National Project Document Template[1]

Country Name	
Priority No.	
Project Title	*From the CPN – can be adjusted.*
Project Duration	• *When is a realistic starting date for the project? Consider that projects cannot start until minimum National Participation Costs (NPCs) have been paid.* • *How many years are required to complete the project?* • *In the case of projects expected to exceed four years, an assessment will be conducted before the end of the fourth year to decide on the validity of an additional year.*
Field of Activity	*Please refer to the list of FoAs and select as appropriate.*
Sustainable Development Goal	*Please refer to Reference Guide for Project Teams on linking IAEA TC projects with the SDGs.*
Counterpart Institution(s) (starting with the institution that will lead and host the project)	
Names and contact details of responsible Project Counterpart(s) (starting with the main CP)	
Project Description/Abstract (max 300 words)	*Summary of the project. It should be short and clear, outlining what will be done, by whom, how, and why.* • *What is the need addressed by the project?* • *How is it related to the CPF/national/regional development plans/nationalized SDG targets/the applicable UN Sustainable Development Cooperation Framework?* • *What is the role of nuclear technology?* *Please note that the abstract is intended for a public audience.*

SECTION 1: PROJECT BACKGROUND AND JUSTIFICATION

Problem to be addressed	• *Describe the main problem to be addressed by the project. Include data or statistics that describe the current situation, with references to sources.* • *State if the problem is included in the situation analysis in the Country Programme Framework (CPF) and/or a National Development Plan/Programme (NDP), as well as if it is covered under the prioritized SDGs at the national level and their respective targets?* • *Explain if the problem falls under the scope of the UN Sustainable Development Cooperation Framework for the country and make a brief reference to the respective outcome of the Cooperation Framework.* • *What efforts were made by the country to address the problem in the past?* • *What IAEA and TC support was provided in the past, and what progress was made? How does this project build on past efforts?* • *If applicable, refer to main findings and recommendations of IAEA review and/or advisory service recommendations (e.g. ImPACT*

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	review mission reports, Safety Review Mission Reports) • *Ensure consistency with the CPN submitted by the NLO.* • *Attach any supporting documents (e.g. National Development Programme).*
Stakeholders	• *Who are the relevant stakeholders, end users, and beneficiaries of this project?* • *What are their specific roles and responsibilities in designing, implementing and monitoring the project?* • *List any national resource centres that would play a role in the implementation of the project – ensure consistency with workplan.* • *This should reflect the result of the stakeholder analysis and may also be informed by the Thematic Area analysis in the CPF.*
Partnerships	• *Are there any existing partnership agreements/arrangements with technical, financial and/or strategic partners who will assist in achieving the outcome of the project?* • *Are there any potential partners (UN agencies, multilateral, bilateral donors, other development agencies, private sector entities, academia) already working in the country to achieve similar objectives and explain how synergies will be built and duplication of efforts avoided.* • *Clearly define contributions of each partner. If any partner is expected to play a role in the implementation or funding of the project, ensure consistency with the workplan.* • *Are there any plans to develop new partnerships, including for resource mobilization and technical support?*
Role of Nuclear Technology and IAEA	• *Which nuclear or related technique(s) will be used in this project?* • *Why are these nuclear techniques the best choice to address the problem and what comparative advantage do they have over non-nuclear techniques?* • *Or, indicate the proposed actions for supporting the development of an adequate national infrastructure for the safe use of nuclear technologies.* • *What specific role is the IAEA expected to play in the project? Refer to CPF, where relevant.*

SECTION 2: PROJECT DESCRIPTION

Overall Objective	• *State the overall long-term objective to which the project will contribute. This should reflect an impact related to a national development priority and to the relevant Thematic Area Outcome in the CPF Results Matrix.* • *The description of the overall objective should clearly reflect the problem and objectives analysis. The objectives and/or problem tree may be attached for ease of reference.*
Outcome (Project Specific Objective)	• *The change expected after project completion. It should be realistic and achievable by the project.* • *The benefit or improvement which will occur after the successful delivery of project outputs and as a consequence of their use.*
Performance Indicator(s)	• *How will the changes expected after project implementation be measured?* • *The Outcome and Output indicators must include a baseline, a target and a timeline.* • *The baseline represents the situation before the project intervention, against which progress can be assessed.* • *Refer to the Results Matrix of the CPF, where relevant.*
Project Logical Framework Matrix (LFM)	• *Attach the full Logical Framework Matrix (Appendix A).*

Physical Infrastructure and Human Resources	• What physical infrastructure and human resources are available to support the project at the counterpart institution(s)? • Include examples, e.g. existing laboratories, suitable buildings, number and type of staff that will be directly involved in this project and logistics (i.e. transport for implementation of field studies/trials). • Describe the government in-kind contribution to the sustainability of the project.
Sustainability	• How will the project outputs and outcome be sustained after the project ends? • How is ownership ensured through effective leadership and the commitment of resources during project implementation? • Describe measures to be taken to ensure long term sustainability of the Agency's support. e.g. describe self-reliance strategies and operational capability after project closure, ability of recipient institutions to cover the maintenance costs of high-value equipment, strategies to promote retention of trained staff and appropriate dissemination of knowledge gained through TC trainings.
Safety and Regulatory Compliance	This section should be completed in consultation with the relevant regulatory body. Confirm that the safety and regulatory infrastructure is adequate to oversee the work of the project. Does the country have the safety infrastructure to ensure safety throughout the project? Confirm that the counterpart institution(s) comply with all the applicable safety and regulatory standards. If not, specify the gaps and indicate how they will be addressed. Refer to the "Radiation safety and security" section of the CPF.
Cross-cutting issues: Environment	Indicate if the project has a potential positive or negative effect on the environment (quality of air, water, land and ecosystem). In the case of negative effect(s), indicate the mitigation measures.
Cross-cutting issues: Gender	Describe any efforts to assess the different implications for women and men of any planned action, including legislation, policies or programmes and indicate if a gender analysis has been conducted for this project or whether it is linked to any national, thematic or institutional gender strategy. Describe any related activities, results and indicators. The inclusion of gender disaggregated outcome indicators, where possible, is encouraged.
Funding and project budget estimate	Provide an estimate of the total project costs and the funding expected from each stakeholder:

		Euro	Comment
Government cost-sharing including Counterpart Institution(s)			
Other partners			Clearly specify partner and contribution to the project
IAEA TCF:	FE/SV/TC/Meetings		
	Experts		
	Equipment		
	TOTAL		

SECTION 3: IMPLEMENTATION ASPECTS

Implementation Strategy	• Describe the workplan. What steps will be taken to achieve the expected results? • Include all activities required to achieve project outputs, not just activities implemented with IAEA inputs. Specify the required sequence of project milestones to ensure the correct implementation of the project. • Provide comment on early planning and consultations to ensure timely delivery of equipment. Is there any infrastructure upfront work

	needed for any equipment request prior to delivery and installation? If so, describe/define who will act for the upfront work.[2] • Describe overall management roles and responsibilities, leadership, and practical arrangements. • Clearly indicate in this section if a source is being used and/or procured.

Monitoring and Progress Reporting	• Describe the monitoring plan and mechanisms. How will the project collect and analyse data to submit mandatory TC-reports https://tcreports.iaea.org/
	    o Project Progress Assessment Report (PPAR) annually
	    o Project Achievement Report (PAR) at project end
	• Specify the means of verification used to track progress (ensure coherence with LFA), and describe if any national statistics, secondary sources or data triangulation can be used to report.
	• Describe how project assumptions and risks will be monitored to ensure that they do not hamper project implementation. Refer to the risk management section below for mitigation actions to be taken if these occur.

Lessons Learned	• Does this project build on any lessons learned from past experience and projects in this area? • Include lessons learned, good practices and relevant monitoring findings gathered from assessments, evaluation and monitoring tools to inform the design of the new project.
Risk Management	• The project team is responsible for identifying, assessing, mitigating and monitoring risks throughout the project life cycle. • Describe potential risks that could affect or hamper overall project implementation. Assess the probability of occurrence and the severity if their impact on the project outcome. Also identify mitigation measures to be implemented in case that these risks do materialize. • Consider a wide range of risks including strategic, political, environmental, financial, operational, organizational, stakeholder and regulatory risks. Examples are changes in national policies/priorities, institutional restructuring, reallocation of resources and/or budget reduction. The latter also includes the shift of a significant component of the project budget into a footnote-a/ component.

SECTION 4: WORKPLAN

Project Workplan	Complete the workplan (Appendix B) and indicate below additional relevant information, if any.

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[2] Checklist Counterpart Role and Responsibilities in the TC Procurement Process