

# LDC Workshop on National Adaptation Programmes of Action

## Fact Sheet

### Sample Project Preparation WorkPlan

Element	Responsible Party	01	02	03	04	05	06	07	08	09	10	11	12
Establish PPG fund management procedures - Sign Agreements and Transfer Funds	Agency with NAPA focal point												
Develop Terms of Reference for Project Development Team	NAPA focal point - with Agency												
Develop workplan	NAPA focal point												
Recruit national and/or international consultants	NAPA focal point - with Agency												
Undertake a desk analysis of available documentation (baseline, vulnerability studies, etc...)	Consultants												
Project design consultations	NAPA focal point with consultants and Agency												
Undertake technical studies (feasibility studies, site selection, surveys) and local consultations	Consultants												
Develop project logical framework and budget	Consultants with NAPA focal point												
Identify, cost and confirm co-financing	NAPA focal point												
Confirm implementation institutional arrangements	NAPA focal point												
Develop project documentation	Consultants with NAPA focal point												
Obtain letters of co-financing and endorsement	NAPA focal point												
Submit project	NAPA focal point												