

## IHRC New Project Concept Note

*For IHRC use only*

Ref. No:

Date received:

Date approved:

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To assist the IHRC's planning and coordination efforts, please submit a New Project Concept Note for each project that is led by your organization to: [projects@cirh.org](mailto:projects@cirh.org)

### What is the IHRC mandate?

- The mandate of the IHRC is to conduct strategic planning and coordination and implement resources from bilateral and multilateral donors, civil society organizations (CSO), and the business sector, with all necessary transparency and accountability.
- The IHRC will take a multifaceted approach to strategic planning and coordination and will pro-actively convene stakeholders to communicate priorities for the activities of donors, civil society organizations and the private sector.
- As part of this multifaceted approach, the IHRC will manage a project review and approval process to ensure that all activities are aligned with Haiti's Action Plan for National Recovery and Development. IHRC approval will indicate endorsement of the Government of Haiti.
- Projects that must be submitted to and addressed by the IHRC are activities by any person or entity related to the post-earthquake recovery or associated development needs of Haiti, that involves any pledge or donation, or the pledge or grant of debt relief, by any Donor, Haitian NGO, or International NGO, and activities that involve the expenditure of Private Funding relating to a matter of *National Significance* (list will be available online)
- Projects commencing after 17 June 2010 should be submitted to the IHRC through this document: the *New Project Concept Note*.

### Why is this project approval process needed?

- This process assists in the recovery of Haiti by:
  - a) Providing sufficient detail by project for effective coordination to ensure that the project aligns with the Haiti Action Plan for National Recovery and Development and national sector plans and is not duplicative;
  - b) Allowing the IHRC to ensure that minimum standards are met in the design and implementation of a project – for example, to ensure that building standards are met and sufficient anti-corruption mechanisms are in place; and
  - c) Enabling the IHRC to monitor the fulfilment of pledges made at the *International Donors' Conference Towards a New Future for Haiti* held on 31 March 2010.
- In addition, this information will serve as the basis for a single source of information enabling the IHRC to make strategic and informed decisions on the recovery effort and provide insights into overlaps, gaps and opportunities for coordination and collaboration.

### Who should fill out an IHRC New Project Concept Note?

- Donor and civil society organizations must submit this document to the IHRC for projects related to the post-earthquake recovery or associated development needs of Haiti that have not already received IHRC approval and/or have not already started by 17 June 2010, according to the following criteria. If you are a:
  - a) **Bilateral, multi-lateral or philanthropic donors:** If the project has any funding at all from your organization, please fill out the *New Project Concept Note*.

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- b) **Civil society organization** (e.g., Haitian CSO, International CSO): If the project is partially or self-funded by your organization without any funding by a bilateral or multilateral, please fill out the *New Project Concept Note*. CSOs should not submit proposals for approval that do not have funding or a clear path to funding.
- c) **Private businesses and individuals**: If the project is privately funded by any person or entity without any funding by a bilateral, multilateral or civil society organization and (i) is both reasonably expected to exceed \$500,000 and seeking IHRC assistance, or (ii) is of *National Significance*, please fill out the *New Project Concept Note* (a list of projects deemed of *National Significance* will be available online). The Government of Haiti is currently identifying priority projects which will be considered of *National Significance*.

### What is considered to be a “project” requiring an IHRC *New Project Concept Note*?

Each major group of activities that is related to the post-earthquake recovery or associated development needs of Haiti is considered a project. A project is defined as a group of activities focused on one major overarching objective, one budget or one management structure. For example, a project or program by one NGO to build wells in multiple villages should be grouped into a single "project". Similarly, a project or program to rebuild a single neighborhood (which cuts across multiple sectors) should be a single “project”—it has a single objective to rebuild a neighborhood. If you have questions, please contact the IHRC at [projects@cirh.org](mailto:projects@cirh.org).

### How does the IHRC approval process work?

- Upon receipt, a new project concept note is reviewed by the IHRC, in consultation with relevant ministries, to ensure that the project plans adhere to quality standards and fit within the overall priorities of Haiti’s Action Plan for National Recovery and Development and sector plans. Based on IHRC’s published checklist (to be made available online), each project is rated into one of four categories: "Approved", "Conditionally approved", "Request for resubmission", or "Not approved."
  - **Approved** means the project satisfies the project evaluation criteria.
  - **Conditionally approved** means the IHRC has approved the project subject to clarification of issues and questions that will be provided in writing by the IHRC.
  - **Request for resubmission** means the IHRC has not approved the project and it must be resubmitted for consideration by the IHRC. Feedback will be provided to the proponent with specific concerns.
  - **Not approved** means project is not approved by the IHRC because it is not (i) aligned with Haiti’s Action Plan for National Recovery and Development or national sector plans or (ii) is not consistent with the project quality standards established by the IHRC.
- Responses will be sent via email outlining the decisions made to the primary contact person/organization whose information is provided on the *New Project Concept Note*.

### Anti-Corruption efforts at IHRC

As part of the anti-corruption efforts of the IHRC, all implementing agencies (including government agencies) will be required to complete the Implementing Agency Questionnaire attached to this New Project Concept Note. The Implementing Agency Questionnaire

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requests information on financial and procurement practices.

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## 1 Organizational Information

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Please fill in information about your organization.

### 1.1 Contact information (all correspondence from IHRC will be sent to this contact)

Name of organization:	
Contact person:	
Contact information (phone/address):	
Email:	

### 1.2 Background information

Size of organization (# employees):	
Focus of work (sectors):	
Number of years in operation:	
Number of countries operating in:	
Number of years operating in Haiti:	
Total budget for Haiti:	

## 2 Project Details

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### 2.1 Project name

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### 2.2 Implementing agency details if different from above (if implementing agency already selected)

The Implementing Agency is the organization tasked with the execution of the project. This could be a contractor, CSO, government body or other entity. The Implementing Agency can be the same organization as the project funder. The Implementing Agency must also fill out the attached Implementing Agency Questionnaire.

Name of implementing agency:	
Contact person:	
Contact information (phone/address):	
Email:	

### 2.3 Project timing and cost (please estimate timing and cost even if not yet finalized)

Project start date:	
Project duration:	
Total estimated project budget/cost:	

### 2.4 Project description

Describe the need that the project will address, the desired outcomes and objectives, main activities, and an explanation of links between needs, activities, outputs, and outcomes. Include an explanation of how the proposal is consistent with the Haiti Action Plan for National, Recovery and Development.

Insert text here
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### 3 Line Ministry Involvement

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#### 3.1 Required ministry approvals

Please let us know the steps you have taken to get approvals needed for the project from line ministries or local government authorities, including the approvals requested, status of requests, and names of your contacts in government agencies

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#### 3.2 Line ministry involvement

Which ministries are you in touch with:	
Please provide the name of your contacts within the ministries:	
How does this project align with ministry plans:	

### 4 Project sectors and geography

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#### 4.1 Sectors

Please enter the approximate distribution of funds across the project sectors and locations.

Category	Sub-sector	% of funds
1. Territorial Rebuilding	Transport (ports, road, rail, air) infrastructure	
	Energy infrastructure	
	Disaster management and prevention	
	Telecommunications	
	Other (please fill in): _____	
2. Economic Rebuilding	Agriculture, farming and fishing	
	Industry, commerce and tourism	
	Job creation and training	
	Finance and investment	
	Other (please fill in): _____	
3. Social Rebuilding	Housing	
	Health	
	Education	
	Culture	
	Food assistance and relief	
	Women and children	
	Water and sanitation	
	Other (please fill in): _____	
4. Institutional Rebuilding	Democratic institutions	
	Stronger central administration	
	Justice and security	
	Other (please fill in): _____	
5. Budget support		

#### 4.2 Geography

Please detail the départements, arrondissements, communes, and, where possible, sections where project activities are being undertaken. Please approximate the distribution of funds by geography.

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### 5. Project Components and Outputs

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#### 5.1 Project components

No.	Component
1	
2	
3	

#### 5.2 List of key project outputs/milestones and associated budget

*For example, km of roads, numbers of schools, numbers of houses, health workers trained etc.*

##### Deliverables timeline

No.	Outputs	Budget	Year 1	Year 2	Year 3	Year 4	Year 5
1							
2							
3							

#### 5.3 List of key project success indicators (e.g. jobs created, farmers revenues raised, health outcomes improved, etc.)

##### Deliverables timeline

No.	Success Indicator	Year 1	Year 2	Year 3	Year 4	Year 5
1						
2						
3						

#### 5.5 Data source to verify success indicators (e.g., randomized household or business surveys, student aptitude tests, medical questionnaires, farm yield data .)

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### 6 Impact assessment

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*Please provide a brief description of how the project will affect the following areas. A given question may be not applicable, if this is the case for your project, please note "N/A" and explain why not applicable.*

#### 6.1 Contribution to Haiti's social and economic development

Please specify numbers of Haitian workers that will be employed in this project:	
Please estimate number of women and children that will be impacted:	
Please provide detail on how the project will use Haitian-sourced raw materials and create additional capital for the	

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Haitian economy:

### 6.2 Sustainability assessment

How will you ensure that this project will be sustained after completion? Please describe how you will be transferring knowledge and capacity to the Haitian counterpart.

### 6.3 Environmental assessment

Please describe the measures taken to ensure that the project has a positive impact on the environment. If relevant, please specify how the project might negatively impact the environment, and how you plan to measure and mitigate this impact.

## 7 Funding

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### 7.1 Funding plan

7.1.1 Please check to identify whether this is an on-budget or off-budget project.

- On-budget, on-treasury projects** are funded through the budgeting system of the Government of Haiti. Fund source could be government or international grants or loans.
- On-budget, off-treasury projects** are counted as Government of Haiti expenditures but funding flows through third party/ies (e.g., a multilateral donor).
- Off-budget projects** are direct implementation projects, funded directly by donors and / or CSOs. Off-budget funds do not flow through the Government of Haiti budgeting system.

7.1.2 Please detail the funding sources.

Funding entities	1 <sup>st</sup> level Implementer	Type of Fund (loan / grant / equity)	Total budget allocation	Commitment amount	Disbursement amount	Currency

7.1.3 Please check to identify if the project will be seeking funding from the Haiti Reconstruction Fund (more information on the HRF can be found on the IHRC website).

- Yes – project will seek HRF funding**  
If yes, please provide name of the Partner Entity \_\_\_\_\_
- No – project will not seek HRF funding**

## 8 Local Community Support

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### 8.1 Local Community Involvement

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Please explain to what extent you have involved the local community (e.g., community-wide meeting to discuss projects, solicit input from marginalized/disadvantaged groups, other outreach activities)

### 9 Monitoring Process

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#### 9.1 Anti-corruption mechanisms

Please describe any specific anti-corruption mechanisms, particularly to address procurement, financial reporting and fund disbursement

#### 9.2 Project progress monitoring and evaluation process

Please describe the monitoring and evaluation plan and methods for the project:

### 10 Obstacles

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#### 10.1 Obstacles

An obstacle is anything that slows down or impedes the progress of the project's commencement or continuation. Examples include approvals needed, lack of supply chain capacity, lack of funds, etc.

Bottleneck	Organization/person that could address the bottleneck	Specific requests to IHRC in addressing the bottleneck

**Thank you for supporting for our effort in coordinating the recovery of Haiti.  
Together, we can build back better.**