scope of the implementation in terms of results and strategic choices. * Short presentation of alternative project concepts:   a)  b)  Contemplation and comparison of various options (presented in Concept Notes) in accordance to the selected criteria, Concept note annexed to the Inception Report). |
| **6. Recommendations and Next Steps** | * Critical issues and recommendations for decision-making and further planning |
| **Annexes** | * Concept note(s) for the proposed project * Background studies, documents consulted * Persons consulted * Relevant other background material such as statistics, maps, etc. |

Normally the Identification Report should not exceed 20 pages + annexes.