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<b>Reference</b>	HIV/AIDS 5/7/Info 1
<b>Title</b>	Brief description of the NDPHS Project Pipeline
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<b>Summary / Note</b>	This paper was submitted to the Partners on 28 August 2006, together with a request that they would, <i>inter alia</i> , present to the Secretariat their comments and proposed revisions to this document to be integrated into a task description for the <i>CustomPublish</i> company that will develop the Project Pipeline
<b>Requested action</b>	For comments and advice regarding possible revisions to be made in this document

## Background

The NDPHS CSR meeting, held in St. Petersburg, Russia, in April 2006, decided to start the development and implementation of a project registration tool, a *project pipeline*, for the Partnership. This project pipeline will, together with the projected NDPHS database, become instrumental in the Partnership's information policy, and help give the Partnership structures a stronger and more coordinating role in international health cooperation.

## Why does the NDPHS need a project pipeline?

The NDPHS is developing a project pipeline in order **to facilitate coordinated and harmonized project initiatives in the Northern Dimension (ND) area**. With the pipeline, the NDPHS will also be able to offer donor organisations a way to streamline and improve project application procedures.

The NDPHS pipeline mechanism will include procedures on how project proposals are being developed and registered, reviewed and granted funding.

The pipeline will promote coordination, transparency and sharing of information between the project donors in the ND area.

## The NDPHS project pipeline

The NDPHS pipeline will be built to **meet the various needs of the Partners, as well as the different donor organisations working in the ND area**. It will be a user-friendly, effective and flexible mechanism, which will facilitate the channelling of projects and project funding through the partnership structures. It will be Internet-based and built on advanced technology and existing experiences.

In the process of developing the NDPHS pipeline it will be valuable to learn from experiences made in the Task Force on Communicable Disease Control in the Baltic Sea Region

([www.baltichealth.org](http://www.baltichealth.org)), as this initiative accumulated important knowledge and developed international cooperation structures, parts of which today are incorporated in the NDPHS. The Task Force also elaborated its own unique pipeline procedures.

The CustomPublish company, which has a valuable experience from the development of the *Task Force* pipeline, will provide the technology for the NDPHS pipeline.

One of the major challenges in the pipeline development process is the elaboration of a model, which suits the Partner countries and serves the interests of the donors. In order to achieve this, **the system has to be adjusted to meet the various requirements of the donors, as well as secure the necessary level of visibility of the donors.** In the NDPHS pipeline major effort will be made in order to meet these two demands.

A keyword for the pipeline mechanism is *flexibility*. The pipeline will be developed in a way, which facilitates use of a number of donors with different needs and requirements.

All relevant donors in the ND area will be invited to use the NDPHS pipeline. CustomPublish, will easily be able to adjust the pipeline to the donors' various requirements. In this way, a number of donors will be able to use the pipeline.

### *Graphics*

The NDPHS pipeline will have a user-friendly, good-looking and browser robust interface. It will match and easily interact with the NDPHS website and with the projected NDPHS database.

### *Multi-homed solution*

The pipeline will be based on a *multi-homed solution*. This means that **Partners and donor organizations will be able to use the same pipeline system and apply their own brands like logos and colors (different "skins")**. The pipeline system can be integrated in the Partners'/donors' websites in a way which makes it feel part of their respective portals (although it will be physically a part of the NDPHS site).

## **The pipeline process**

The pipeline mechanism can be described in a three-level process, (1) *registration*, (2) *submission and review* and (3) *reporting*.

### **1. Registration**

All users of the pipeline will be given usernames and passwords enabling them to enter the web mechanism. They will be able to save draft applications over a longer period of time, and visit their accounts an unlimited number of times. In draft mode, an application is invisible for other users of the system. An applicant can, however, invite other users to view or edit the application.

It will be possible for one user/account to span multiple "homes", and an applicant will be able to cross-post the final project draft to several donor organizations.

**The registration process involves basically inserting information in a questionnaire "boxes."** The questionnaire will be a flexible online document, which gives the various donors the possibility to tailor the system to its requirements. In this way, the applicant will have to fill

out the items, which are considered to be of the highest importance to the donor. Based on one basic module, multiple types of registration forms can be developed.

A number of the question boxes will be compulsory, while others will be optional. The respective donor will be able to determine which boxes should be optional and compulsory for their own applicants.

**The questionnaire will contain the following information:**

*Information about the applicant:*

- Name contact information of the applicant (address, tel., fax, e-mail, website, etc.);
- Description of the applicant (type of organization/institution/company);
- Name and contact information of project manager (address, tel., fax, mail, website etc);
- Applicant's previous experience with project implementation (in and outside the ND area);
- Information about financial support that the applicant previously received from other donors;
- What specific competence/qualifications does applicant have to successfully carry out the project;
- Name and address of the applicant's references;
- Bank name and account number.

*Information about the project:*

- Project title;
- Duration of project;
- Geographical area of project;
- Type of project (pilot project, main project, conference/seminar, follow-up activities of ongoing or completed projects, etc.);
- Short project description (5 lines);
- Detailed project description;
- Thematic adherence of project (lifestyle, primary health, communicable diseases, indigenous peoples, education and knowledge building, business cooperation, etc.);
- Desired donor;
- Request about assessment of NDPHS expert groups;
- Description of possible connection with other ongoing or completed projects;
- Communication/information policy of the project;
- Applicant's own procedures for project evaluation.
- Information about multiple financing (if applicable);
- Description of the planned project's follow-up after funding period.

LFA

- Primary project objective;
- Secondary project objectives;
- Planned activities;
- Milestones;
- Expected deliverables.

*Information about the project partners*

- Name and contact info of the lead partner (address, tel., fax, e-mail, website, etc.);
- Description of the lead partner (type of organization/institution/company);
- Person responsible in the lead partner (address, tel., fax, mail, website etc);
- Description of the lead partner's administrative and professional role in project;

- Competence/qualifications possessed by the lead partner, which are instrumental for successful leading the project;
- Information whether a cooperation agreement/contract been signed with the lead partner;
- Name of the other partner(s);
- Description of the other partner(s) (type of organization/institution/company);
- Description of the other partner'(s) role in project.

It will be possible for applicants to attach additional information in a form of text and graphical files (such formats such as .pdf and .doc).

#### *Maximum vs. minimum project information*

**The respective donor will itself be able to determine the number of question boxes required to be filled in.** Some donors may want the applicants to fill in applications with comprehensive information and numerous question boxes, while other donors will want to cut the number of question boxes to a minimum. Other donors might want the applicants to fill in only few selected boxes for a preliminary assessment, and then, if this first assessment is positive, subsequently fill out a more comprehensive application.

#### *Pre-review*

It will be **possible for the applicants to send project drafts to colleagues or to co-financing institutions for desired feedback before final submittal.**

#### *Logical Framework Approach*

There will be an option to use a Logical Framework Approach (LFA) in the applications. **The various donors will themselves decide to what extent LFA matrixes should be applied.**

The project pipeline in the *Task Force on Communicable Disease Control* was based on a strict use of the LFA principles. This system, which is being used extensively in several international programmes, facilitates an effective and objective-oriented project design and objectives, indicators and activities. Consequently, a high level of coherence with policy objectives is achieved.

In the NDPHS project pipeline, the LFA principles will be based on a modified and more simple principle than in Task Force. A standard LFA format will be developed.

## **2. Submission and review**

When an applicant presses the “submit” button, the application is sent to the database/directory for submitted projects and can no longer be edited. It will now be up to the donor(s) to take the process further. The system can generate an e-mail with attachments, suitable for recording with the donors’ filing systems.

As in the Task Force pipeline, the submitted projects should be presented in the database as in a “market place”. The donors can visit the database and “pick” the projects they want to support.

The database should have different directories, among them “projects awaiting funding”, “ongoing projects”, “completed projects”, as well as a complete project list.

If a donor for various reasons does not want submitted and/or funded projects to be registered in the NDPHS database, it will be possible to meet this requirement. This option will be relevant in cases when processed applications are thematically not in line with the NDPHS priority areas.

Each project application will be given a unique project number. A donor can give the applications, which are under processing, additional numbers.

#### *Funding process*

**The project review process will be conducted by respective donors in accordance with their own procedures.**

#### *Expert groups:*

It is proposed that – **if such is a donor's wish – after the project proposal is submitted to a donor, it would be appraised by a selected NDPHS Expert Group.** This will help to improve the projects proposal, and its coordination with other (planned and ongoing) activities in the ND area. The respective Expert Group would give a recommendation, which would help the donor organization in making their own assessment of the project proposal and their decision-making as to whether to support or reject the proposal. The engagement of the NDPHS Expert Groups should be seen as an additional value that can be offered by the NDPHS in its supporting and reinforcing regional efforts in the areas covered by the NDPHS mandate.

### **3. Reporting**

The pipeline will also offer a number of possibilities for reporting, among them reporting on milestones and the final report.

As with the registration process, also the reporting processes will be tailored to the requirements of the donor, based on a common module.

It will be optional whether the reporting is done in accordance with the LFA principles.

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The Norwegian Barents Secretariat, August 2006