

ATTACHMENT A

SCOPE OF WORK

1. OBJECTIVES (WHAT DO YOU WANT TO ACCOMPLISH?)

Example: To reach 500 low income women with HIV/AIDS prevention information through peer education

2. ACTIVITIES

List the activities by identifying the activity, the intended target/beneficiary of the activity and how the activity will be done. Useful questions when outlining the activities may include:

What? Identify the activity. What will the project accomplish?

Who? Who is the intended beneficiary? Who is the target population?

How? How is the activity proposed to be accomplished? For example: if the activity is training, specify what curriculum is to be used, identify the trainers, will the training be done by consultant or project staff.

3. GANTT CHART/WORK PLAN

The Gantt Chart/Work Plan is a graphic representation summarizing when major activities will take place by month or calendar quarter.

YEAR	MONTH/QUARTER											
ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12

4. MONITORING AND EVALUATION

Monitoring is the process of collecting and analyzing information about the implementation of a project to determine whether activities are being carried out as planned. **Evaluation** is the process of collecting and analyzing information at regular intervals about the effectiveness and impact of the project.

Describe how you will monitor the implementation of the project and how you will evaluate whether the project is contributing to the overall goal.

Generally, how do you plan to ensure that your project is effective? Outline the process and tools that will be used to collect data and analyze it. How often will monitor meetings be held between the implementing partner and FHI?

Monitoring

Monitoring allows you to continually collect project implementation data and to make mid-course corrections if necessary. A monitoring system should provide answers to one or more of the following questions:

- Are the activities you planned for taking place?
- How are you changing activities to reflect the needs of the community?
- Do you need more intensive training sessions?
- Do you need new training sessions?
- Do you need to reallocate resources?

Initials _____ for FHI _____ for Recipient
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Evaluation

Under each strategy you should identify specific process goals that can be measured and specify how those goals will be measured.

Sample Monitoring Matrix

<i>ACTIVITY</i>		<i>PROCESS OUTCOMES AND INDICATORS</i>	<i>TARGET</i>	<i>SOURCE OF DATA</i>	<i>FREQUENCY OF REPORTING</i>
1	Train peer educator TOT's	# of peer educators TOT's trained	20	IP Project reports	Quarterly
2					
3					
4					
5	Quarterly meetings	# of quarterly meetings	2	Quarterly reports	Quarterly

5. ORGANIZATION'S BACKGROUND/CAPACITY (1-2 PARAGRAPHS)

Describe your organization/institution and explain why your organization/institution is qualified to undertake this project. What is the nature of your organization? For example, are you a not-for-profit; Non-Governmental Organization (NGO), University, Government-run health clinic, other?

Include information about the size and history of your organization and a description of your key personnel, their relevant experience, the qualifications of staff who will work on the project, and other related information.

Initials

for FHI

for Recipient