UNDP Knowledge Products Quality Standards

To be certified as quality assured, a UNDP knowledge product should meet the following six standards. These are contained in the "Quality Standards Certification Form," which is submitted as a cover note to the knowledge product for signature by the authorizing officer.

1. **The product is relevant to the organization's or programme's priorities**

This Quality Standard ensures that the product warrants the time and budget allocated to produce it. The recommended way to establish this would be by the office's acceptance of the initial Product Idea, where the product would have been considered as a priority relative to other initiatives proposed.

2. The product demonstrates thought leadership

This Quality Standard ensures that the product applies knowledge to take the topic further, by contributing new knowledge or disseminating existing knowledge. The recommended way to establish this is to include in the product design stage a scan of existing knowledge – both documented from libraries and undocumented from knowledge-sharing networks

3. The product is well-designed and internally consistent

This Quality Standard ensures that the product meets the highest standard of excellence as a professional work. The recommended way to establish this would be to have the product critically reviewed by professional peers, and to have it professionally edited.

4. The product is assured of reaching its intended audience

This Quality Standard ensures that the product will be seen by the persons it is produced for. The recommended way to establish this would be for the product to be accompanied by a targeted communications plan, including, if relevant, associated products and other supplementary material to generate interest.

5. The intended impacts are clear and measurable

This Quality Standard ensures that UNDP can confidently know what "success" looks like – e.g., whether the product meets expectations in terms of outcomes. The recommended way to establish this would be for the Product Details to include the metrics against which performance and impact would be judged.

6. A roll-out plan is included.

This Quality Standard ensures that the next steps after publication have been thought through, and are focused on maximizing prospects for reaching the target audience. The plan should be appropriate to the knowledge product. The recommended way to establish this would be to include the resourced roll-out plan as a budget item in the Product Details.

Note that the standards have a recommended way of being met. Recommendations are not mandatory, and so they could be substituted by another approach. This might happen, for example, if the product is co-published and the authorizing officer considers that following the partner's quality standards would preclude the need to apply those of UNDP. It is up to the judgment of the authorizing officer to determine if a particular quality standard has been met.