**Appendix A: Logical Framework Matrix** **(LFM) template** **with guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Design Elements** | **Narrative Description** | **Indicators** | **Means of Verification** | **Assumptions** |
| Statement + Baseline | Target |
| **Overall Objective****(Developmental Objective)** | The ‘Overall Objective’ is the long-term goal to which the project contributes. It is not attained by this project alone but requires contributions of other projects or programmes. | These elements at the Overall Objective level are sometimes difficult to quantify without substantial investments, so would probably only be provided if available from the CPF document (results framework) or from a national or sectoral programme or plan. |
| **Outcome****(Project Specific Objective)** | The ‘Outcome’ is what the project is expected to achieve, the ‘result’, either by project completion, or soon thereafter. It is how the situation will change / improve, as a result of the project. The Outcome should be formulated in the past tense. | Indicators are ‘qualitative’ or ‘quantitative’ variables that provide a simple but reliable means to measure achievement and capture the results of the project. Indicators are helpful as a ‘point of agreement’ among the project team on what can and will be achieved by the project. Indicators should be SMART and are mandatory at the ‘Outcome’ and ‘Outputs’ levels. For each statement there should be at least 1 indicator, however as many indicators as needed should be used, in other words it is not limited to one.The Baseline is a necessary element for all Indicators. It represents the situation prior to the project intervention, against which progress can be measured. It enables the project team to plan what is needed, and to set realistic targets. Please include sex-disaggregated (male/female) outcome and output indicators, where possible. | Numbers / PercentagesSex-disaggregated (male/female) where possible | The Means of Verification are the sources of information necessary to verify the accomplishment of the indicators. The project team needs to consider where such data will come from, and whether it is easily accessible and reliable. | ‘Assumptions’ are factors outside the control of the project team, but which need to occur for the project to produce the intended results and to advance to the next level of Design Element. These are often identified as ‘risks’ that the project may be facing, and expressed as conditions that must occur, i.e. positive. |
| **Outputs****1.****2.****3.****4. …** | The ‘Outputs’ are the concrete deliverables of the project, that result from the completion of activities within a project and that are necessary in order to achieve the Outcome. Outputs should be formulated in the past tense. |
| **Activities****1.1** **1.2****1.3** | The ‘Activities’ are the actions taken or work performed in order to achieve the individual Outputs. | Indicators at the Activities level are not mandatory for TC, however it is useful for the project management team to develop ‘milestones’ for the project activities, which can be referred to during monitoring of implementation. To facilitate project implementation, it is advisable to summarize key inputs, after preparation of the workplan. |

**Appendix B: Workplan template (examples given below for clarity – all the information is submitted in PCMF by the project team)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(OUTPUT /) Activities** | **Responsibility(MS, IAEA, Others)** | **Input Description(e.g. ME, SV, EX, FE, TC, EQ)** | **Funding Source****(IAEA (Agency),****Local cost (MS),** **Donor Extrabudgetary Contribution (footnote/a),****Govt. Cost-Sharing (footnote/a),** **Miscellaneous (Non-Agency))** | **Quantity (Q)** | **Rate (R)(see table in next page for IAEA inputs)** | **Budget(=QxR)** | **Start** | **End** |
| **Output 1: (From the LFM)**  |  |  |  |  |  |  |  |  |
| 1.1 …Activity… |  |  |  |  |  |  |  |  |
|  |  | 1.1.1 EM1 – Expert Mission 1 on…. |       |       |       |       |       |       |
|  |  | 1.1.2 TR – Training Course 1 on…. |       |       |       |       |       |       |
| 1.2 …Activity…  |  |  |  |  |  |  |  |  |
|  |  | 1.2.1 TR – Group training event for… |       |       |       |       |       |       |
| …(add lines as needed) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Output 2: (From the LFM)** |  |  |  |  |  |  |  |  |
| 2.1 …Activity |  |  |  |  |  |  |  |  |
|  |  | 2.1.1 EQ – Equipment for… |       |       |       |       |       |       |
| 2.2…Activity |  |       |       |       |       |       |       |       |
| …(add lines as needed) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Output 3: (From the LFM)**  |  |  |  |  |  |  |  |  |
| 3.1…      |  |       |       |       |       |       |       |       |
| 3.2…      |  |       |       |       |       |       |       |       |
| …(add lines as needed) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**INDICATIVE PLANNING RATES FOR IAEA TC INPUTS[[1]](#footnote-1):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Input** | **Short name** | **Rate (Euros)** | **Basis** | **Time Measure (Number of Days** | **Time Measure Name** |
| Meeting | ME | 5250 | 1 participant | 5 | Week |
| Scientific Visit | SV | 3150 | 1 person | 5 | Week |
| Expert | EX | 5250 | 1 person | 5 | Week |
| Fellowship | FE | 5670 | 1 person | 30 | Month |
| Training Course | TC | 3675 | 1 participant | 5 | Week |

1. These rates provide rough level granularity for preliminary budget estimation of TC inputs. Required detail during the PCMF entry stage later in the year may vary. [↑](#footnote-ref-1)