Shelter Projects – Itemised Task List & Required Contributions

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| *Task* | *Summary* | *Contributions required* |
| 1. Project Manager/Agency
 | Responsibility for project oversight incl. contracting of required services, financial management, convening Technical Advisory Committee and overall product delivery. | Agency commitment to resource the project management role with associated contracting, financial management and administrative support. To incl. an individual as project manager. |
| 1. Project Coordinator
 | Coordination of product development incl. content & layout and liason with technical & editorial/formatting. | Funding to contract an independent consultant (ensuring an impartial approach to the identity of the product and content). |
| 1. Support team
 | Support from stakeholding partners to project manager/agency in securing required contributions and ensuring project oversight. | In-kind contribution in staff time from agency stakeholders. |
| 1. Technical support
 | Short term technical or IT support. | Funding to contract short term consultancies or provision of appropriate agency capacity. |
| 1. Editing/Formatting
 | Formatting and proofing to print ready layout. | Funding to contract the editing/formatting or in-kind agency contribution to undertake this in-house. |
| 1. Printing
 | Provision of limited print-run for promotion. | Funding to commission required printing or in-kind agency contribution to undertake this in-house. |
| 1. Launch/distribution
 | Promotion of product at events. | In-kind contribution in staff time from agency stakeholders. |

Indicative costs for per edition to date

Tasks 1, 3 & 7 - in-kind contributions from stakeholding agencies

Tasks 2, 3, 5 & 6 – CHF 50,000