



# Global Digital Solidarity Fund

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## Project proposal form

# Section 3

## Detailed modules presentation

*This section is essential for project implementation and project monitoring and evaluation.*

**Please fill in a separate form for each module-objective.**

### Concept of the detailed modules presentation:

*To reach the **overall project goal**, the Executing Agency must set a number of **specific objectives**.*

*To achieve each **specific objective**, the Executing Agency will need:*

- **Resources** that will enable it to conduct a number of **activities**.
- Such **activities** must produce **measurable results**.
- Such **results** must contribute to achieving each **specific objective**.
- The achievement of each **objective** must contribute effectively to the **overall project goal**.

*Objectives, expected results, activities and resources must be estimated according to the needs and field realities. For each of them, it is essential to identify **indicators of success, means of verification and risk factors**.*

## 1. Presentation of the objective

1.1. Objective	
module N°	Stated objective

*(Always in relation to the above objective)*

1.2. Indicators
<p><i>Indicators of success pertaining to the above objective are quantitative and qualitative measurements based on which it will be possible to evaluate the impact of the objective (when reached), as well as its distribution among the beneficiary populations.</i></p>

### 1.3. Means of verification

- *Inventory of existing sources of information corresponding to the indicators used for measuring the objective's impact.*
- *Are these sources of information relevant and sufficient?*
- *What other sources of information can be provided at the best cost-efficiency rate?*
- *Is it necessary to create new sources of information? If yes, will they be included in project activities and project budget?*

### 1.4. Risk factors pertaining to the objective

*Risk factors pertaining to the above objective are external causes which may affect the overall project rationale.*

*What externalities might affect project rationale (in particular with regard to the progress from **specific objective to overall project goal**)?*

## 2. Presentation of expected results

### 2.1. Expected results

*This concerns the results and/or products that should be obtained concretely in order to reach the objective.*

*Expected results and/or products must be measurable quantitatively and qualitatively.*

### 2.2. Indicators of success pertaining to expected results

*Indicators of success pertaining to expected results are quantitative, qualitative and time measurements on the basis of which it will be possible to evaluate concrete results, once obtained.*

*What are the quantity and the nature of expected results? What norms of reference did you choose (benchmarking)? What is the timetable set for obtaining these results?*

**2.3. Means of verification pertaining to expected results**

*Inventory of existing sources of information corresponding to the indicators used to measure expected results. Are these sources of information appropriate and sufficient?*

**2.4. Risk factors pertaining to expected results**

*The risk factors pertaining to results are obstacles that might affect the progress from **expected results** to **reached objective**.*

*What externalities should be taken into account when seeking concrete results, to ensure that project objectives are reached?*

### 3. Presentation of activities

#### 3.1. Activities

*The activities are concrete actions that must be undertaken in order to produce each expected result. Which concrete actions will lead to the effective production of the expected results?*

*Present a comprehensive numbered list of activities.*

#### 3.2 Indicators of success pertaining to activities

*Indicators of success pertaining to activities are quantitative, qualitative and time measurements on the basis of which it is possible to evaluate carried out activities.*

*What is the quantity (frequency) and nature of activities to be undertaken? What norms of reference did you choose (benchmarking)?*

### 3.3 Timetable of activities

*What is the provisional timetable for carrying out project activities?*

Please submit in Annex (Annex 5) a provisional timetable of activities. As an example, the timetable can be designed on a monthly basis for the first year of project implementation. It can be designed on a three-month basis for the second year of project implementation.

You may follow the example below:

Activity	month 1	month 2	month 3	month 4	month 5	month 6
Activity n.1 (state the activity)						
Activity n. 2						
Activity n.3						

Activity	month 7	month 8	month 9	month 10	month 11	month 12
Activity n.3						
Activity n. 4						
Activity n.5						

Activity	month 13 to 15	month 16 to 18	month 19 to 21	month 22 to 24
Activity n.5				
Activity n. 6				
Activity n.7				

**Annex 5 : Submit a separate timetable of activities (over a two-year period)**

### 3.4. Means of verification of activities

*Inventory of sources of information corresponding to the indicators used to measure carried out activities. Are these sources of information pertinent and sufficient?*

### 3.5. Risk factors pertaining to activities

*Risk factors pertaining to activities are obstacles that may affect the progress from **carried out activities** to **expected results**.*

*What externalities should be taken into account when carrying out activities, to ensure that the expected results are produced within the set timetable?*

*What decisions or actions that are beyond the control of the Executing Agency may affect the inception of activities? Identify stakeholders/externalities that may affect this stage of project implementation.*

## 4. Resources

### 4.1. Resources

*The resources are the material means which are necessary to the development of activities and to reaching the specific objectives. A clear identification of resources is essential to building a realistic budget estimate.*

*Resources should be detailed in Section 4 of this project presentation.*