PROJECT INFORMATION DOCUMENT (PID)
PROJECT PROPOSAL TEMPLATE

1. Introduction

1.1 Project name
Choose a distinctive name for the project in as few words as possible, which clearly indicates the nature of the project.

1.2 DAC Sector
Please refer to the attached Sector Classifications at the end of this document and note here the sector/s under which the project falls.

1.3 Identifying Implementing Organisation (and contact details)
Give the full name and contact details of the Ministry or other organisation initiating the project (and contact details) of who will be responsible for implementing or supervising/managing the project's implementation.

1.4 Annual Management Plan

Confirm that the proposed project or a similar project is included in the Ministry's Annual Management Plan

   YES   NO   Provide an explanation if necessary.

1.5 Description
Provide a short summary of the proposed project. What is the problem and what are its causes? What are its effects? How and why is this project the solution? What alternatives did you consider to achieve the same desired outcome?

2. Policy context

Tick which of the following Tonga Strategic Development Framework (TSDF) outcome objectives (OO) or enabling themes (ET) the proposed project advances.

☐ **OO1. Strong inclusive communities**, by engaging districts/villages/communities in meeting their prioritized service needs and ensuring equitable distribution of development benefits.

☐ **OO2. Dynamic public and private sector partnership as the engine of growth**, by promoting better collaboration between government and businesses, appropriate incentives, and streamlining of rules and regulations.

☐ **OO3. Appropriate well planned and maintained infrastructure that improves the everyday lives of the people and lowers the cost of business** by the adequate funding, and implementation of the National Infrastructure Investment Plan.

☐ **OO4. Sound education standards**, by emphasizing quality universal basic education.

☐ **OO5. Appropriately skilled workforce** to meet the available opportunities in Tonga and overseas, by delivery of improved Technical and Vocational Education & Training.

☐ **OO6. Improved health of the people**, by promoting healthy lifestyles choices with particular focus on addressing non-communicable diseases, and providing quality, effective and sustainable health services.

☐ **OO7. Cultural awareness, environmental sustainability, disaster risk management, and climate change adaptation, integrated into all planning and implementation of programs**, by establishing and adhering to appropriate procedures and consultation mechanisms.

☐ **OO8. Better governance**, by adherence to the principles of good governance, accountability and transparency, and the rule of law.

☐ **OO9. Safe, secure and stable society,** by maintaining law and order.

☐ **ETA. Continue progress to a more efficient and effective government** by focussing on its core functions; improving coordination, service delivery and optimising use of resources.

☐ **ETB. Improving the macro-economic environment and fiscal management,** including effective revenue services to ensure a level playing field and that service to the people can be appropriately funded.

☐ **ETC. Ensuring Public Enterprises are sustainable and accountable, and where appropriate moved into the private sector**

☐ **ETD. Ensure a more coordinated whole of government approach in our partnership with development partners.**

Briefly explain how it advances the ticked output objective or enabling theme above.

3 The project

3.1 Goal
What is the intended impact – high level sectoral or national justification for the project)?
Note: There must be a cause – effect relationship between the project's goal and outcome(s).

3.2 Desired outcome(s) / Development objective(s)
What change directly resulting from the outputs of the project do you hope to achieve? (Answer this in one clear statement). When do you expect these changes to occur? If possible specify who will benefit from the hoped for changes.
Note: The change should as far as possible be quantitative and qualitative and measurable against baseline data. If you hope to achieve more than one change, summarise them as a single statement but include several qualitative and quantitative measures. Outcomes provide a basis on which to assess whether a project is successful or not.

3.3 Outputs
These are the physical and tangible goods and/or services to be produced by the project). They should be specified in qualitative and quantitative terms. When will they be produced? There should be a completion date nominated for each output. Completion dates are milestones against which progress of the project towards achieving its desired outcomes can be measured.
Note: There must be a cause - effect relationship between the project's outputs and outcome(s).

3.4 Activities
Describe the main activities (tasks or processes) that will be carried out to produce the specified outputs. For each activity there must be a nominated budget and completion date. These are milestones against which progress of the project towards achieving its desired outputs can be measured.
Note: There must be a cause - effect relationship between the project's activities and outputs.

3.5 Inputs
Describe and quantify the resources (i.e. consultants, personnel, civil works, equipment, materials, etc) that are required to be used in the activities that will produce outputs. These are milestones against which utilisation of inputs can be measured.

3.6 Management/monitoring and reporting
Who is responsible for managing/monitoring the physical and financial progress of the project? Will elements of it be contracted out? If so, how will contractors be selected?
Note: Reporting to the relevant minister, copied to the Aid Management Division, is required on a minimum of a 3 monthly basis. Reporting must be against inputs, activities, outputs, and outcomes and must focus on progress against the milestones in each case.

3.7 Duration of project
How long is required to implement the project? What are the consequences if implementation is delayed?

4 Project costing

4.1 Capital costs
These arise usually for one-time set-up or establishment costs incurred on the purchase or construction of equipment, machinery, expertise, buildings etc. at the beginning of a project's life, to set it up. They are generally fixed costs. They need to be specified or estimated, and when they occur needs to be specified.

Description	Cost (TOP)	Financial Year

4.2 Recurrent costs
Recurrent costs recur. They are ongoing and necessary to finance the operation of a project, e.g. wages and salaries, utilities, consumables, and maintenance. They recur throughout the life of the project. They need to be specified and so does their phasing (i.e. when they occur) throughout the life of the project.

Description	Cost (TOP)	Financial Year

5. Project sustainability

5.1 Environmental
Will the project impact on the environment? If so, how and what will be its impact? What steps will you take to mitigate its environmental impact? Is an environmental impact study necessary?

5.2 Social (relating to stakeholders)
Stakeholders are individuals or institutions that may directly or indirectly, positively or negatively, be affected by or affect an aid project. If the project has an impact on women were they consulted in the development of the project? Were other stakeholders identified? Have the interests of stakeholders been identified? How have they been dealt with? Are there any other social and/or cultural considerations? How have they been dealt with?

5.3 Risks
Risks are those conditions, events, or actions that could adversely affect or make it impossible to achieve the intended result throughout the inputs-activities-outputs-desired outcomes-intended impacts pathway, i.e. throughout the project development – implementation process.
Identify and include in the PID those risks that are <u>outside</u> the control of the project, e.g. weather, political, organisational, structural, etc.

Approval of Head of Ministry

_____
(signature)

(Name of Head of Ministry/Implementing Organisation)
(Title of person signing above)

DAC SECTOR CLASSIFICATIONS

1. SOCIAL INFRASTRUCTURE AND SERVICES

Education	Includes education policy and administrative management, education facilities and training, teacher training, educational research, early childhood education, primary education, secondary education, vocational training, post-secondary education, higher education, advanced technical and managerial training.
Health	Includes health policy and administrative management, medical and health education, training and personnel development, medical research and services, health care, health infrastructure, nutrition, infectious diseases control and non-infectious diseases control.
Population programs/policies and reproductive health	Population policy and administrative management, reproductive health care, family planning, STD control including HIV/AIDS, personnel development for population and reproductive health personnel
Water supply & Sanitation	Water projects include the storage, treatment and distribution of water. Sanitation projects include the collection, treatment and disposal of waste through septic tanks, sewer systems and sewage treatment facilities.
Government and civil society	Economic and development policy planning, public sector financial management, legal and judicial development, government administration, strengthening civil society, elections, human rights, free flow of information, women's equality organisations and institutions, conflict prevention and resolution, peace and security, security system management and reform.
Other social infrastructure and services	Employment policy and administrative management, social welfare services, housing policy and administrative management, low cost housing, multi sector aid for basic social services, culture and recreation, statistical capacity building, narcotics control, social mitigation of HIV/AIDS

2. ECONOMIC INFRASTRUCTURE AND SERVICES

Transport and storage	Includes transport policy and administrative management, road and rail and water and air transport, storage whether or not related to transportation, education and training in transport and storage.
Communications	Includes communications policy and administrative management, telecommunications, radio, TV and print media, information and communication technology.
Energy	Includes energy policy and administrative management, power generation from renewable and non-renewable sources, electrical transmission/distribution, gas distribution, power plants however powered, geothermal energy, solar energy, wind power, ocean power, biomass, energy education and training, energy research.
Banking and financial services	Includes financial policy and administrative management, monetary institutions, formal sector financial intermediaries, informal and semi-formal financial intermediaries, education and training in banking and financial services.
Business and other services	Includes business support services and institutions and privatisation.

3. PRODUCTION

Agriculture	Includes agricultural policy and administrative management, agricultural development, agricultural land resources, agricultural water resources, agricultural inputs, food crop production, industrial crops and exports, livestock, agrarian reform, agricultural alternative development, agricultural extension, agricultural education, training and research, agricultural services, plant and post harvest protection and pest control, agricultural financial services, agricultural cooperatives, livestock /veterinary services

DAC SECTOR CLASSIFICATIONS

Forestry	Includes forestry policy and administrative management, forestry development, fuel-wood/charcoal, forestry education, training, research and services.
Fishing	Includes fisheries policy and administrative management, fishery development, training, research and services.
Industry	Industrial policy and administrative management, industrial development, cottage industries and handicrafts, aid to industrial production or manufacturing.
Mineral resources and mining	Mineral/mining policy and administrative management, prospecting, exploration and mining.
Construction	Construction policy and administrative management,
Trade policy and regulations	Trade policy and administrative management, trade facilitation, regional trade agreements, multilateral trade negotiations, trade education and training.
Tourism	Tourism policy and administrative management.

4. MULTI SECTOR / CROSS CUTTING

General environmental protection	Includes environmental policy and administrative management, biosphere protection, biodiversity, site preservation, flood prevention and control, environmental education, training and research.
Multi-sector aid	Urban development and management, rural development, non-agricultural alternative development, multi-sector education and training, research and scientific organisations.

5. COMMODITY AID AND GENERAL PROGRAM ASSISTANCE

Commodity aid and general program assistance	General budget support, food aid and food security, import support for capital goods and commodities.

6. ACTION RELATING TO DEBT

Action relating to debt	Debt forgiveness, relief of multilateral debt, rescheduling and refinancing, debt for development swaps, other debt swaps, debt buyback.

7. HUMANITARIAN AID

Humanitarian aid	Includes emergency response, reconstruction relief and rehabilitation, disaster preparedness and prevention.

8. SUPPORT TO NON GOVERNMENT ORGANISATIONS

Support to non government organisation	Support to national NGOs international NGOs in country.

Reference: AusAID DAC Sector Codes: Meaning and Use (January 2008)