

Enhanced Integrated Framework World Trade Organization

EIF Management Information System User Guide

DRAFT

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WELCOME TO THE EIF MANAGEMENT INFORMATION SYSTEM!

1.Contact information

If you have any problem with the registration, you can email efmis@wto.org

2.Registration



[Register](#) [Sign In](#) [EIF Website](#)

Register to MIS

First name

Last name


E-mail

Password

Confirm Password

Register

Please go to <http://mis.devfact.ch/register>



[Register](#) [Sign In](#) [EIF Website](#)

Login

E-mail

Password

☐ Remember Me

Login

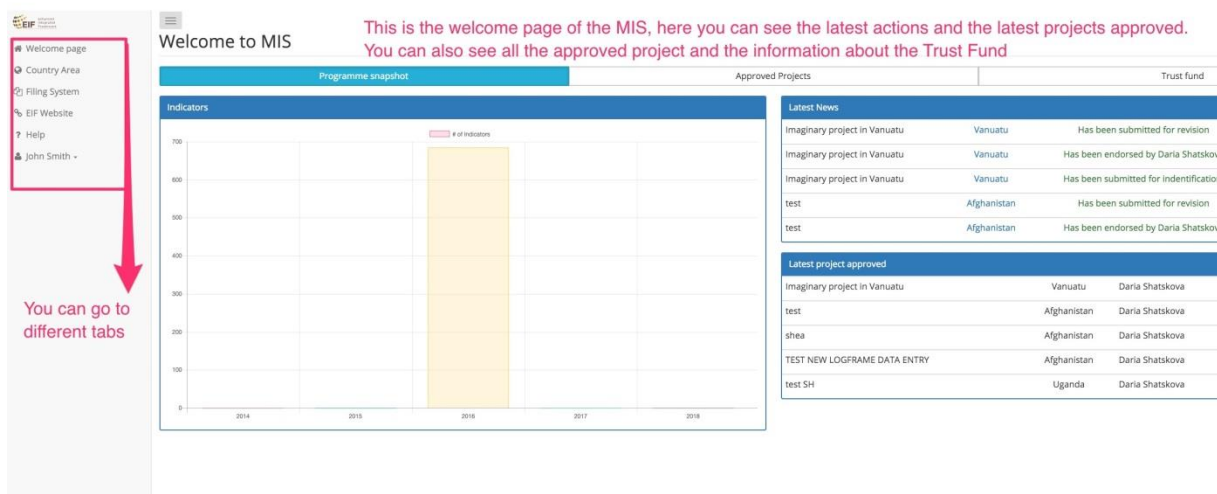
[Forgot Your Password?](#)

Once you signed in, please log in with your credentials.

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Getting started - the menus and welcome page

When you login your personal dashboard will open. The sidebar on the left contains different menus. Below is the welcome page.



In the approved projects you can see all the EIF projects. You can filter them by type and country.

Welcome to MIS

Programme snapshot | **Approved Projects** | Trust fund

Number of approved project: 11

11.10.2016 | 11.10.2016 | All Countries | All Types | Search

Title	Country	Type	Budget	Disbursement	Expenditure	Approval	End date
shea	Afghanistan	TIER II	3'040'000				
Imaginary project in Vanuatu	Vanuatu	TIER II	3'300'000				
test	Afghanistan	TIER I	138'888				
TEST NEW LOGFRAME DATA ENTRY	Afghanistan	TIER II	2'030'000				
TEST with CK and HT	Lao People's Democratic Republic	TIER II	880'000				
test SH	Uganda	TIER II	37'000				
Logframe reporting question types as indicated by james	Afghanistan	TIER I	0				

Trust Fund tab contains the information about the finances of the EIF Programme.

Welcome to MIS

Here you can see an overview.

Programme snapshot | Approved Projects | **Trust fund**

Overview | **Donor Pledges** | Donor Commitments | Funds received | Allocations/Commitments

You can also have information about pledges, commitments, and funds received

	Phase I	Phase II	Total (Million USD)
Donor Pledges	253.45	87.52	340.97
Donor Commitments	250.37	19.1	269.47
Funds secured	203.82	6.04	209.86
Allocations/Commitments	200.72	1.21	201.93
Disbursement made	167.23	0.21	167.44
Available For Allocation	3.1	4.83	7.93
Projects in the Pipeline	4.05	3.63	7.68

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Here you can see more details about Donor Pledges.

Overview	Donor Pledges	Donor Commitments	Funds received	Allocations/Commitments													
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017						Total (Million USD)
European Commission	13.09								10.58								23.67
Government of Australia					2.15	2.6			2.16								6.91
Government of Belgium	2.76																2.76
Government of Canada	19.11																19.11
Government of Denmark	16.92								8.51								25.43
Government of Finland	8.52						6.92		10.58								26.02
Government of Iceland	0.2																0.2
Government of Japan	1.19																1.19
Government of Luxembourg	4.95									4.98							9.93
Government of Netherlands									0.42								0.42
Government of Norway	24.7								17.24								41.94
Government of Sweden	14.3						2.98		11.43								28.71
Government of United Kingdom	58.3								10								68.3
Government of United States of America	0.6																0.6
Government of the Federal Republic of Germany	5.83			2.92					1.43								10.18
Government of the French Republic	5.58				4.01				3.17								13.66
Government of the Kingdom of Saudi Arabia	3								4								7
Government of the Kingdom of Spain	6.95																6.95
Government of the Republic of Estonia	0.05		0.02		0.02	0.02	0.02	0.02	0.02								0.17
Government of the Republic of Hungary	0.4																0.4
Government of the Republic of Ireland	3.24																3.24
Government of the Republic of Korea	1									1							2
Government of the Republic of Turkey	1																1
Government of the Swiss Confederation	2.79									2							4.79
IF UNDP Transfer, Co-mingled Funds	23.5				6.96	1.08											31.54
Interest EIF Income		0.57	0.62	0.39	0.71	0.67	0.62	0.54									4.65
Total (Million USD)	217.98	0.57	0.64	3.31	13.85	4.37	10.54	0.56	87.52								339.34

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Country area

If you click on your country area, you will see two buttons: Projects and Proposals.

- **Proposals button** contains all the proposals submitted to the EIF. It also allows for the creation of new proposals.
- **Projects button** contains all the ongoing and completed EIF projects by your country.

1.SUBMIT PROPOSALS ONLINE

Here you will find step by step procedure on how to submit a proposal to the EIF online. Please note that all the data and text you input will be saved automatically immediately.

TEST - Vanuatu - TIER I

The screenshot shows the 'TEST - Vanuatu - TIER I' proposal submission form. At the top, there are tabs for 'Summary', 'Logframe', 'Workplan', 'Financial Information', 'Sustainability', 'Communications Plan', 'Leveraging', and 'Submit'. The 'Summary' tab is selected. Below the tabs, there is a 'Need Help?' button. The form fields are as follows:

- Type:** TIER I (dropdown menu)
- Title:** TEST (text input)
- Starting date:** 16.10.2016 (calendar icon)
- Ending date:** 07.10.2019 (calendar icon)
- Duration:** 3 (dropdown menu)
- Grant recipient *:** Identify a grant recipient (text input), Public (dropdown menu), National (dropdown menu), Add (button)
- Implementing *:** And implementing entity (text input), Public (dropdown menu), National (dropdown menu), Add (button)
- Total cost:** \$ 0 USD
- EIF Contribution:** \$ You can identify the amount coming from the EIF 0 USD

1. Click on the **Proposals / Create new Proposal**

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TEST - Vanuatu - TIER I

Summary Logframe Workplan Financial Information Sustainability Communications Plan Leveraging Submit [Need Help ?](#)

Title Overview Strategy Risk mitigation Implementing entity Here you can see the different tabs that you need to fill in

Type
TIER I You can select a project type

Title
TEST Provide a title

Starting date 16.10.2016 Select a starting **Ending date** 07.10.2019 and ending date **Duration** 3

Grant recipient *
Identify a grant recipient Public National Add

Implementing *
And implementing entity Public National Add

Total cost \$ 0 USD **EIF Contribution** \$ You can identify the amount coming from the EIF 0 USD

2. You can see different tabs that you have to fill in.
3. If you wish to submit a Tier 2 proposal, all you need to do is to fill in and submit to the Executive Secretariat the first Summary page/Title for identification. Other fields will become available once the project has been endorsed by the Executive Secretariat.

TEST - Vanuatu - TIER I

Summary Logframe Workplan Financial Information Sustainability Communications Plan Leveraging Submit [Need Help ?](#)

Title Overview Strategy Risk mitigation Implementing entity If you submit a Tier 2 proposal, please fill in the title tab first for identification

Type
TIER II

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Summary tab

1. By clicking on the Summary / Title, you will have an option to select a project type.
2. Once the project type is selected, please, fill in the fields and press next.
3. For Tier 2 project, you will have to submit the project for identification first. Once the identification stage has been confirmed by the EIF, you will receive a notification allowing you to continue the process.

TEST - Vanuatu - TIER I

The screenshot shows the 'TEST - Vanuatu - TIER I' form. At the top, there is a navigation bar with tabs: Summary, Logframe, Workplan, Financial Information, Sustainability, Communications Plan, Leveraging, and Submit. A 'Need Help ?' button is on the right. Below the navigation bar, there is a sub-navigation bar with tabs: Title, Overview, Strategy, Risk mitigation, and Implementing entity. The 'Title' tab is selected and highlighted. A red box highlights the 'Title' tab and the text 'Please fill in each tab'. Below the sub-navigation bar, there is a 'Type' dropdown menu with 'TIER I' selected.

4. Please fill in all the items from the summary tab.

TEST - Vanuatu - TIER I

The screenshot shows the 'TEST - Vanuatu - TIER I' form with the 'Overview' tab selected. The navigation bar at the top is the same. The sub-navigation bar has 'Overview' selected and highlighted. Below the sub-navigation bar, there is a section titled '2.1 Situation analysis'. Inside this section, there is a text area with the instruction 'Provide an overview of the implementation of the Aid for Trade and trade development agenda in the country, including any problems/difficulties that are being encountered.' and a red 'Delete' button. Below the text area, there is a red box highlighting the 'Add Paragraph' button and the text 'If you need more space, you add paragraph'. Below the '2.1 Situation analysis' section, there is a section titled '2.3 Support to trade agenda by Government' with an 'Add Paragraph' button.

5. In order to fill in the information, please click **add paragraph** under each section.
6. To go back you can click Previous button or simply click on the tab where you want to go.

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T - Vanuatu - TIER I

Summary Logframe Workplan Financial Information Sustainability Communications Plan Leveraging Submit [Need Help ?](#)

Title Overview Strategy Risk mitigation Implementing entity *You can click on the tab you want to go to*

2.1 Situation analysis

[Add Paragraph](#)

2.3 Support to trade agenda by Government


[Add Paragraph](#)

2.4 Status of National Implementation Arrangements add paragraph

[Add Paragraph](#)

2.5 Capacity Constraints

[Add Paragraph](#)

You can also go to the previous or next section of the proposal using these buttons  [Previous](#) [Next](#)

2.Logframe tab

The EIF Phase Two Logical Framework is now available online. There are two tabs: Impact level and Outcome level.

Impact level

TEST - Vanuatu - TIER I





Summary **Logframe** Workplan Financial Information Sustainability Communications Plan Leveraging Submit [Need Help ?](#)


Impact level Outcome level

[Add impact](#)

Impact 1

[Add Indicator](#)

		Baseline	Target	Source	Assumptions	
I1.1	 LDC share of non-oil global exports	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
I1.2	 Value of trade from LDCs (intra-regional and global)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
I1.3	 Aft flows to LDCs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
I1.4	 FDI in LDCs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

You can enter the data here 

[Previous](#) [Next](#)

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Outcome level

Please fill in the outcome level indicating source. While you can add new indicators, please try to use already predefined ones.

Summary
Logframe
Workplan
Financial Information
Sustainability
Communications Plan
Leveraging
Submit
Need Help ?

Impact level
Outcome level

Add outcome

This the Outcome level, please fill in the data for the baseline and target

Outcome 1		EIF Countries own a trade agenda conducive to sustainable pro-poor growth				
Add indicator		Baseline	Target	Source	Assumptions	Action
O1.1	Trade integrated in National Development Plan.					
O1.2	Effective trade coordination mechanisms.					
O1.3	Number of sector specific strategies per country integrating trade	Number	Number			

Add output

Output 1		Improved evidence based policy inputs supporting pro-poor trade				
Add indicator		Baseline	Target	Source	Assumptions	Action
Op1.1	Quality trade policies updated with support from the EIF.					
Op1.2	Number of actions in support of improved legislation and participation in fora	Number	Number			

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3. Work plan tab

This tab allows you to list down all the activities that you envisage to undertake during the implementation of the project and to identify the inputs that need to be included. Please keep in mind that specific activities should correspond to the specific indicator of the logframe.

If you indicate that this input has budget implications, please select the account type and go to the financial information. All the inputs that you selected that have budget implications will appear in the activity-based budget tab. There you will have provide budget estimates. For more details on activity-based budget, see next page.

The screenshot shows the 'Workplan' tab in the EIF Management Information System. The interface includes a navigation bar with tabs: Summary, Logframe, Workplan, Financial Information, Sustainability, Communications Plan, and Leveraging. The main content area displays a table for activities and inputs. Annotations with red arrows and exclamation marks highlight key features:

- You can add activities and inputs:** Points to the 'Add activity' button at the top right of the activity list.
- Please type your activity here:** Points to the text input field for activity descriptions.
- Please select the quarters when you envisage this activity to be implemented:** Points to the grid of quarter selection buttons (Q1, Q2, Q3, Q4) for Years 1, 2, and 3.
- Here you add your inputs:** Points to the 'Add input' button at the bottom of the input table.
- Please specify the account:** Points to the 'Input Account' dropdown menu.
- Select this box if the input has budget implications:** Points to the 'Has Budget' checkbox.

The activity table shows two activities: 'O1.1 - Trade integrated in National Development Plan' and 'O1.2 - Effective trade coordination mechanisms'. The input table lists two inputs for O1.2: 'O1-ID2-A1-input1' (An international expert for workshops for mainstreaming trade) and 'O1-ID2-A1-input2'.

Year 1	Year 2	Year 3	Total activity budget									
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
												13'500

Input Reference	Input Description	Has Budget	Input Account	Estimated Budget	Notes/Observations	Action
O1-ID2-A1-input1	An international expert for workshops for mainstreaming trade	<input checked="" type="checkbox"/>	-- Select Account Type --	13'500		Delete
O1-ID2-A1-input2		<input type="checkbox"/>	-- Select Account Type --	0		Delete

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4. Financial information tab

Financial information tab has 3 sections: Activity-based budget, Summary budget per account and Main implementing entity.

Activity-based budget

Once you have completed the list of the activities in the work plan and identified those inputs that have budget implications, you will see them automatically appearing in the activity-based budget.

a) Work plan view. Please, select the input account, if the input has budget implications

Outcome 1 - EIF Countries own a trade agenda conducive to sustainable pro-poor growth

O1.1 - Trade integrated in National Development Plan. Add activity

Training Add input Delete

Year 1				Year 2				Year 3				Total activity budget	
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	

The inputs that have budget implications will appear in the activity-based budget tab

Input Reference	Input Description	Has Budget	Input Account	Estimated Budget	Notes/Observations	Action
O1-ID1-A1-Input1	International consultant	<input checked="" type="checkbox"/>	71200 - International Expe	0		Delete
O1-ID1-A1-Input2	Venue: Ministry of Trade	<input type="checkbox"/>	-- Select Account Type --	0		Delete
O1-ID1-A1-Input3	Stationary	<input checked="" type="checkbox"/>	72200 - Equipment	0		Delete

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b) Activity-based budget view. Please enter number of units and unit cost.

Summary Logframe **Workplan** Financial Information Sustainability Communications Plan Leveraging Submit

Activity based budget

EIF Countries own a trade agenda conducive to sustainable pro-poor growth

O1-ID1 - Trade integrated in National Development Plan.

Please provide number of units and unit cost, the result will appear automatically

Indicator description	Input Account	Input Account Title	Unit	Year 1			Year 2			Year 3			Total budget for years	Remark
				No Units	Unit Cost	Total	No Units	Unit Cost	Total	No Units	Unit Cost	Total		
International consultant	71200	International Expert	↓	3	1	27000			0			0	27 000	
Stationary	72200	Equipment	↓	1	1	2000			0			0	0	
Subtotal O1-ID1						0			0			0	27 000	

O1-ID2 - Effective trade coordination mechanisms.

c)

Work plan after the entry of budget details. Once you have entered the budget details, you will see the total for activities and inputs appearing in the work plan as well.

EIF Website daria shatskov

Workplan

Outcome 1 - EIF Countries own a trade agenda conducive to sustainable pro-poor growth

O1.1 - Trade integrated in National Development Plan. [Add activity](#)

Training [Add input](#) [Delete](#)

Year 1				Year 2				Year 3				Total activity budget
<input checked="" type="checkbox"/> Q1	<input checked="" type="checkbox"/> Q2	<input checked="" type="checkbox"/> Q3	<input checked="" type="checkbox"/> Q4	<input type="checkbox"/> Q1	<input type="checkbox"/> Q2	<input type="checkbox"/> Q3	<input type="checkbox"/> Q4	<input type="checkbox"/> Q1	<input type="checkbox"/> Q2	<input type="checkbox"/> Q3	<input type="checkbox"/> Q4	
												29 000

Automatically comes from the budget section

Input Reference	Input Description	Has Budget	Input Account	Estimated Budget	Notes/Observations	Action
O1-ID1-A1-Input1	International consultant	<input checked="" type="checkbox"/>	71200 - International Expe	27 000		Delete
O1-ID1-A1-Input2	Venue: Ministry of Trade	<input type="checkbox"/>	-- Select Account Type --	0		Delete
O1-ID1-A1-Input3	Stationary	<input checked="" type="checkbox"/>	72200 - Equipment	2 000		Delete

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Summary budget per account

This table will be filled by the system, once you have completed Activity-based budget.

Summary
Logframe
Workplan
Financial Information
Sustainability
Communications Plan
Leveraging
Submit

Need Help ?

Activity based budget
Summary budget per account
Main implementing entity

Summary budget per account

Input Account	Input Account Title	Budget per (Calendar) Year				Remarks
		Year 1	Year 2	Year 3	Total	
71200	International Expert	0	0	0	0	
71300	National Staff	6000	0	0	6000	
71600	Travel & Missions	0	0	0	0	
72100	Subcontracts	0	0	0	0	
72200	Equipment	240	0	0	240	
72600	Grants	0	0	0	0	
74100	Prof Services	0	0	0	0	
74000	Operating Costs	0	0	0	0	
Total		6240	0	0	6240	

Previous

Next

Main implementing entity

TEST - Vanuatu - TIER I

Summary
Logframe
Workplan
Financial Information
Sustainability
Communications Plan
Leveraging
Submit

Need Help ?

Activity based budget
Summary budget per account
Main implementing entity

Legal status of implementing entity

Add Paragraph
Please add text by click add paragraph button

Fiduciary responsibilities

Add Paragraph

Financial and fiduciary management

Add Paragraph

Public procurement rule

Add Paragraph

DRAFT

5.Sustainability tab

Please add here all the sustainability aspects of your proposal.

[Summary](#)
[Logframe](#)
[Workplan](#)
[Financial Information](#)
[Sustainability](#)
[Communications Plan](#)
[Leveraging](#)
[Submit](#)

Need Help ?

Results

Sustainability of results

How will the government ensure sustainability (financial, functional/institutional, and structural) of the results past the Tier 1 project phase? How will EIF contributions and government contributions be phased in/out over the course of the project?

Please add the text here

Add Paragraph If you need more space, just add paragraph

Delete

Financial sustainability

Add Paragraph

Institutional sustainability

Add Paragraph

6.Communications plan tab

Please list the activities that you plan to implement under the Outcome 1 Output 3 Indicator 3 (O1Op3-ID3), indicating priority stakeholders, their categories as well as objectives and messages. The activities that you have indicated will be fed directly into the work plan.

[Summary](#)
[Logframe](#)
[Workplan](#)
[Financial Information](#)
[Sustainability](#)
[Communications Plan](#)
[Leveraging](#)
[Submit](#)

Need Help ?

Communications Strategy

Please provide information about the communications activities that you are planning to implement in the course of the project

Communications Plan

You can add an activity Add activity

Reference	Description	Priority stakeholders (target)	Category of priority stakeholders	Objectives	Messages	
O1Op3-ID3-A1	Please provide a description of this activity...	Please identify your priority stakeholders...	-- Select Stakeholder Type --	Please state the objectives...	Please provide key messages...	Delete

[Previous](#)
[Next](#)

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7.Leveraging tab

Please fill in the information about leveraging

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Submit	Need Help ?
---------	----------	----------	-----------------------	----------------	---------------------	-------------------	--------	-----------------------------

Leveraging

Fundraising activities preceding the preparation of the project proposal

Summary description of government-donor coordination forum for trade (e.g. sector working group).

When and on which occasion (consultative group meeting, round table meeting, special trade round table, etc.) was the project presented to the donor community?

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8. Assessment tab (only for Tier 2 projects)

Assessment tab contains 3 sections of questions related to Poverty, Gender and Environment.

Poverty and gender

Please reply yes/no where necessary.

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Assessment	Submit	Need Help?
Poverty Gender Environment									
Poverty									
Do the objective, purpose or results of the project have an explicit commitment to poverty reduction?								* Yes	<input type="radio"/> No
Does the project include poverty-related indicators?								* Yes	<input type="radio"/> No
Are baseline data collected in an income-disaggregated way?								* Yes	<input type="radio"/> No
Are the beneficiaries of the project selected according to their income?								* Yes	<input type="radio"/> No
Is the project part of the government's overall strategy for poverty reduction?								* Yes	<input type="radio"/> No
								Previous	Next

Environment

If the project contributes to environmental sustainability and/or climate change control you will have identify activities conceived to promote environmental sustainability and/or climate change control.

Imaginary project in Vanuatu - Vanuatu - TIER II

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Assessment	Submit	Need Help?
Poverty Gender Environment									
Environment									
Does the project contribute to environmental sustainability and/or climate change control?								* Yes	<input type="radio"/> No
Is the project part of the government's strategy for environmental sustainability and climate change control? (if the answer to 1 is yes)								* Yes	<input type="radio"/> No
Please state negative environmental impacts, if any					Please describe how they will be mitigated				
Please enter the text here...					Please enter the text here...				
								Previous	Next

Submit tab contains the summary of your proposal. While all the supporting documents you provided will appear here, you will be able to upload the documents that you consider necessary at this page.

Summary

Logframe

Workplan

Financial Information

Sustainability

Communications Plan

Leveraging

Assessment

Submit

Need Help?

Submit

Name

Size

Choose files

No file chosen

Please upload any supporting documents if necessary.

TAC Minutes documents

Please check this box if you wish to upload the TAC minutes

Upload

✓

Once you have completed all the fields, you can press "Submit for revision" button. The proposal will go directly to the EIF Executive Secretariat

Submit for revision

You have successfully submitted the proposal to the Executive Secretariat for revision.

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PROJECTS - REPORTING ONLINE

Once your proposal has been approved, it will appear in the Projects tab.

Country Area - Projects

Proposals

Projects

List of projects

Title	Duration	Status	Coordinator	Type	Country	
Imaginary project in Vanuatu	3 years	Approve	Daria Shatskova	TIER II	Vanuatu	Show project info

You can see the details of the project if you click on it

Several additional tabs will be added for an efficient project implementation.

Imaginary project in Vanuatu - Vanuatu - TIER II

New tabs

Summary	Logframe	Workplan	Financial information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
Here you can see the information about your project												
Title	Imaginary project in Vanuatu											
Country	Vanuatu											
Type	TIER II											
Starting date	05.10.2016											
Ending date	04.10.2019											
Duration	3											
Total cost	3'300'000 \$											
Cost per year	0 \$											
EIF Contribution	2'000'000 \$											
Objectives	To increase exporting capacity of coconut in Vanuatu											
Results	Beneficiaries have the capacity to export coconuts to new markets											
Brief description	The project will be implemented in 3 regions.											
Endorsed by	National Steering Committee											
Approval date	04.10.2019											
Grant recipient	Ministry of Trade											
	Public											
	National											
Implementing	Ministry of Trade											
	Public											
	National											
Source of fundings	1'000'000 \$											
	Government											
	300'000 \$											
	Donor											
	Australia											

Two crucial elements for project reporting are Logframe and Workplan. You will receive an email notification when it is time to fill them in.

Imaginary project in Vanuatu - Vanuatu - TIER II

Summary	Logframe	Workplan	Financial information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
Title	Imaginary project in Vanuatu											
Country	Vanuatu											
Type	TIER II											
Starting date	05.10.2016											
Ending date	04.10.2019											
Duration	3											
Total cost	3'300'000 \$											

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1. Logframe reporting

Imaginary project in Vanuatu - Vanuatu - TIER II

Summary Logframe Workplan Financial Information Sustainability Communications Plan Leveraging Fiduciary aspects Reporting results Evaluation Project completion report Request for action Assessment

Impact level Outcome level

If you want to know more about a particular indicator just click on the question mark and you will get more information

Each year you will need to update this table

Outcome 1 - EIF Countries own a trade agenda conducive to sustainable pro-poor growth		Baseline	Target	2016	2017	2018	2019
O1.1	Trade integrated in National Development Plan.	Yes	Yes				
O1	Fora include trade related coordination mechanisms.	Yes	Yes				
O1	For specific strategies per country integrating trade	123	456	Number	Number	Number	Number
Outcome 2 - EIF Countries have a based policy inputs supporting pro-poor trade		Baseline	Target	2016	2017	2018	2019
O2	Number of actions in support of improved legislation and participation in fora	5	5				
O2.1	Number of actions in support of improved legislation and participation in fora	23	456	Number	Number	Number	Number
O2.3	Diagnostic studies developed/updated with support from the EIF.	Yes	Yes				
Output 2 Strengthened institutional coordination of trade and development		Baseline	Target	2016	2017	2018	2019
O2.1	NIU integrated into the Government system.	Yes	Yes				
O2.2	Quality functioning public-private coordination mechanisms.	3	5				
O2.3	Quality government-donor dialogue on trade related matters.	3	5				
Output 3 Enhanced human capacity for trade and development		Baseline	Target	2016	2017	2018	2019
O3.1	Number of public officials male trained in trade related areas.	123	456	Number	Number	Number	Number
O3.1	Number of public officials female trained in trade related areas.	123	456	Number	Number	Number	Number
O3.2	Number of private sector representatives trained male in trade related areas to participate	123	456	Number	Number	Number	Number

2. Workplan reporting

Summary Logframe Workplan Financial Information Sustainability Communications Plan Leveraging Fiduciary aspects Reporting results Evaluation Project completion report Request for action Assessment

Workplan

Outcome 1 - EIF Countries own a trade agenda conducive to sustainable pro-poor growth

O1.1 - Trade integrated in National Development Plan.

Conduct training

Year 1				Year 2				Year 3				Total activity budget	
✓ Q1	✓ Q2	✓ Q3	✓ Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
												17 100	
Input Reference	Input Description	Has Budget	Input Account	Estimated Budget				Notes/Observations					
O1-ID1-A1-Input1	National consultant	✓	71300 - National Staff	12000									
O1-ID1-A1-Input2	Venue	✓	74000 - Operating Costs	3600									
O1-ID1-A1-Input3	Screen	✓	72200 - Equipment	500									
O1-ID1-A1-Input4	Computer	✓	72200 - Equipment	1000									
2016				2017				2018				2019	
-- Select Value --				-- Select Value --				-- Select Value --				-- Select Value --	

This allows for an easy monitoring whether a particular activity has started or not

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3. Fiduciary aspects

This tab is connected with the system of the EIF Trust Fund Manager. Here you can view the

Summary

Logframe

Workplan

Financial Information

Sustainability

Communications Plan

Leveraging

Fiduciary aspects

Reporting results

Evaluation

Project completion report

Request for action

Assessment

MoU

Disbursement

Financial reporting

Amendments to the MoU

Audit

These tabs are only for information

Year	Quarter	Due date	Report date	Expenditure	Cumulative expenditure	Action taken	Report link
2009	Q4	31-Jan-2010	15-Feb-2010	37,555,47	37,555,47	Accepted - Enough Balance	link
2010	Q1	30-Apr-2010	07-Jun-2010	42,336,88	79,892,35	Accepted - Enough Balance	link
2010	Q2	31-Jul-2010	24-Sep-2010	57,421,39	137,313,74	Accepted - Funds Released	link

information on disbursements, financial and audit report.

4. Reporting results

This tab allows you to submit major highlights about project implementation. Good examples represent very concise information containing an action and numbers if applicable. The results should be precise and clear. Each paragraph represent one result. If you have several results add more paragraphs.

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
Reporting results												
Key results and achievements for the past 6 months												
Please indicate key results and achievements for this project for the past 6 months												
												Delete
Add Paragraph												

Here you have several examples:

- 100 women were trained in processing techniques of coconuts.
- A trade policy has been formulated.
- 5 trainings were conducted in 7 regions.

5. Evaluation

Every project has to undergo an evaluation in the middle of the project implementation and at the end. You will receive a notification to your email indicating when you have to submit the documents.

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Mid-Term Evaluation

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
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Mid-Term Evaluation
Final Evaluation

Filename	Size
ToR_Mid-Term_Evaluation.pdf	10.48 KB

Choose Files
ToR Mid-Term Evaluation

100%

Upload
You can upload the documents here

Final Evaluation

You will follow the same approach for the Final Evaluation. Following a notification to email, please upload the necessary documents.

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
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Mid-Term Evaluation
Final Evaluation

Filename	Size
Final_Evaluation_.pdf	9.31 KB

Choose Files
Final Evaluation

100%

Upload
Please upload the documents on final evaluation here

6. Project Completion Report

When the project is coming to close, you will have to provide the information in the project report tab. Please keep in mind that the first page will be generated automatically based on the information you have been providing during project implementation.

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
---------	----------	----------	-----------------------	----------------	---------------------	------------	-------------------	-------------------	-------------------	----------------------------------	--------------------	------------

Project information
Project performance assessment
Performance of stakeholders
Summary of key issues/lessons learned
Overall rating
Please provide information for all the tabs

Information	Project information page is generated automatically based on the information you have been providing during the project implementation	
Country	Vanuatu	
MIE		
Project Type	TIER II	
Project Title	Imaginary project in Vanuatu	
Report date	11.10.16	
PCR Team		

Processing milestones

Project dates - EIF Board approval

Effective Date for MOU signature:

Date of actual MOU signature:

Amendments (if applicable):

Original MOU closing date:

Revised MOU closure (if applicable):

Financial Information - Approved EIF budget

Total amount disbursed:

Total expenditure reported:

Original disbursement deadline

Revised disbursement deadline (if applicable)

Project performance assessment

Relevance

Summary | Logframe | Workplan | Financial Information | Sustainability | Communications Plan | Leveraging | Fiduciary aspects | Reporting results | Evaluation | **Project completion report** | Request for action | Assessment

Project information | **Project performance assessment** | Performance of stakeholders | Summary of key issues/lessons learned | Overall rating

Relevance | Effectiveness | Efficiency | Sustainability

Project performance assessment contains 4 elements

1. Relevance of project objectives

Please provide your comments here

-- Select Rating --

Please select rating here

2. Relevance of project design

-- Select Rating --

Effectiveness

Summary | Logframe | Workplan | Financial Information | Sustainability | Communications Plan | Leveraging | Fiduciary aspects | Reporting results | Evaluation | **Project completion report** | Request for action | Assessment

Project information | **Project performance assessment** | Performance of stakeholders | Summary of key issues/lessons learned | Overall rating

Relevance | **Effectiveness** | Efficiency | Sustainability

No need to do anything here, if you have entered all the data during project implementation, the progress will be calculated automatically

Outcome 1 - EIF Countries own a trade agenda conducive to sustainable pro-poor growth

		Baseline	Current value	Target value	Progress (%)
O1.1	Trade integrated in National Development Plan.	Yes		Yes	
O1.2	Effective trade coordination mechanisms.	Yes		Yes	
O1.3	Number of sector specific strategies per country integrating trade	123		456	
Output 1	Improved evidence based policy inputs supporting pro-poor trade				
		Baseline	Current value	Target value	Progress (%)
Op1.1	Quality trade policies updated with support from the EIF.	5		5	
Op1.2	Number of actions in support of improved legislation and participation in fora	23		456	
Op1.3	Diagnostic studies developed/updated with support from the EIF.	Yes		Yes	
Output 2	Strengthened institutional coordination of trade and development				
		Baseline	Current value	Target value	Progress (%)
Op2.1	NIU integrated into the Government system.	Yes		Yes	
Op2.2	Quality functioning public-private coordination mechanisms.	3		5	
Op2.3	Quality government-donor dialogue on trade related matters.	3		5	
Output 3	Enhanced human capacity for trade and development				
		Baseline	Current value	Target value	Progress (%)
Op3.1	Number of public officials male trained in trade related areas.	123		456	
Op3.1	Number of public officials female trained in trade related areas.	123		456	
Op3.2	Number of private sector representatives trained male in trade related areas to participate in the national trade agenda.	123		456	
Op3.2	Number of private sector representatives trained female in trade related areas to participate in the national trade agenda.	123		456	
Op3.3	Quality information dissemination tools for different stakeholders.	3		5	

Efficiency

Summary | Logframe | Workplan | Financial Information | Sustainability | Communications Plan | Leveraging | Fiduciary aspects | Reporting results | Evaluation | **Project completion report** | Request for action | Assessment

Project information | **Project performance assessment** | Performance of stakeholders | Summary of key issues/lessons learned | Overall rating

Relevance | Effectiveness | **Efficiency** | Sustainability

1. Timeliness

Planned project duration - (A)

Actual implementation time - years (B) (from 1st disbursement tab to the start of the project completion report)

Ratio of planned and actual implementation time (A/B)

-- Select Rating --

Please provide a narrative assessment (indicative max length: 250 words)

Please select a rating

Please provide your text here

2. Resource use efficiency

Percent implementation of Logframe (A)

Commitment rate (%) (B) Total commitment of EIF funds

Ratio of the percentage implementation and commitment rate (A/B)

-- Select Rating --

Please provide a narrative assessment (indicative max length: 250 words)

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Sustainability

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
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Project information	Project performance assessment	Performance of stakeholders	Summary of key issues/lessons learned	Overall rating
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Relevance	Effectiveness	Efficiency	Sustainability
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1. Financial sustainability

TEST

Please provide text here

-- Select Rating --

Please select a rating

2. Institutional sustainability and strengthening of capacities

-- Select Rating --

3. Ownership and sustainability of partnerships

-- Select Rating --

4. Environmental sustainability (if applicable)

-- Select Rating --

Performance of stakeholders

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
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Project information	Project performance assessment	Performance of stakeholders	Summary of key issues/lessons learned	Overall rating
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ES Performance	TFM Performance	Country Performance	Performance of MIE or other stakeholders
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Narrative assessment by Country on the performance of ES in relation to the project.

Please provide a short summary about the performance of the stakeholders

-- Select Rating --

Please provide a ranking

Comments by the ES on its own performance in relation to the project.

Summary of key issues/lessons learned

Summary	Logframe	Workplan	Financial Information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
---------	----------	----------	-----------------------	----------------	---------------------	------------	-------------------	-------------------	------------	---------------------------	--------------------	------------

Project information	Project performance assessment	Performance of stakeholders	Summary of key issues/lessons learned	Overall rating
---------------------	--------------------------------	-----------------------------	---------------------------------------	----------------

Lessons learned related to effectiveness

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

Lessons learned related to efficiency

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

Lessons learned related to sustainability

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

Key issues related to ES performance

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

Key issues related to Country performance

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

Key issues related to MIE or other stakeholders' performance

Add Paragraph

Please add paragraphs to provide information on the above mentioned items

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Overall rating

Summary	Logframe	Workplan	Financial information	Sustainability	Communications Plan	Leveraging	Fiduciary aspects	Reporting results	Evaluation	Project completion report	Request for action	Assessment
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Project information	Project performance assessment	Performance of stakeholders	Summary of key issues/lessons learned	Overall rating
---------------------	--------------------------------	-----------------------------	---------------------------------------	----------------

Dimensions and criteria

DIMENSION A: RELEVANCE

Relevance of project objective

Please provide information here

-- Select Rating --
Please select rating

Relevance of project design

-- Select Rating --

DIMENSION B: EFFECTIVENESS

Project objective

-- Select Rating --