**PROGRAM PROPOSAL**

# [Program Name]

|  |  |
| --- | --- |
| *Program Objectives:* |  |
| *Country:* |  |
| *Financial Development Theme:* | Stability  Inclusion  Market Development |
| *Sector(s):* |  |
| *Strategic Relevance:* | Linked to FSAP/ROSC  Linked to Country Partnership Strategy (CPS) or CAS  Linked to Country’s relevant sectoral development strategy |
| *Additional Information:* | Follow-up to FIRST’s previous project(s)  Complement to other WBG/donors’ projects |
| *Gender Focus:* | Analysis and/or consultation on gender related issues  Specific actions to address the distinct needs of women and girls, or men and boys, or positive impacts on gender gaps  Mechanisms to monitor gender impact to facilitate gender-disaggregated analysis |
| *Estimated Budget:* |  |
| *Estimated Timeframe:* |  |
| *Beneficiary Agencies:* |  |
| *Contact Person of Beneficiary Agency:* |  |
| *World Bank/IMF & FIRST Team:* | TTL:  TL:  PO: |

|  |
| --- |
| **Headline Indicators and Targets:**  *Please present the headline targets with baselines, and timeframe for targets’ achievement (refer to FIRST’s approved targets for Programmatic Window).* |

1. **BACKGROUND AND RATIONALE**

*Please rationalize why the Program is needed by answering the following questions:*

*What is the current development of relevant sectors (e.g., Banking, or Insurance, or Capital Markets, etc.), and what challenges/problems Client is seeking to address?*

*How the proposed Program links to FSAP/ROSC/CPS/CAS, and/or sectoral strategic priorities, and/or previous FIRST’s project(s), and/or other donors/WBG’s loans/TAs.*

1. **PROGRAM DESCRIPTION**

**2.1 Development Objectives**

*Please state clearly state what changes (e.g., in the areas of legal, regulatory, supervisory framework, institutional set up and capacity, product development, etc.) the Program aims to achieve by the Program’s completion, and what contributions to the financial sector and economic development it will have in 1-3 years after Program’s completion.*

**2.2 Program Activities**

*Please describe the proposed activities by pillars/components and elaborate on how they are concerted or sequenced in order to meet the highest goal of the Program. For each pillar/component, please mention who are the beneficiary agencies and whether there are other partners (WBG/IMF/donors) supporting the country in the same area of reforms and how this Program complement other interventions.*

**2.3 Results Chain**

*Please present the logics or theory behind the proposed TA – how it contributes to the Program’s development objectives and how each component complements each other to achieve the highest level of objectives. FIRST’s M&E Officer will work with TTL/TL to develop the results chain as needed. Below is an example of a basic results chain, presenting the IF-THEN (cause and effect) relationships.*



1. **RESULTS FRAMEWORK**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Results** | **Indicators** | **Baselines** | | **Targets** | | **Data Sources or Collection Methodology** |
|  | **Value** | **Time** | **Value** | **Time** |
| **Outcome on Financial Development** | | | | | | |
| [Narrative of financial development objectives] | * [Indicator 1] * [Indicator 2] * … |  |  |  |  |  |
| **Outcome on Enabling Environment** | | | | | | |
| *Pillar 1: [title/objective]*   * Outcome 1: * Outcome 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  |  |
| *Pillar 2: [title/objective]*   * Outcome 1: * Outcome 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  |  |
| **Outputs** |  |  |  |  |  |  |
| *Pillar 1: [title/objective]*   * Deliverable 1: * Deliverable 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  |  |
| *Pillar 2: [title/objective]*   * Deliverable 1: * Deliverable 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  |  |

1. **RISK MANAGEMENT**

*(Please describe and rate the principal risks to achieve the development objectives within the time period envisaged and how they can be mitigated. No mitigating measures are required for risks rated Low. Not all risks can be mitigated, regardless of their severity). Please note that FIRST follows WBG’s*

|  |  |  |
| --- | --- | --- |
| **Risks** | **Risk Rating** | **Mitigation Measures** |
| 1. | High  Moderate  Low |  |
| 2. | High  Moderate  Low |  |

1. **IMPLEMENTATION**

***5.1 Timetable and level of effort of consultants***

*Provide the level of effort that will be necessary for the completion of this project. For each output, indicate if it is a precondition to the completion of any other activity of this project, the corresponding timeline for delivery, the number of workdays per consultant and the number of field trips and days in the field. Just double-click on the Table below and fill in with relevant data, Time in Days and Gantt Chart will be automatically adjusted. Below is an example.*



**5.2. Timetable and level of effort of WB Staff** *(Only complete if WB Staff are delivering outputs)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity/Output** | **Is this output a precondition for any other activity of this project? (yes/no)** | **Start date** | **Completion date** | **Level of effort**  **(number of staff weeks)** | **Number of field trips / days in the field** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | | | | **Total No. of staff weeks =** | **Total No. of field trips and days in the field** = |

1. **FINANCIAL INFORMATION**

*Ask FIRST project officer for an excel templates if you wish*

**6.1. Budget – Breakdown by expenditure category**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FIRST Contribution (USD)** | **Percentage of Total Cost (%)** | **Client Contribution[[1]](#footnote-1)**  **(USD)** | **Total Cost (USD)** |
| a. International consultant fees |  |  |  |  |
| b. Local consultant fees |  |  |  |  |
| **Total consultant fees (a+b)** |  |  |  |  |
| c. Travel |  |  |  |  |
| d. Hotel and subsistence |  |  |  |  |
| e. Workshops/Other Costs [[2]](#footnote-2) |  |  |  |  |
| **Total reimbursable expenses (c+d+e)** |  |  |  |  |
| **A. Total project implementation cost (a+b+c+d+e)** |  |  |  |  |
| **B. Total WB Budget** |  |  |  |  |
| **C. Contingency (5% of A )** |  |  |  |  |
| **TOTAL PROJECT COST (A+B+C)** |  |  |  |  |

**6.2. Budget – WB staff component** *(Standard staff week costs have been estimated for grades GE to GH. Please follow instructions of the excel budget tables template)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **WB Staff 1 -** Name:  Role:  Grade:  Region/Network: | **WB Staff 2 -** Name:  Role:  Grade:  Region/Network: | **Total** |
| Pillar 1 |  |  |  |
| Project Delivery |  |  |  |
| Project Management and Quality Control |  |  |  |
| Travel & Accommodation |  |  |  |
| **Total WB Staff Component** |  |  |  |

**6.3. Budget – Breakdown by pillar/component**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FIRST Contribution (USD)** | **Percentage of Total Cost (%)** | **Client Contribution**  **(USD)** | **Total Cost (USD)** |
| **A. Pillar 1 (as in the list of outputs in the project’s description)** |  |  |  |  |
| International consultant fees |  |  |  |  |
| Local consultant fees |  |  |  |  |
| International consultant travel and accommodations |  |  |  |  |
| Workshops/Other Costs |  |  |  |  |
| WB staff delivery |  |  |  |  |
| **B. Pillar 2** |  |  |  |  |
| International consultant fees |  |  |  |  |
| Local consultant fees |  |  |  |  |
| International consultant travel and accommodations |  |  |  |  |
| Workshops/Other Costs |  |  |  |  |
| WB staff delivery |  |  |  |  |
| **C. Pillar 3** |  |  |  |  |
| International consultant fees |  |  |  |  |
| Local consultant fees |  |  |  |  |
| International consultant travel and accommodations |  |  |  |  |
| Workshops/Other Costs |  |  |  |  |
| WB staff delivery |  |  |  |  |
| **D. WB Policy Dialogue, Supervision, Travel** |  |  |  |  |
| **E. Contingency** |  |  |  |  |
| **TOTAL PROJECT COST (A+B+C+D+E)** |  |  |  |  |

**6.4. Are there any other sources of funding available?** *(If applicable, please include any plans for co-financing from other agencies)*

**ANNEX I** **- Project Team**

**Beneficiary**

***Primary Contact***

**Name:**

**Title:**

**Agency Name:**

**Address:**

**Telephone number:**

**Fax number:**

**Email:**

***Additional Contact***

**Name:**

**Title:**

**Agency Name:**

**Address:**

**Telephone number:**

**Fax number:**

**Email:**

**World Bank**

***FIRST Project Officer***

**Name:**

**Telephone number:**

**Fax number:**

**Email:**

***Task Team Leader (****if different****)***

**Name:**

**Title:**

**Unit:**

**Telephone number:**

**Fax number:**

**Email:**

***Technical Leader***

**Name:**

**Title:**

**Unit:**

**Telephone number:**

**Fax number:**

**Email:**

**ANNEX II** **- Letter of Request**

*Include a letter from the beneficiary requesting the support of FIRST to develop the activities described in the proposal and stating the beneficiary contribution. The letter should include the letterhead from the requesting agency and it should be received by FIRST before**submission for approval.*

**ANNEX III - Comments from Reviewers and Team’s Response**

*To be completed at the stage of Due Diligence.*

*The project officer will compile all the comments from the peer reviewers. The task team leader and technical leader should provide response to each of the comments.*

1. **Regional Reviewer - (Name, Title, Department)**

*Comment # 1:*

*Team Response:*

*Comment # 2:*

*Team Response:*

1. **WB Technical Reviewer - (Name, Title, Department)**

*Comment # 1:*

*Team Response:*

*Comment # 2:*

*Team Response:*

1. **IMF Technical Reviewer - (Name, Title, Department)**

*Comment # 1:*

*Team Response:*

*Comment # 2:*

*Team Response:*

1. **Other - (Name, Title, Department, Organization)**

*Comment # 1:*

*Team Response:*

*Comment # 2:*

*Team Response:*

**ANNEX IV – Program Annual Progress Report Template**

*Please update FIRST on an annual basis, starting from the program’s implementation date, of the Program’s implementation progress by filling in this Template in addition to the completion report (GRM) to be submitted within 6 months from the program’s closing date.*

1. **PROGRAM STATUS**
   1. ***Disbursement Progress***

|  |  |
| --- | --- |
| **Approved Budget (US$):** |  |
| **Disbursement to Date (US$):** |  |
| **Overall Rating:** | On-track  Delay |
| **Comments:** |  |

* 1. ***Output Delivering Progress***

|  |  |
| --- | --- |
| **Overall Assessment:** | On-track  Delay |
| **Comments:** |  |

* 1. ***Risks to Achievements of Targets***

|  |  |
| --- | --- |
| **Overall Assessment:** | High  Substantial  Moderate  Low |
| **Comments:** |  |

1. **RESULTS TRACKING**

*Please update the progress of the targets achievement against the Results Framework approved in Proposal and provide remarks/comments if needed.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Results** | **Indicators** | **Baselines** | | **Targets** | | **Actuals**  **[as of mm/dd/yyyy]** | **Notes** |
|  | **Value** | **Time** | **Value** | **Time** |
| **Outcome on Financial Development** | | | | | | | |
| [Narrative of financial development objectives] | * [Indicator 1] * [Indicator 2] * … |  |  |  |  | Too Early  In Progress  Achieved |  |
| **Outcome on Enabling Environment** | | | | | | | |
| *Pillar 1: [title/objective]*   * Outcome 1: * Outcome 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  | Too Early  In Progress  Achieved |  |
| **Outputs** | | | | | | | |
| *Pillar 1: [title/objective]*   * Deliverable 1: * Deliverable 2: * … | * [Indicator 1] * [Indicator 2] * … |  |  |  |  | Too Early  In Progress  Achieved |  |

1. **PROPOSED CHANGES**

*Please briefly summarize the proposed changes, if any, and the rationale (example: change in objectives, indictors, targets, activities, client needs/priorities, budget allocation, etc.)*

1. The beneficiary contribution should be a minimum of 15% of project costs for all MIC countries. These funds will not be managed by the World Bank. [↑](#footnote-ref-1)
2. Please describe “other costs”. [↑](#footnote-ref-2)