

Project Document Format for non-CPAP Countries or Projects outside a CPAP

United Nations Development Programme

Country: _____

Project Document

Project Title

UNDAF Outcome(s):

Expected CP Outcome(s):

(Those linked to the project and extracted from the CP)

Expected Output(s):

(Those that will result from the project)

Executing Entity:

Implementing Agencies:

Brief Description

Programme Period: _____

Key Result Area (Strategic Plan) _____

Atlas Award ID: _____

Start date: _____

End Date _____

PAC Meeting Date _____

Management Arrangements _____

Total resources required _____

Total allocated resources: _____

- Regular _____
- Other: _____
 - Donor _____
 - Donor _____
 - Donor _____
 - Government _____

Unfunded budget: _____

In-kind Contributions _____

Agreed by (Government) _____

Agreed by (Executing Entity): _____

Agreed by (UNDP): _____

I. SITUATION ANALYSIS

(minimum one paragraph, suggested maximum one page)

To the greatest extent possible, link to the Country Programme Document (CPD), CCA and UNDAF situation analysis. State the problem to be addressed usually in terms of needs for capacity development, and provide a reference to the relevant outcome in the country programme. References to the HDR and MDGs may also be included. Explain the institutional and legal framework. and the intended beneficiaries. Provide a reference (and hypertext links) to the findings of relevant reviews or evaluations.

II. STRATEGY

(minimum one paragraph, suggested maximum one page)

Link to the CP and UNDAF to the greatest extent possible, which should outline the national strategy, including the national commitment to achieving the outcome and the UN comparative advantage in supporting the strategy. This section should detail how the project outputs will contribute to the achievement of the outcome. Explain in particular how UNDP will support policy development and strengthen national capacities and partnerships to ensure lasting results. In addition, for projects co-financed with other partners, the rationale for donor assistance and how they support the outcome should be described.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:				
<i>Assign a number to each outcome in the country programme (1, 2,...).</i>				
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:				
Applicable Key Result Area (from 2008-11 Strategic Plan):				
Partnership Strategy				
Project title and ID (ATLAS Award ID):				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p><i>Specify each output that is planned to help achieve the outcome.</i></p> <p><i>For each output, include a baseline with associated indicators and targets to facilitate monitoring of change over time.</i></p> <p><i>Each output shall ultimately become a Project ID in Atlas.</i></p> <p>Output 1</p> <p>Baseline:</p> <p>Indicators:</p>	<p><i>Use this column for more complex projects where an output takes more than one year to produce.</i></p> <p>Targets (year 1)</p> <p>-</p> <p>-</p> <p>Targets (year 2)</p> <p>-</p> <p>-</p>	<p><i>List activity results and associated actions needed to produce each output or annual output targets.</i></p> <p><i>Each activity result shall ultimately become an Activity ID in Atlas.</i></p> <p>1 Activity Result</p> <ul style="list-style-type: none"> ▪ Action ▪ Action <p>2 Activity Result</p> <ul style="list-style-type: none"> ▪ Action ▪ Action 	<p><i>Specify parties that have been engaged by the executing entity to carry out these activities</i></p>	<p><i>Specify the nature and total costs of the UNDP inputs needed to produce each output.</i></p>
<p>Output 2</p> <p>Baseline:</p> <p>Indicators:</p>	<p>Targets (year 1)</p> <p>-</p> <p>-</p> <p>Targets (year 2)</p> <p>-</p> <p>-</p>	<p>1 Activity Result</p> <ul style="list-style-type: none"> ▪ Action ▪ Action <p>2 Activity Result</p> <ul style="list-style-type: none"> ▪ Action ▪ Action 		

IV. ANNUAL WORK PLAN

Year:

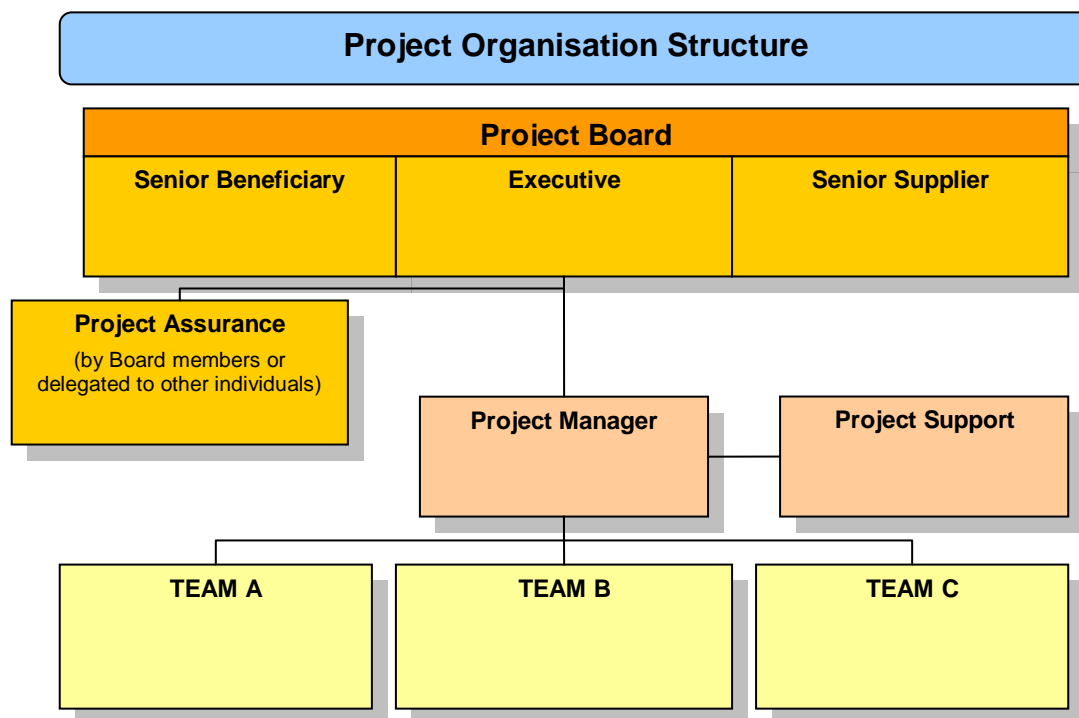
EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output 1 <i>Baseline:</i> <i>Indicators:</i> <i>Targets:</i> <i>Related CP outcome:</i>	1. Activity Result -Activity action -Activity action								
	2. Activity Result -Activity action -Activity action								
	3. Activity Result - Activity action - Activity action								
	4. Activity Result -Activity action -Activity action								
Output 2 <i>Baseline:</i> <i>Indicators:</i> <i>Targets:</i> <i>Related CP outcome:</i>	1. Activity Result -Activity action -Activity action								
	2. Activity Result -Activity action -Activity action								
Output 3 <i>Baseline:</i> <i>Indicators:</i> <i>Targets:</i> <i>Related CP outcome:</i>									
TOTAL									

V. MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the [Deliverable Description](#) to complete this component of the template.

Use the diagram below for the composition of the Board.



Suggested sub-headings in this component may include:

- results of capacity assessment of implementing partner
- UNDP Support Services (if any)
- collaborative arrangements with related projects (if any)
- prior obligations and prerequisites
- a brief description/summary of the inputs to be provided by all partners
- audit arrangements
- agreement on intellectual property rights and use of logo on the project's deliverables

VI. MONITORING FRAMEWORK AND EVALUATION

Please refer to the [Deliverable Description](#) to complete this component of the template.

Suggested text to be adapted to project context

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

In case a project evaluation is required, please indicate the justification and proposed timing for the evaluation. A project evaluation is required only when mandated by partnership protocols such as GEF. However, a project evaluation may be required due to the complexity or innovative aspects of the project.

Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process “Defining a Project” if the information is available. This table shall be further refined during the process “Initiating a Project”.

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i>	Start Date: End Date:
Purpose	<i>What is the purpose of the activity?</i>	
Description	<i>Planned actions to produce the activity result.</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

VII. LEGAL CONTEXT

Click [here for the standard text](#).

VIII. ANNEXES

Risk Analysis. Use the standard [Risk Log template](#). Please refer to the [Deliverable Description of the Risk Log](#) for instructions

Agreements. Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs¹ (where the NGO is designated as the “executing entity”) should be attached.

Terms of Reference: TOR for key project personnel should be developed and attached

Capacity Assessment: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

Special Clauses. In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.
6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.
7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

¹ For GEF projects, the agreement with any NGO pre-selected to be the main contractor should include the rationale for having pre-selected that NGO.

8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [...]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
- (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.”