# Project Template

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| Project Title |
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| Basic Information |
| Abstract / Executive summaryAlthough this section appears first in the document, it is usually written last. The summary should contain the following elements: (1) the problem statement ;(2) objectives of the project as a solution to the problem; (3) how the problem will be addressed to achieve the objective; (4) how the progress will be measured; (5) cost of the intervention; (6) funding sources; (7) Other pertinent information |
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| Cooperation among Countries for Health DevelopmentPlease elaborate briefly on the components/principles of cooperation among countries for health development (south-south and triangular cooperation) addressed through this project.  |
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| Start date: |  | End date: |  |
| List countries involved: |  |
| List Subregional Integration Mechanisms involved[[1]](#footnote-1): |  |
| Projects contribution to PAHO Strategic Plan (Outcome and Indicator) |  |
| Projects contribution to Sustainable Development Goals and Targets  |  |
| Projects contribution to other PAHO Mandates (Resolution, Policy, Strategy, Action Plan) |  |

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| General Information  |
| Rationale and background Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. You may wish to include: (i) Length of time needs/problems have existed; (ii) Whether problem has ever been addressed before, and what the outcome was; (iii) Impact of problem to target population |
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| Objectives and outcomesList the objectives and their expected results, as well as their corresponding link to the PAHO Strategic Plan and/or Sustainable Development Goals. (Add rows as needed) |
| Objectives | Expected Results | PAHO Strategic Plan Indicator and/or SDG Target |
| O1.  | ER1. |  |
| O2.  | ER2. |  |
| O3. | ER3. |  |
| O4. | ER4. |  |
| … | … |  |
| Activities and timelineLink activities to objectives and expected outcomes. Describe geographical scope (where will the activities take place). (Add rows as needed) |
| **Activities** | **Completed by (month/year)** |
| **Objective 1** |  |
| **Activity 1.A**  |  |
|  *Task 1.A.1* |  |
|  *Task 1.A.2* |  |
| **Activity 1.B**  |  |
|  *Task 1.B.1* |  |
|  *Task 1.B.2* |  |
| **Objective 2** |  |
| **Activity 2.A**  |  |
|  *Task 2.A.1* |  |
|  *Task 2.A.2* |  |
| *…….* |  |
| Project management StructureExplain the project management structure and responsibilities. |
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| Project Up-take Strategy / SustainabilityExplain how the outcomes are expected to become sustainable. |
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| Partnerships |
| Institutions involved in project implementationList the institutions that will be contributing to the achievement of the projects objectives/activities. (Add rows as needed) |
| **Institution name** | **Focal Point(Name, Last Name, Title)** | **Contact Details(Phone, Email)**  | **Role in the project** |
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| Monitoring and Reporting |
| Monitoring planFor projects over 12 months, designated project leads are required to submit interim project progress and financial reports every six months. If the last programmed interim report is scheduled 4 months (or less) before the end of the project, only the final report shall be submitted |
| Interim Reports | Date |
| 1st interim Report |  |
| 2nd Interim Report |  |
| 3rd Interim Report  |  |
| Final ReportThe final project report shall be submitted within 60 days after the project end date has elapsed, and shall comprehend the entire duration of the project, main activities and results, as well as its financial aspects. Discuss how progress and success will be evaluated throughout and at the end of the project: (i) formulate clear indicators for each objective and result; (ii) state which methods will be used to monitor and evaluate the project |
| Objectives | Indicator and Target ***(Please include calculation method)*** |
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| Project Leads |
| Project leads are the individuals responsible for the day-to-day management of the project, and are accountable for its implementation. Please name one person per institution (see endorsement above), including national counterparts (government agencies) and staff at PAHO’s Country Offices. (add fields as appropriate) |
| Name of the Institution |  |
| Address |  |
| Telephone |  | Website |  | Country |  |
| Lead |
| Name: |  | Last Name |  |
| Title: |  | Office Phone: |  |
| E-mail |  | Mobile Phone: |  |
| Name of the Institution |  |
| Address |  |
| Telephone |  | Website |  | Country |  |
| Lead |
| Name: |  | Last Name |  |
| Title: |  | Office Phone: |  |
| E-mail |  | Mobile Phone: |  |
| Name of the Institution |  |
| Address |  |
| Telephone |  | Website |  | Country |  |
| Lead |
| Name: |  | Last Name |  |
| Title: |  | Office Phone: |  |
| E-mail |  | Mobile Phone: |  |
| Name of the Institution |  |
| Address |  |
| Telephone |  | Website |  | Country |  |
| Lead |
| Name: |  | Last Name |  |
| Title: |  | Office Phone: |  |
| E-mail |  | Mobile Phone: |  |

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| Project Endorsement |
| This project is subject to the following terms and conditions:1. The Parties to this Project agree to be bound by the terms and conditions established herein.
2. To the extent funds are made available for this project under PAHO’s CCHD Mechanism, PAHO will sign a Letter of Agreement (LOA) that will include each party’s responsibilities, duration of the LOA, a detailed budget, financing, payment mechanisms, reporting and evaluation, among other things.
3. In addition to any reporting obligations set forth in LOAs, the parties will prepare any financial and technical progress report and final financial and technical report set forth in this Project Document within sixty (60) days of termination or expiration of the Project. Any financial report prepared by PAHO will be issued using its standard reporting format and it will be expressed in US Dollars.
4. To the extent any financial contribution is received and administered by PAHO under the terms of this Project, it will be subject to the usual audit procedures of PAHO, and will be conducted by the person or persons designated for this purpose by PAHO Governing Bodies, pursuant to the rules, regulations, and policies of the Organization.
5. The personnel commissioned by each Party will remain subject to the authority of each, maintaining their employment with the Institution to which they belong. This means that no legal work relationship will be established with the other Party, and in no case will the other Party be considered a substitute employer.
6. All Parties confirm their commitment to the highest ethical standards and will comply with their respective Parties’ ethics policies and guidelines.
7. Nothing contained in this Project document shall be deemed a waiver, express or implied, of any immunity from suit, judicial process, confiscation, taxation or other immunity or privilege which PAHO may enjoy, whether pursuant to treaty, convention, law, order or decree of an international or national character or otherwise, or in accordance with international customary law.
8. No Party will be responsible for obligations arising out of this Project with which it is unable to comply in whole or in part due to reasons of force majeure, including wars, natural disasters, civil or labor disturbances, or any other cause beyond the control of the Parties.
9. The Parties to this Project will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Project. Unless any such dispute, controversy or claim between the parties arising out of or relating to this Project or the breach, termination or invalidity thereof is settled amicably within sixty (60) days after receipt by one Party of the other party’s request for such amicable settlement, such dispute, controversy or claim will be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then in effect. The arbitral tribunal will have no authority to award punitive damages. Any arbitration award rendered as a result of such arbitration will be considered to be the final adjudication of any such controversy, claim or dispute and will bind the Parties.
10. This Project will enter into force on the date of last signature and will remain in effect through the end date listed in the “Basic Information” section above. All activities must be completed by this end date.
11. Activities under this Project may commence on the date of last signature by the authorized representatives of the organizations listed below.
12. The project may be amended or extended by written agreement of the Parties. Note that the duration of the project shall not exceed 24 months. However, a no cost extension of up to 12 additional months may be requested but such requests must be made no later than ninety (90) days before the approved end date of the project. In no case shall the project exceed duration of 36 months. In addition, any of the Parties may terminate this Project by giving 60 days advance notice in writing.
13. To the extent not inconsistent with any LOA signed between the Parties, the obligations assumed by the Parties under this Project will extend beyond its expiration or termination, as necessary, to permit the liquidation of accounts, attention to matters involving international personnel, fulfillment of project commitments that have been made, and the exit of PAHO personnel, funds, and property from the country, as necessary.
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| Pan American Health Organization / World Health Organization |
| Endorsement |  |
| Name and Last Name:  | Dr. Carissa F. Etienne |
| Title: | Director of PAHO |
| Date: |  | Authorized Signature |
| Name of the Institution |  |
| Endorsement |  |
| Name and Last Name:  |  |
| Title: |  |
| Date: |  | Authorized Signature |
| Name of the Institution |  |
| Endorsement |  |
| Name and Last Name:  |  |
| Title: |  |
| Date: |  | Authorized Signature |
| Name of the Institution |  |
| Endorsement |  |
| Name and Last Name:  |  |
| Title: |  |
| Date: |  | Authorized Signature |

1. These can include, but are not limited to: Unión de Naciones Suramericanas - UNASUR; Caribbean Community – CARICOM, Mercado Común del Sur – Mercosur, Sistema de la Integración Centroamericana -– SICA, among others. [↑](#footnote-ref-1)