WP T2
Testing Social Enterprise Support Models

ACTIVITY A.T2.1
Pilot Actions Testing Social Enterprise Start-up Incubation
&
ACTIVITY A.T2.2
Pilot Actions Testing Social Business Mentoring and Networking

Common Framework for the Pilot Activity Concept

Created by FOUNDATION FOR IMPROVEMENT OF EMPLOYMENT POSSIBILITIES, PRIZMA and FOUNDATION FOR SOCIAL INVESTMENT, FUND05 (SI)

June 2018

Introduction

During the WPT2 the elements of the novel service model jointly developed under WPT1 and the cooperation of SEs will be tested. Related to social business mentoring and networking methods practices 2 pilot activities will be implemented, where PPs from the same country share tasks and responsibilities.

The pilot activity concept is a summary of a proposal containing a brief description of the idea of the pilot activity and the objectives to be pursued. The concept defines pilot main characteristics and identifies the activities, schedule, and deliverables of a pilot activity. The plan also discusses resource requirements; interfaces and dependencies with other groups; risks, and risk mitigation. The aim of pilot activities is to test methods and tools described in the Country cases, that will then be built into the Toolbox and Handbook. To set a frame for the unique and comparable presentation of the pilot activity concept the present framework was prepared.

The SENTINEL project partners are invited to elaborate pilot activity concepts following the structure provided below. When describing specific elements of pilot activity concept partners should use and upgrade the information related to the pilot activity already presented in the country case for the elaboration of a Toolbox and Handbook.

Structure of the Pilot Activity Concept

1. **BACKGROUND** (justification of the pilot action and assumption for the pilot action**)**
   (Please explain why it is crucial to address the problem identified and what has already been done to solve the problem.) (max. 1 page, bullet points)

2. **TITLE OF THE PILOT ACTION** (& acronym if applicable)

3. **SUMMARY OF THE PILOT ACTION**
   (please specify how you intend to implement the pilot action and which are main activities and measures) (max. 1/2 page, bullet points)

4. **AIMS AND OBJECTIVES OF THE PILOT ACTION**
   (please define aims and objectives of the pilot action you intend to implement) (max. 1/2 page, bullet points)

5. **TARGET GROUPS**
   (please define direct and indirect target groups, present their main needs which will be addressed, and explain how you will motivate, select and engage target groups to join pilot action) (max. 1 page, bullet points)

6. **MOST IMPORTANT MILESTONES OF THE IMPLEMENTATION OF THE PILOT**

7.   ACTIVITIES, IMPLEMENTATION PLAN AND EXPECTED RESULTS OF THE PILOT ACTION (schedule)

Please schedule accurately the implementation of your pilot by filling in the following table. Please try to define as many actions as it is realistic. Increase the number of rows, if needed.

Months / Activities	10	11	12	1	2	3	4	5	6	7	8	9	Responsible & Participating actor	Location	Expected outputs/ results
													Responsible: Participating:		
													Responsible: Participating:		
													Responsible: Participating:		
													Responsible: Participating:		
													Responsible: Participating:		

8. BUDGET FOR IMPLEMENTATION OF PILOT ACTION (please plan the budget of your pilot action based on the application form**)**

Since the majority of the costs of your pilot will be covered by Sentinel project, it is essential from planning point of view to use the project's budget structure during the financial planning of your pilot. On the other hand, it is useful for you to plan your pilot as detailed as it is possible. It will definitely help the implementation. In line with this, after the completion of the implementation plan, please estimate the required budget of your pilot in EUR, based on the application form, using the table below. Increase the number of rows, if needed. You could also use excel table and copy it in to this document if you wish to.

Activities	Staff cost	Overhead	Travel & accommodation	External expertise	Total

9.   PILOT LOGICAL FRAMEWORK / LOGFRAME

A Logframe as a tool for improving the planning, implementation, management, monitoring and evaluation of projects. It is a way of structuring the main elements in a project and highlighting the logical linkages between them. In Logical Framework Matrix (or Logframe) the pilot is defined in terms of hierarchy of objectives (inputs, activities, results, specific objectives and overall objectives plus a set of defined assumptions and a framework for monitoring and evaluating achievements (indicators and sources of verification).

It is about setting your goals first and then getting into the glassroots – what you actually need to do. You have to look at all the boxes in the table as a sequence using and "if and then" logic to test the lograme. A simple test is to ask if your logframe satisfies the following: **[1] IF** these activities are undertaken **AND** the assumptions hold true, **THEN** the intended outputs will be created. **[2] IF** these outputs are delivered **AND** the assumptions hold true, **THEN** the purpose will be achieved. **[3] IF** the purpose is achieved **AND** the assumptions hold true, **THEN** the intervention will have contributed to the goal.

An example of »if and then« logic:

*If we establish a community committee (activity) **and** people are enthusiastic (assumption) **then** we'll have the capacity to build and manage a playground (output). If we have a playground (output) **and** it's easy to maintain (assumption) **then** children will have fun (purpose). If children are having fun (purpose) **and** families continue to grow in the village (assumption) **then** we'll reach the goal of a happy community.*

Ideally, the Logframe is prepared on **one page**, which requires short and specific descriptions in bullet points.

Useful reading before starting to write a logframe:

- https://www.theguardian.com/global-development-professionals-network/2015/aug/17/how-to-write-a-logframe-a-beginners-guide
- https://www.unodc.org/documents/human-trafficking/Toolkit-files/08-58296_tool_10-3.pdf
- https://www.betterevaluation.org/en/evaluation-options/logframe
- https://www.byggdastofnun.is/static/files/IPA/SN_4_How_to_fill_out.pdf

Action description	Indicators	Means of verification	Risks / Assumptions[1]
Overall objective (Aim/Goal) [2] *The pilot's contribution to SENTINEL project objectives (impact).*	*How the overall objective is to be measured including quantity, quality, time. Impact indicators.*[3]	*How the information for the indicators will be collected, when and by whom.*	*n/a*
Specific objective (Purpose/Outcome)[4] *This is the single central objective of the pilot in terms of sustainable benefits to be delivered to the pilot's beneficiaries.*	*How the specific objective is to be measured including quantity, quality, time. Outcome indicators*[5].	*How the information for the indicators will be collected, when and by whom.*	*If the specific objective is achieved, what assumptions must hold true to achieve the overall objective.* *What external factors are necessary if the purpose is to contribute to the achievement of the goal?*
Results (Outputs) *Tangible products or services delivered by the pilot.*	*How the results are to be measured including quantity, quality, time. Output indicators.*[6]	*How the information for the indicators will be collected, when and by whom.*	*If results are achieved, what assumptions must hold true to achieve the specific objective.* *What are the factors not in the control of the project which are liable to restrict the outputs achieving the purpose?*
Activities *Tasks that have to be undertaken to deliver the desired results.*	*n/a*	*n/a*	*If activities are completed, what assumptions must hold true to deliver the results.* *What factors will restrict the activities from creating the outputs?*

---

[1] Factors external to the pilot which are likely to influence the work of the pilot management has little control, and which need to exist to permit progress to the next level.

[2] The ultimate result to which your pilot is contributing – the impact of the pilot.

[3] Impact indicators usually take longer to be realised and would require long term evaluation. Please try to choose few which measure changes that you expect to occur during the lifetime of the pilot.

[4] The change that accurs if the pilot outputs are achieved – the effect of the pilot.

[5] Outcome indicators measure intermediate changes as a result of the pilot activities, for example changes in knowledge and attitudes, increased acces to and utilisation of services, increased quality of services….

[6] Output indicaors measure the immediate results of pilot activities and tell as if activities are happening as planned, for example number of SEs particiapting, number of mentors trained, number of measures introduced…

10. CONTACT DETAILS FOR THE PERSON RESPONSIBLE FOR THE PILOT

Name/Surname:	
Position within the organization:	
E-mail address:	
Skype address:	
Phone & mobile phone:	