



Logo

<Partner name>

**Project Number**

**Project Title** *Internet Exchange Points (IXPs): keeping local Internet traffic*

**Estimated Start Date** *January 20xx*

**Estimated End Date** *December 20xx*

**U.N. Specialized Agency** *International Telecommunication Union (ITU)*

**Government Cooperation Agency** *Ministry of ...*

**Beneficiary Country(ies)** *.....*

**Project Manager** *.....*

SUMMARY OF CONTRIBUTION OF THE PARTIES				
<i>Project Budget (in CHF)</i>				
Description	Total	Partner In-cash	Partner	
Staff Costs				
Missions				
External Services				
Training				
Equipment				
Miscellaneous				
<b>Sub-Total</b>				
ITU AOS (-- %)				
<b>Total</b>				
<b>Grand Total</b>				
Comments :				

**Brief Description**

Example:

*To achieve the objective of keeping local Internet traffic local, some countries have established national Internet Exchange Points (IXPs) and Internet Service Provider (ISP) peering has emerged as one of the most important and effective ways for ISPs to improve the efficiency of operation and to further reduce Internet access costs. This project will provide a <Beneficiary Country> to improve its Internet Connectivity. The overall aim is to provide affordable Internet access and connectivity through the implementation of national and regional Internet exchange points.*

**For the**

**Signature**

**Date**

**Name/Title**

\_\_\_\_\_ \_/ \_/ \_

\_\_\_\_\_ \_/ \_/ \_

*[In each section, written explanations and examples are set forth in blue text in order to facilitate the writing of the Project Document.*

*All blue text should be deleted from the final document.]*

## **1. BACKGROUND AND CONTEXT**

*[In this part, provide description of the proposed solution. Provide available information and explanation related to the project; regarding its origins and why it is being undertaken. Any information related to the details of the proposed solution that does fit into other sections can be elaborated in this section.]*

### **1.1 Introduction**

Example:

*Information and Communication Technologies (ICTs) are cost-effective in providing a powerful engine to help achieve development goals. For example, they can be used to reduce poverty, build capacities, enrich skills, and inspire new approaches to governance and conflict resolution. The Information Technology contributes for promoting the development of many countries, but this project will enhance connectivity with reasonable cost to achieve other kind of activities.*

*Many countries have yet to build the basic infrastructures needed to take advantage of the information age, and would face a formidable challenge to build a pathway that would reduce the gap between them and the rest of the world.*

### **1.2 Problem Statement and Justification**

Example:

*As a follow-up to the Connect Africa Summit (Kigali, Rwanda, 29 30 October 2007) in line with the creation of national Internet Exchange Points (IXPs) and implementing competition in the provision of international Internet connectivity (Connect Africa, Goal 3), this project aims to significantly increase access to affordable ICTs for all people, in both urban and rural areas, are able to gain maximum benefit from the opportunities offered by ICTs.*

*The primary objective of the project, therefore, is to strengthen the ability of countries to keep their internet traffic locally, while ensuring an affordable cost for access.*

### **1.3 Project Scope and Strategy**

Example:

*The project aims to share experiences, knowledge and benefits relating to the establishment of IXPs centers to other developing countries. Under this arrangement, the project will:*

- *Identify case studies that have been successful, particularly in similar situations;*
- *Provide scientific and expert support to present processes of infrastructure development for IXP and access in <Beneficiary country>.*
- *Provide IXP equipment and put into operation and transfer the IXP to the local partner institution.*

- *Promote public and private sector partnership in the development of IXP policies and for actions. Stakeholders in <Beneficiary country> are to be involved from the start, and the project will encourage sharing of responsibilities and clear definition of roles among key stakeholders.*

## **1.4 Impact**

***[Impact = Development objective***

***As part of the overall objectives of developing a population or market, the project will contribute to some of them.***

***The criterion of the impact of the project on the beneficiaries will assess the achievement of these objectives several years later according to the type of project.***

***Impact Indicators***

***These indicators should measure the evolution of the situation of a market or population, following the implementation of the project. In some cases, it's possible to make a qualitative description of the expected impact.***

***[Impact Indicators are essentially used during evaluation of Impact analysis.]***

***Example:***

*These technologies are already making an important contribution to the economic and social development of African countries; African populations can multiply this contribution several times over by increased connectivity and cost-effective access to the Internet.*

*Many African countries have yet to build the basic infrastructures needed to take advantage of the information age, and would face a formidable challenge to build a pathway that would reduce the gap between them and the rest of the world. The gap could widen and become self-perpetuating as the technologies become more advanced.*

*The project will significantly increase access to affordable ICTs in <Beneficiary country> in order to facilitate a technological environment in which all people, in both urban and rural areas, are able to gain maximum benefit from the opportunities offered by ICTs.*

*In line with the creation of national IXPs and implementing competition in the provision of international Internet connectivity (Connect Africa, Goal 3), the project will strengthen the ability of countries to keep their internet traffic locally, while ensuring an affordable cost for access..*

## **2. PROJECT OBJECTIVE**

***[The project must achieve a primary goal. This section should clearly define the sustainable benefits expected by a market or population.]***

***Example:***

*The objective of the project is to strengthen the capacity of <Beneficiary country> by providing cost-effective access and implementing competition in the provision of international Internet connectivity to the Internet by keeping local Internet traffic local through Internet Exchange Points.*

***[Assumptions/Preconditions***

***To ensure a harmonious development of the project, it should be analyzing the assumptions and preconditions that will achieve the objective]***

### 3. EXPECTED RESULTS

*[Expected Results are products and services produced, or competences and capacities established, directly as a result of project activities.]*

#### 3.1 RESULTS 1

#### 3.2 RESULTS 2

#### 3.3 RESULTS 3

*[The Result indicators are predominantly used during monitoring and evaluation.*

*Provide Key Performance Indicators for each result that are specific, measurable, attainable, realistic and time bound in order to allow measurement of expected results in terms of quantity, quality and timeliness.]*

Result	Key Performance Indicators	Target
1	1.a < enter indicator >	
	1.b < enter indicator >	
2	2.a < enter indicator >	
	2.b < enter indicator >	
3	3.a < enter indicator >	
	3.b < enter indicator >	

### 4. PROJECT ACTIVITIES

*[Project Activities: Specific activities performed using resources and methods in order to achieve the expected Results.*

*Implementation of activities depends on the availability of skilled human resources and the capacity of stakeholders to support the development of the project.*

*Describe the main activities required for achieving expected Result.]*

Result	Activity Description	Responsible Party(ies)
1	1.1 < enter activity >	ITU/Partner/beneficiary
	1.2 < enter activity >	ITU/Partner/beneficiary
	1.3 < enter activity >	ITU/Partner/beneficiary
	...	
2	2.1 < enter activity >	ITU/Partner/beneficiary
	2.2 < enter activity >	ITU/Partner/beneficiary
	2.3 < enter activity >	ITU/Partner/beneficiary
	...	
3	3.1 < enter activity >	ITU/Partner/beneficiary
	3.2 < enter activity >	ITU/Partner/beneficiary
	3.3 < enter activity >	ITU/Partner/beneficiary
	...	

## 5. INPUTS

*[Inputs: Resources (personnel, equipment) and finance necessary to perform the planned activities and manage the project.]*

### 5.1 ITU

IN CASH CONTRIBUTION	
IN KIND CONTRIBUTION	

### 5.2 Partner

IN CASH CONTRIBUTION	
IN KIND CONTRIBUTION	

### 5.3 Beneficiary Country

IN CASH CONTRIBUTION	
IN KIND CONTRIBUTION	

*Example:*

- *Contribution from <partner name>: specific computer hardware and software, pre-defined funds for the learning centre to maintain itself, training programme, cost of training of trainers;*
- *Contributions from ITU (in kind but some contributions in cash may be made available);*
- *Contributions from the Government Agency (in kind): Provides a coordinator and premises for hosting the project.*

## 6. ROLES AND RESPONSIBILITIES

### 6.1 ITU

*Example:*

*ITU will:*

- *Provide staff resources for the coordination and management of the project and be responsible for the overall management of the project implementation, supervision, monitoring, coordination and evaluation;*
- *Provide its expertise and international experience to enable realization of the project objectives in an effective and efficient manner;*
- *Allocate the experts for the project as per contract and terms of reference;*
- *Correspond with the relevant parties to make sure that project is successful;*
- *Etc.*

## 6.2 Partner

*Example:*

*Partner will:*

- *Provide staff resources for the coordination and management of the project;*
- *Correspond with relevant parties to make sure that project is successful;*
- *Etc.*

## 6.3 Beneficiary country

*Example:*

*Country will:*

- *provide all permissions necessary or required to carry out project activities, including, without limitation, all authorizations, permits, certificates, visas and other instruments necessary or required for ITU and/or any of its personnel (including experts) to implement the project;*
- *provide all exemptions from any and all prohibitions, restrictions on imports, custom duties, direct and indirect taxes, and any other fees in respect of imported items that may be required under the project;*
- *provide administrative support and staff required during the Project implementation and any other assistance to the Project;*
- *Etc.*

## 7. RISK MANAGEMENT

*[This section describes the relevant risks that can negatively affect the success of a project. In addition, this section rates the Likelihood and Impact of each risk should it occur, using a scoring (High, Medium, Low) and suggests the mitigation actions for reducing risks to the project.]*

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Action</b>
<i>The lack of control over the local resources</i>	<i>H*</i>	<i>H*</i>	<i>collaboration of the relevant Government agency</i>
<i>The collection of information necessary to complete the project</i>	<i>L*</i>	<i>M*</i>	

*\* H= High, M=Medium, L=Low*

## **8. PROJECT MANAGEMENT**

*[In this section, provide an overall description of the project management. In this regard, elaborate the management structure and terms of reference agreed upon by project partners.*

*Provide information on roles and responsibilities of the steering committee, its composition and working methods as well as the roles and responsibilities of the parties.*

*The implementation of project management structures depends on the size of the project and its complexity. There are three kinds of project sizes: small (< CHF 150'000), medium (< CHF 500'00) and large (> CHF 500'000).]*

### **8.1 Steering Committee / Management Committee**

*[For large projects, the establishment of a "steering committee" is strongly recommended and its composition, the roles and responsibilities of its members and the frequency of its meetings should all be clearly defined under this section.*

*For small and medium projects, it is recommended to set up a management committee composed of a manager from ITU and a decision maker for each stakeholder. This committee will oversee the work done by the project manager and take the necessary decisions.]*

Example:

*The role of the Steering Committee/ Management Committee will include:*

- *Approve the Project Management Plan as defined by the Project Manager;*
- *Approve changes have a significant impact on the project and presented by the Project Manager;*
- *Provide advice and directives concerning the progress of the Project.*

*The Steering Committee/ Management Committee will consist of:*

- *Representative of the Partner/Beneficiary;*
- *ITU Regional Director;*
- *Chief of related Departments*

### **8.2 Project Manager**

Example:

*The project will be implemented by the assigned Project Manager in close coordination with beneficiary Member States' Focal Point(s) and Partner.*

*ITU as the implementing agency will supervise and administer overall implementation of the project in accordance with ITU rules, regulations and procedures.*

### **8.3 Project Management Team**

Example:

*The complexity of the project will need a dedicated Project Management Team for its implementation. This team will consist of:*

- *An assistant project manager in charge of studies;*
- *An assistant project manager in charge of implementing;*

## **9. MONITORING AND EVALUATION**

*[In this section, provide an overall description of the project monitoring and evaluation activities. In this regard, elaborate reporting requirements and frequency of such reports.]*

Example:

*Quarterly reports will be prepared to describe the progress of the project. Syntheses will be for stakeholders to keep them informed of project development. At the end of the project, the ITU project manager will submit a report to ITU and “Partner”. The final project report will include, among other things, reasonably detailed descriptions of the activities, achievements towards expected outcomes, lesson learned and recommendations for future actions.*

*ITU together with the “Partner” will monitor and evaluate the project based on the expected results and key performance indicators.*

## **10. SUSTAINABILITY**

*[In this section, elaborate on how the sustainability of the project is to be achieved. If applicable, describe sustainability measure, such as the self-financing mechanisms, that will be put in place upon the completion of the project. ]*

Example:

*At the end of the project, the recipient country will establish a business model that will enable it to sustain the project.*

## **11. BUDGET**

*[The budget for this project is set forth in Annex 1 attached hereto.]*

## **12. WORKPLAN**

*[The work plan for this project is set forth in Annex 2 attached hereto]*



**Annex 1: BUDGET**

**ESTIMATED BUDGET (in CHF)**

DESCRIPTION	Total	Partner In-Cash	Partner	
<b>STAFF COSTS</b>				
<b>Subtotal:</b>				
<b>MISSION</b>				
<b>Subtotal</b>				
<b>EXTERNAL SERVICES</b>				
<b>Subtotal:</b>				
<b>EQUIPMENT</b>				
<b>Subtotal:</b>				
<b>OTHER CHARGES</b>				
Miscellaneous				
<b>Subtotal</b>				
<b>SUBTOTAL</b>				
AOS (-- %)				
<b>Total</b>				
<b>Grand Total</b>				
Comments :				

**Annex 2: WORK PLAN**

*[The work plan should be detailed during planning stage and reviewed during project implementation, as required.]*

Result	Activity Description	Duration	M 1	M 2	M 3									M 12
<b>1</b>	1.1 < enter activity >													
	1.2 < enter activity >													
	1.3 < enter activity >													
	...													
<b>2</b>	2.1 < enter activity >													
	2.2 < enter activity >													
	2.3 < enter activity >													
	...													
<b>3</b>	3.1 < enter activity >													
	3.2 < enter activity >													
	3.3 < enter activity >													
	...													