

Ministry of Foreign Affairs and Trade

MANATŪ AORERE

Manaaki

“Uplifting mana, through listening, supporting and empowering”

Activity Design Document

ROUND TWO – MARCH 2020



**NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Aid Programme**



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Manaaki Activity Design Document

Activity name

Name of NZNGO

Name of in-country civil
society organisation(s)

Country

Region/sub-region

Duration

Start date

(month, year)

End date

(month, year)

New Zealand Aid
Programme
priority/priorities

Funding

MFAT co-investment
requested

(NZD, excluding GST)

Co-investment from
NZNGO (cash contribution,
NZD, excluding GST)

In-kind contribution

(if any, value in NZD,
excluding GST)

Total Activity budget

(NZD, excluding GST)

Activity summary

(max. 100 words)

Contact Person

Name

Position

Email Address

Phone Number

Address

CEO/Contract Signatory Contact Details

Name

Position

Email Address

Phone Number

Official use only: Activity ID

Explanatory Note

This Manaaki Activity Design template is for use by New Zealand non-government organisations (NZNGOs) invited by MFAT to submit a design following approval of a Manaaki Concept Note and successful completion of the Manaaki Due Diligence assessment.

The front section of the design is expected to be up to 15 pages (2 page summary and 13 pages for sections 1-4) plus appendices (8-12 pages).

Please discuss your Activity Design with your MFAT Relationship Manager before starting to complete this template.

Please accurately and succinctly answer all questions. Indicative page limits have been provided.

1 Strategic Case

Provide an analysis of the context in which the Activity will take place. It should provide sufficient information for someone not familiar with the context and the local development needs to be able to understand the issues.

1.1 Development problem and opportunity [up to 1 page]

- Explain the problem, including the underlying causes (the drivers), how well the problem is understood, and who is impacted.
- Describe who identified the problem and why it is important (consequences).
- If you were to address this problem, what does your vision of success (the future state) look like?

1.2 Development Context - social, economic and political [up to 1.5 pages]

- Describe the economic, infrastructure, environmental, political and social conditions in your proposed area of work. Explain how these conditions might affect the results of your project.
- Describe how marginalised, vulnerable or excluded groups and remote populations – those that will benefit from the proposed Activity – were identified.
- Describe how the local civil society organisation partner ensured these groups were engaged in and influenced the design of the proposed Activity and how this will strengthen the ability of these groups to engage and influence through delivery.

1.3 Relevance to NZ Aid Programme objectives and developing partner country plans [1-2 pages]

- Describe how the Activity complements the plans and objectives of the partner communities and country (or countries) in which this Activity will be implemented.
- Explain how the Activity supports New Zealand Aid Programme priorities and aligns with the geographical and sector focus of Manaaki e.g.
 - Alignment to International Cooperation for Effective Sustainable Development (ICESD)
 - Alignment to Pacific Reset priorities
 - Sustainable Development Goals
 - Synergies with other activities/donors

1.4 Related Activities [up to 1 page]

- Summarise how your organisation and the local civil society organisation partner have previously worked on this or related issues.
- If this is a subsequent stage to an existing activity describe any lessons learned and how these have been incorporated into this Activity design and explain why a subsequent phase is required. Explain how this Activity is additional to any previous work.
- Outline how this Activity will complement existing, previous or planned activities in the same location or sector) and describe how it avoids duplication of other activities.

- Describe any interest from other organisations or agencies for potential collaboration in the proposed Activity.

2 Scope - Activity Description

This section should explain what changes the Activity is expected to bring, the time frame of the Activity, and the resources required.

A detailed implementation workplan should be provided in Appendix A in a format based on your systems and processes.

2.1 Activity description [up to 2.5 pages]

Activities and Inputs	<i>Describe the activities and inputs being invested in to achieve the outputs.</i>
Outputs	<i>What products/goods/services will be delivered?</i>
Outcomes	<i>Identify who or what is expected to change, the type of change expected and when that change is expected to occur as a result of this project.</i>
Efficiency	<i>How will activities and inputs be delivered on time and why do you believe this is the most cost effective way to deliver them?</i>
Effectiveness	<i>How do the activities, inputs and outputs relate outcomes and why do you believe activities will transfer into the required outcomes?</i>
Participation	<i>How are local communities involved through different stages of activity in providing feedback?</i>
	<i>How is feedback/participation from all gender groups going to be intentionally supported?</i>
	<i>What are the mechanisms for ensuring open and honest dialogue between NZ and local NGO around delivery, effectiveness and localisation? (also ensuring safeguarding/PSEAH concerns can be raised).</i>
Do No Harm	<i>What will be done to ensure that the activities will do no harm to the local population?</i>
	<i>How will you ensure that the activities will do no harm to the environment?</i>
Cross Cutting Issues	<i>Explain how the activity delivery will consider gender equality, people living with disability and remote, marginalised, vulnerable and/or excluded groups.</i>
Sustainability	<i>How will outputs and outcomes be maintained beyond the life of the Activity?</i>

2.2 Options [1-2 page]

- Describe the options considered to address the development problem, how they were assessed, who was involved and who was consulted.
- Describe the level of consensus in relation to reaching agreement on the Scope.
- Describe how the recommended Scope was reviewed, either internally or externally and by whom.

3 Commercial Case - activity cost and value for money

A detailed activity budget should be provided in Appendix B in a format based on the NGO applicant's systems and processes.

3.1 Explanation of Financial Management [up to 2 pages]

- Explain the costs required to achieve the intended inputs, outputs and outcomes. Confirm the costs are sufficient to provide all the inputs of sufficient quality required for the delivery of planned activities and outputs and explain how this was tested and confirmed.
- Explain how you determined the total budget cost, including MFAT co-investment, NZNGO co-investment and NZNGO in-kind contributions (if any).
- Explain how you have ensured that the budget is value for money, avoids waste, unnecessary inputs, or duplication both within the Activity and relative to other interventions.
- Explain any pricing assumptions you have adopted.
- Explain whether the costs are market-based, discounted in any way or how they have been otherwise assessed to be fair and reasonable.
- Present any risks and risk treatments in regard to the budget including how you will manage any cost over-runs, such as foreign exchange rate fluctuations, including allocation of contingency funding.

3.2 High-level Activity Budget Table Explanation (in NZD, excluding GST)

	Year 1	Year 2	Year 3	Total
Output: [Enter text here]				
Output:				
Direct management costs (New Zealand)				
Direct management costs (In-country)				
Total				
Funding Sources – list below	Contribution (NZD excluding GST)			
MFAT co-investment requested				
NZNGO co-investment total*				\$
<i>NZNGO co-investment cash contribution</i>				\$
<i>NZNGO co-investment in-kind contribution (if any, value in NZD)**</i>				\$
				\$
		Total (GST exclusive)		\$

*At least sixty per cent of NZNGOs total co-investment must come from New Zealand sources.

**Up to 30 per cent of NZNGOs total co-investment contributions may be in-kind, on discussion and agreement with MFAT.

4 Management Case

Set out the main issues and factors affecting how the proposed Activity will be delivered on the ground.

4.1 Management roles and responsibilities [up to 1.5 pages]

- Explain the governance arrangements, frequency of meetings and how decisions will be made.
- Present an organisational chart showing management arrangements.
- Present the over-arching roles and responsibilities of all New Zealand and local partners, including those who will support delivery. Confirm the implementation team, key roles and responsibilities.
- Outline the specific roles, responsibilities and accountabilities of the NZNGO, and value they will add throughout the Activity's lifecycle e.g. specific expertise, support or resources that will be contributed.
- Comment on the local civil society partner's organisational capabilities to carry out the implementation roles and explain how these capabilities were assessed and whether/how capacity building will occur.

4.2 Results measurement, monitoring and evaluation and reporting

A detailed implementation Results Framework must be provided in Appendix C (in a format based on the NGO applicant's systems and processes).

A detailed implementation monitoring, evaluation and reporting workplan/framework must be provided in Appendix D (in a format based on the NGO applicant's systems and processes) that:

- Provides a brief overview of how results will be monitored, measured, and reported. This should reflect information in the results measurement table
- Confirms who is responsible for monitoring and evaluating activities and who will do what and when.
- Explains use any baselines to compare and verify results over time.
- Describes how reflection will occur, lessons will be integrated into delivery, and how research/learning from this Activity be communicated with MFAT/NGO supporters/local community/other development actors.

4.3 Risk management and safety planning [1-2 pages]

A detailed implementation Risk Management and Safety Plan must be provided in Appendix E in a format based on the NGO applicant's systems and processes. This should:

- Explain how you assessed Activity, health and safety (including safeguarding) and reputational risks.
- Explain the process to review and update risks in a timely manner to inform on-going implementation monitoring, decision-making and communication of risks.

4.4 Communications and stakeholder planning [1-2 pages]

- Identify key stakeholders you will communicate with during Activity implementation.
- Present any public diplomacy opportunities you have identified in New Zealand or the targeted country that could be developed with MFAT e.g. press and media coverage, 'announcables', social media, events, communications and branding opportunities.

4.5 Sustainability, ownership and handover management planning [1-2 pages]

- Describe how the Activity outcomes will be sustainable.
- Define the strategy for management and future ownership of the Activity and any assets acquired.
- Describe the hand-over of responsibilities to officially confirm the end of MFAT funding, and any formal ceremony.

5 Appendices

Please present Appendices in a format consistent with your NGO's standard operating systems and processes.

The following Appendices are required at a minimum:

- Appendix A: Detailed implementation workplan (for years one and two)
- Appendix B: Detailed Activity budget
- Appendix C: Results Framework
- Appendix D: Monitoring, Evaluation and Reporting Framework/Workplan
- Appendix E: Risk Management and Safety Plan