IMPLEMENTATION TOOLS: WORK PLAN AND MONITORING MATRIX

*Please refer to section 4 of the YES-JUMP COOP Project Design Manual for guidance on how to prepare a Work Plan*

1. THE WORK PLAN

Work Plan Templates include the:

1) Responsibility matrix

2) Calendar of activities

3) Resource and inputs plan

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| Section 1.1 | RESPONSIBILITY MATRIX |

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| Objective*[[1]](#footnote-1)*  | *Insert immediate objective here (as specified in section 5.1 of the Application Form)* |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | RESPONSIBLE ORGANISATION*As stipulated in section 5.1 of the Application Form* |
| APPLICANT*Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER*Specify* |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
| 1.5 |  |  |  |
| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | RESPONSIBLE ORGANISATION*As stipulated in section 5.1of the Application Form* |
| APPLICANT*Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER*Specify* |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |

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| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | RESPONSIBLE ORGANISATION*As stipulated in section 5.1 of the Application Form* |
| APPLICANT*Specify staff responsible and its position* | IMPLEMENTING PARTNER | OTHER*Specify* |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
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| Section 1.2 | CALENDAR OF ACTIVITIES |

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| Objective  | *(Insert immediate objective here as specified in section 5.1 of the Application Form)* |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | (Insert year) |
| Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 |
| 1.1 |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |  |  |  |
| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | (Insert year) |
| Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 |
| 2.1 |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |  |  |  |
| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | (Insert year)  |
| Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 |
| 3.1 |  |  |  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |  |
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| Section 1.3 | RESOURCE/INPUTS PLAN |

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| Objective  | *(Insert immediate objective here as specified in section 5.1 of the Application Form)* |
| Result 1: *(Insert result 1 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY |
| INPUTS*(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | NAME OF THE CONTRIBUTOR |
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| Result 2: *(Insert result 2 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY |
| INPUTS*(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | NAME OF THE CONTRIBUTOR |
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| Result 3: *(Insert result 3 as specified in section 5.1 of the Application Form)* |
| Activities*Please list the activities as 5.1 of your application form* | SPECIFIC RESOURCES/INPUTS NEEDED FOR EACH ACTIVITY |
| INPUTS*(Such as procurement, material, human resources…)* | QUANTITY | COST (USD) per unit | NAME OF THE CONTRIBUTOR |
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| 3.4 |  |  |  |  |
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2. MONITORING

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| Section 2.1 | MONITORING MATRIX  |

Note: For the “Indicator” column, include both 1) indicators developed for your project in Section 9.1 of the Application Form and 2) indicators showing your contribution to the YES-JUMP objectives as concerns the following key elements: loans disbursed/ improvements in access to credit by youth, beneficiaries of capacity building actions, income increases, job creation for young women and men, creation of new start-up businesses, women and youth membership

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| Indicator  | Target for the indicator | Target Date | Data disaggregating (by sex) | Data source / collection tool | Responsible person/organization |
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| Section 2.2 | REPORTING TIME FRAME  |

* + Mid-term Progress report Date:
	+ Final Report Date:
	+ Final Independent Evaluation Date:
1. See Application Form for information on objectives, results and activities. [↑](#footnote-ref-1)