1. Project Paper Abstract

One page. Include costs, TA input, training output, commodities, construction, host country input, changes intended to be accomplished.

2. Background

a. Characterize host country agriculture and explain its importance in the economy. (World Bank reports are useful.)

b. Describe the current status of agricultural research and extension, showing organization (with diagrams), reporting budget and personnel, important current R/E policies, and objectives of this project. This needs to be an analytical task as well as simply description. (See Appendix B.)

3. Project Description

a. Summary of Goal, Purpose, and Outputs from Log Frame

b. Project Activities

Use inputs from Log Frame (See Appendix C), describe types of TA needed, prepare job descriptions, explain short-term consultant needs, describe training, list commodities, and explain course of action (strategy or plan). Show plainly how the components relate to each other.

4. Project analyses

a. Technical Analysis

Show and explain why you have chosen this course of action or project strategy and why it is expected to work. This may have been done as the donor selected this alternative. Avoid cliches that have little or no meaning to generalists who have no special knowledge or appreciation of research or extension.

b. Economic Analysis

It is difficult to make this analysis. You have to assume too much with regard to results to be very convincing, if you present an analysis.

It is more useful to use another approach. Data are available to show that research provides higher returns on