

Logframe

When do we have to have the draft logframe back with DFID?

As per our e-mail of 27 January, you will need to send DFID a draft logframe together with the completed Value for Money questionnaire and additional information by **21 February**

Why does it have to be with you so soon?

Between now and 31 March, CSD needs to have signed off on an agreed logframe, have completed a business case and passed due diligence. To meet this deadline we must insist on tight deadlines.

Why can't we simply use the logframe we sent in with our PPA proposal and complete the missing columns?

When DFID invited you to submit your proposal, it was unclear what level of funding you would base your offer on. As a result some of the draft logframes submitted were based on assumptions of PPAs of anything up to £10m per year. Now that DFID has stated the provisional level of support that you can expect to receive, you need to amend your logframe to reflect this.

Do we have to have all baselines in place by 21 February?

DFID realises the difficulties in getting all baselines in place by 21 February but would ask that you have as much of the information in place as possible. The logframe is a 'living document' and that it is perfectly acceptable to make agreed changes throughout the timescale of the PPA – it is not 'set in stone'.

We have both a CHASE and General PPA – do we need to produce 2 logframes?

Yes – one for each

Will Coffey assist us in producing the logframe?

Yes. We are in discussions with Coffey around the amount of support they can provide.

Do we have to complete the inputs section (HR and £) of the logframe?

No. The guidance we sent you on how to complete the logframe is generic for DFID supported programmes. Given the strategic nature of the PPA funding there is no need for you to complete this section.

Business Case

What is a business case and why do we need it?

A Business Case sets out the rationale for choosing a project, programme or approach to funding (referred to collectively as an intervention). It aims to provide a consistent approach to the choices and design of DFID interventions.

All DFID funding must be accompanied by a Business Case which sets out the need, justification and affordability of the intervention – making a sound case for the commitment of public funds.

DFID's Business Case is based on HM Treasury's 'five case' model. It ensures that DFID's approach to investment decisions is consistent across its own portfolio and with other UK government departments.

1. **Strategic Case** – establishes the case for DFID intervention, linked to expected outcome and impact;
2. **Appraisal Case**– identifies the option that will deliver the intervention at optimal value for money;
3. **Commercial Case** – ensures that the option is commercially viable and secures best practice on procurement;
4. **Financial Case** – establishes that the option is affordable and that the principles of sound public financial management are followed;
5. **Management Case** – sets in place the arrangements necessary for the successful delivery of the intervention (including procedures for monitoring and evaluation).

Who completes the PPA business case?

The business case is an internal DFID document therefore it is the DFID PPA teams in our civil society department and CHASE who are responsible for gathering the necessary information to complete a business case.

We have both a CHASE and General PPA – will there be 2 Business Cases?

No. Although you have been successful in your application for both types of PPA, DFID will only have one PPA MOU with you. Therefore there will only be one business case

You have asked for additional information, why?

This is the information that DFID requires in order to complete the business case.

How much detail do you need? Is there any word limit?

You must provide enough information to fully answer the question posed. For some this may be a sizeable amount of detail but for others it may not. There is not a set word limit.

Will we get to see the Business Case before it is finalised?

DFID sees the PPA very much as a partnership therefore we will pass on a copy of the proposed business case to you for comment before it is approved within DFID and published on DFID's website.

What will you do with the Business Case?

Your Business Case will be part of the PPA documentation which DFID will post on its website. As such it is important that the Business Case is written in language which is accessible to anyone accessing our website.

Is there a Business Case Summary?

Yes. The Business Case summary (which will also be posted on the DFID website) will provide a brief explanation of details such as why DFID is supporting you through PPA, the funding provided, what we hope to achieve through the partnership and how the outcomes will be monitored.

Due Diligence

[This link takes you to a copy of the presentation](#) which the KPMG team, contracted to carry out due diligence for PPAs, gave at the PPA workshop on 2 February.

We have been awarded a provisional PPA as the lead organisation of a consortium. Will KPMG carry out due diligence on all consortium partners?

The initial contact will be between you and KPMG. It may be decided, after initial contact, that some form of due diligence check needs to be carried out on all consortium partners.

We are not a consortium PPA but do work with lots of other partners. Will KPMG be carrying out a due diligence check of our partners?

The intention is only to carry out a due diligence check of your organisation as the PPA holder.

General Questions

How much PPA funding can we expect in years 2 and 3?

DFID has given each PPA partner a provisional funding level for year one. This will be made concrete once we have finalised logframe, business case and due diligence checks AND signed off the MOU. This figure should then be used for planning purposes for years 2 and 3.

However, the PPA evaluation at 18 months will allow us to evaluate which PPAs are performing or not and allow us to adjust funding levels for the remainder (final quarter) of year 2 and for year 3 – some may go up, some may go down and some may stay as they are.

Who undertakes these 18 month evaluations?

It is for the PPA holder, to undertake the PPA evaluations through the contracting of an independent evaluator. We will provide generic terms of reference and Coffey will quality assure all evaluations and provide a meta-

evaluation. PPA agencies should ensure sufficient budget for these evaluations.

Can we roll unspent PPA support from one year to the next?

The funding given under the PPA is unrestricted flexible support. We do not ask you to account for these funds on a pound by pound basis. As a PPA holder you have complete flexibility over how you allocate these funds within your organisation. As such there should not be 'unspent' PPA funds to be rolled over between years.