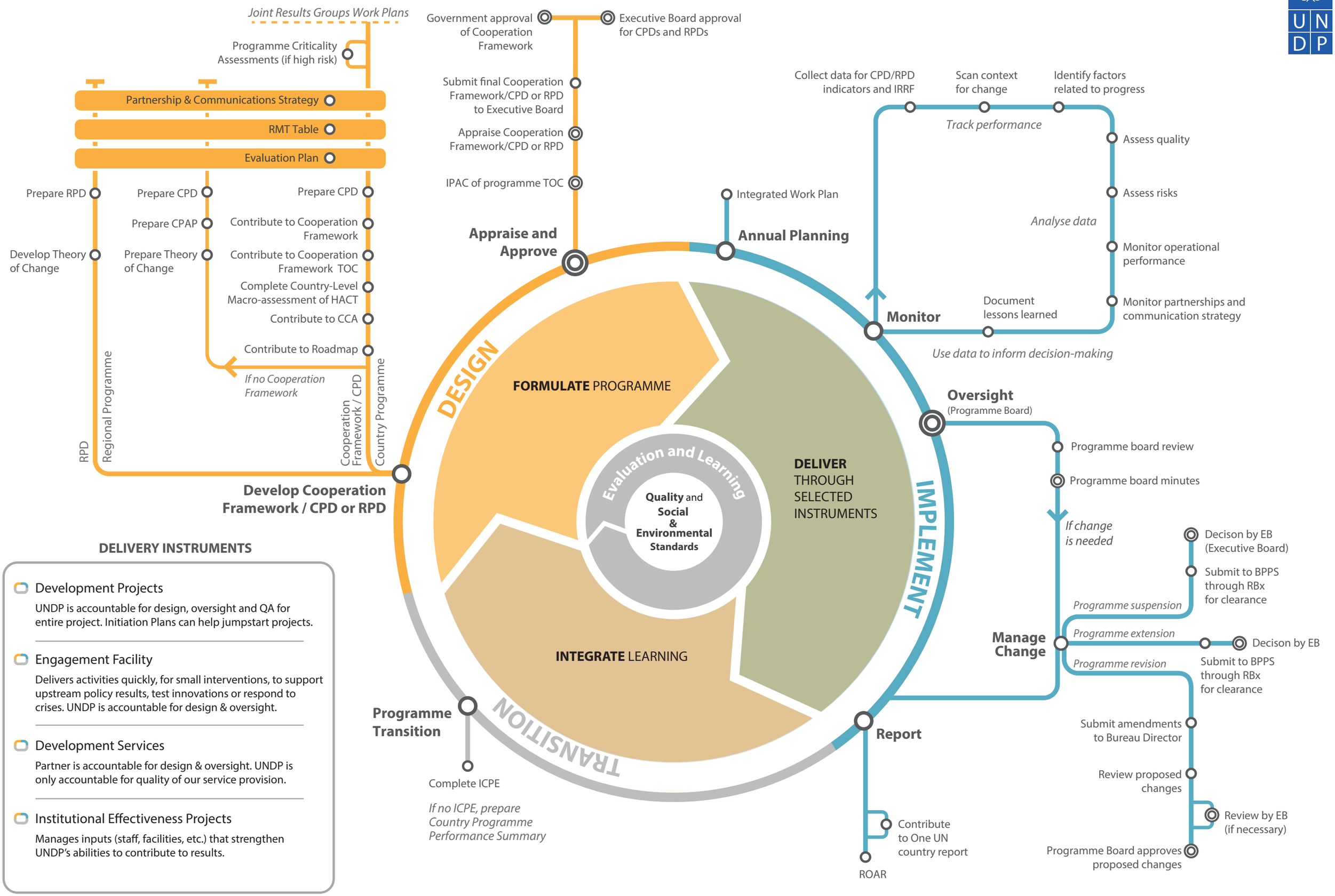
Visual Guide to UNDP Programming Cycle



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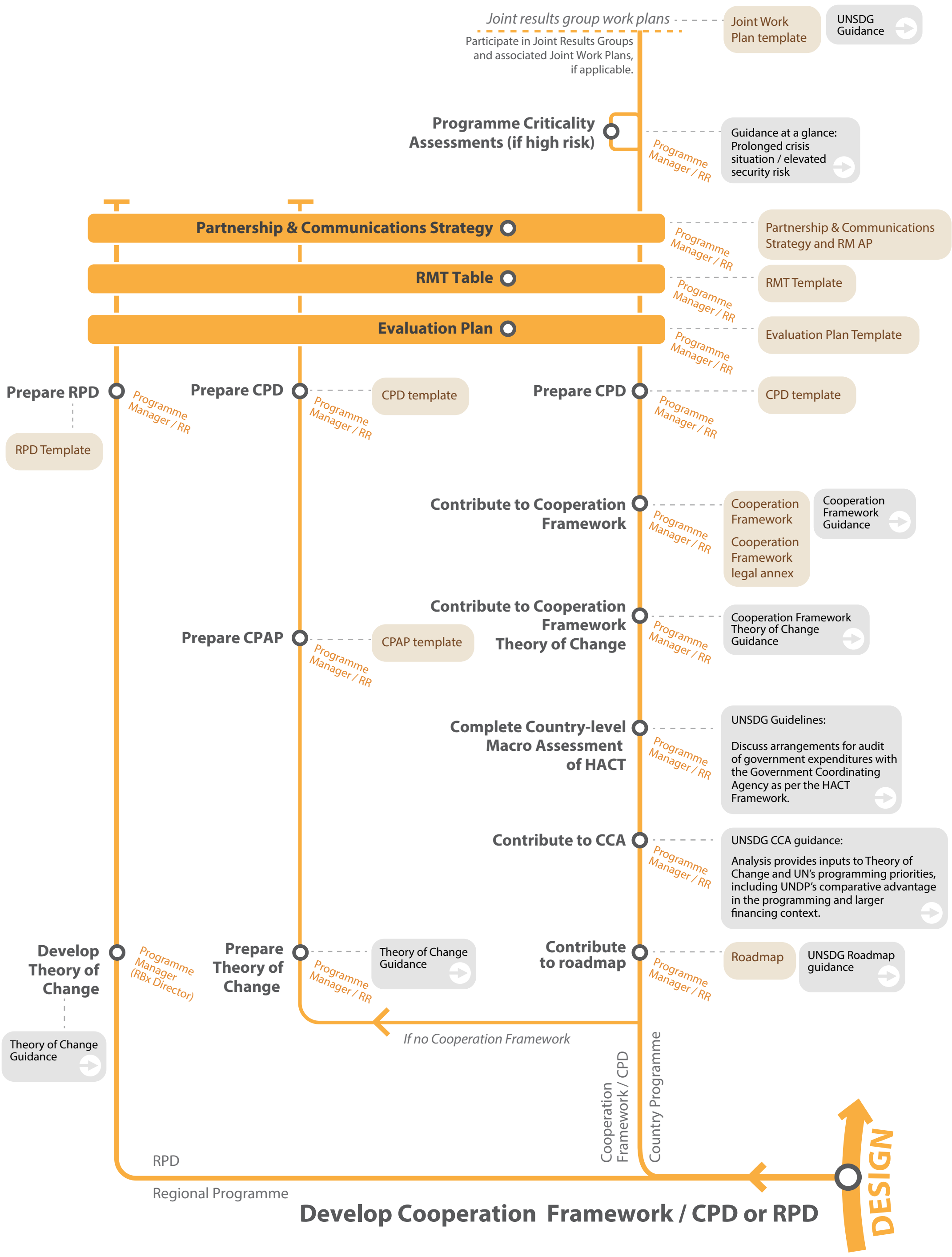
Visual Guide

Programming Cycle

Procedures, People and Guidance at a Glance



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Government Approval of Cooperation Framework

Cooperation Framework

Legal annex

Once the Cooperation Framework is agreed, it is signed by the Government and all UN entities. The RC sends the signed Cooperation Framework to all partners and to the chair of the UNSDG. The completed Cooperation Frameworks are posted on the UNSDG website.

Executive Board Approval for CPDs and RPDs

Approval of the Programme (CPD/ RPD)

Submit final Cooperation Framework / CPD or RPD to Executive Board

RBx Director

Submit for quality review to BPPS / Effectiveness

Appraise Cooperation Framework / CPD or RPD

PAC for CPD

OPG for RPDs

IPAC of programme Theory of Change

RBx Director for CPDs

HQ PAC for RPDs

conduct **Performance-Based Capacity Assessment**

RBx Director

CO Performance-Based Capacity Assessment

Consultations with all relevant national partners, including the government coordinating authority, potential implementing partners, CSOs, targeted community groups, donors, UN agencies, multilateral and bilateral organizations are essential throughout programme development.

Appraise and Approve

DESIGN

Integrated Work Plan

Programme Manager / RR

Procurement Planning

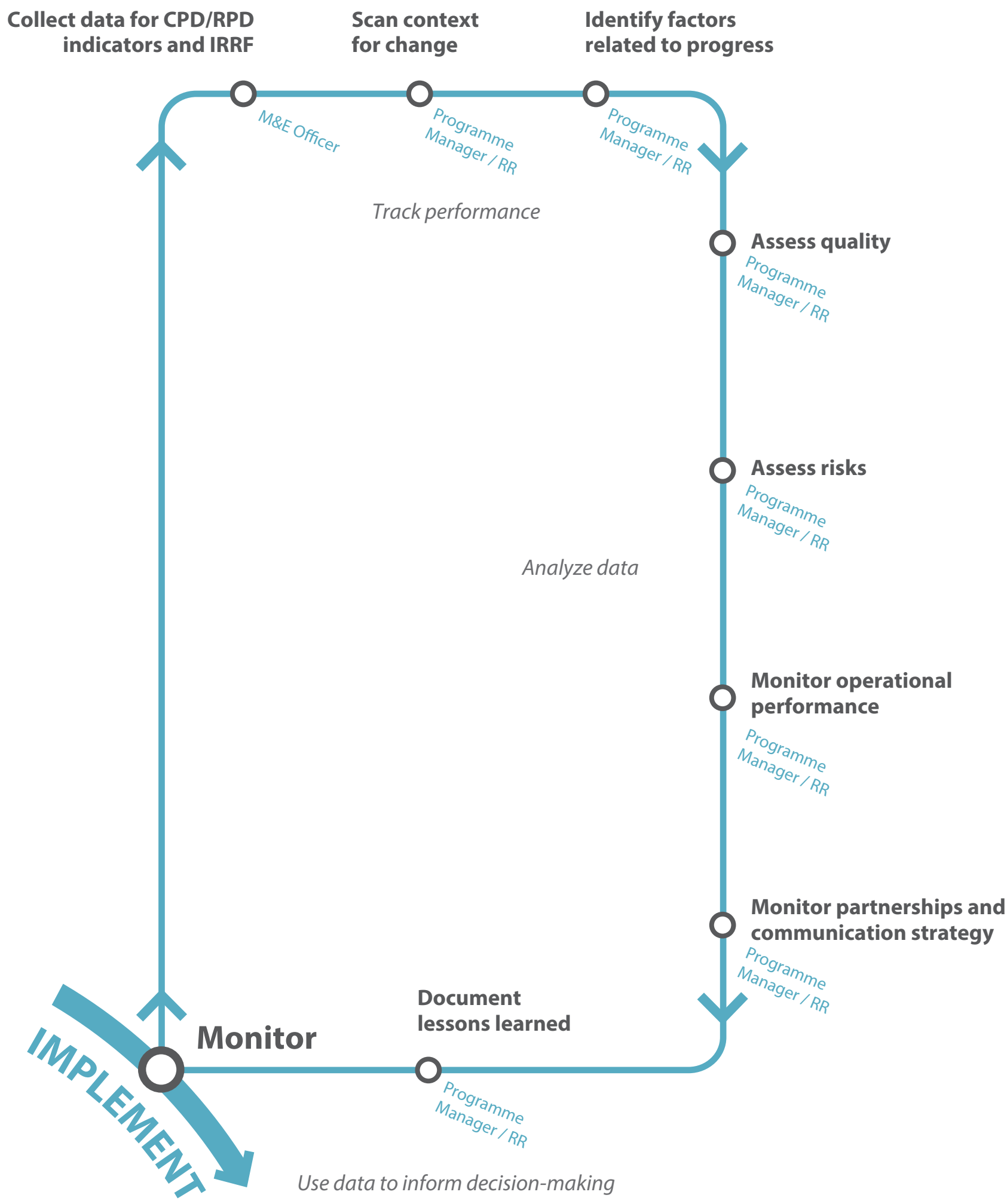
PROMPT Platform

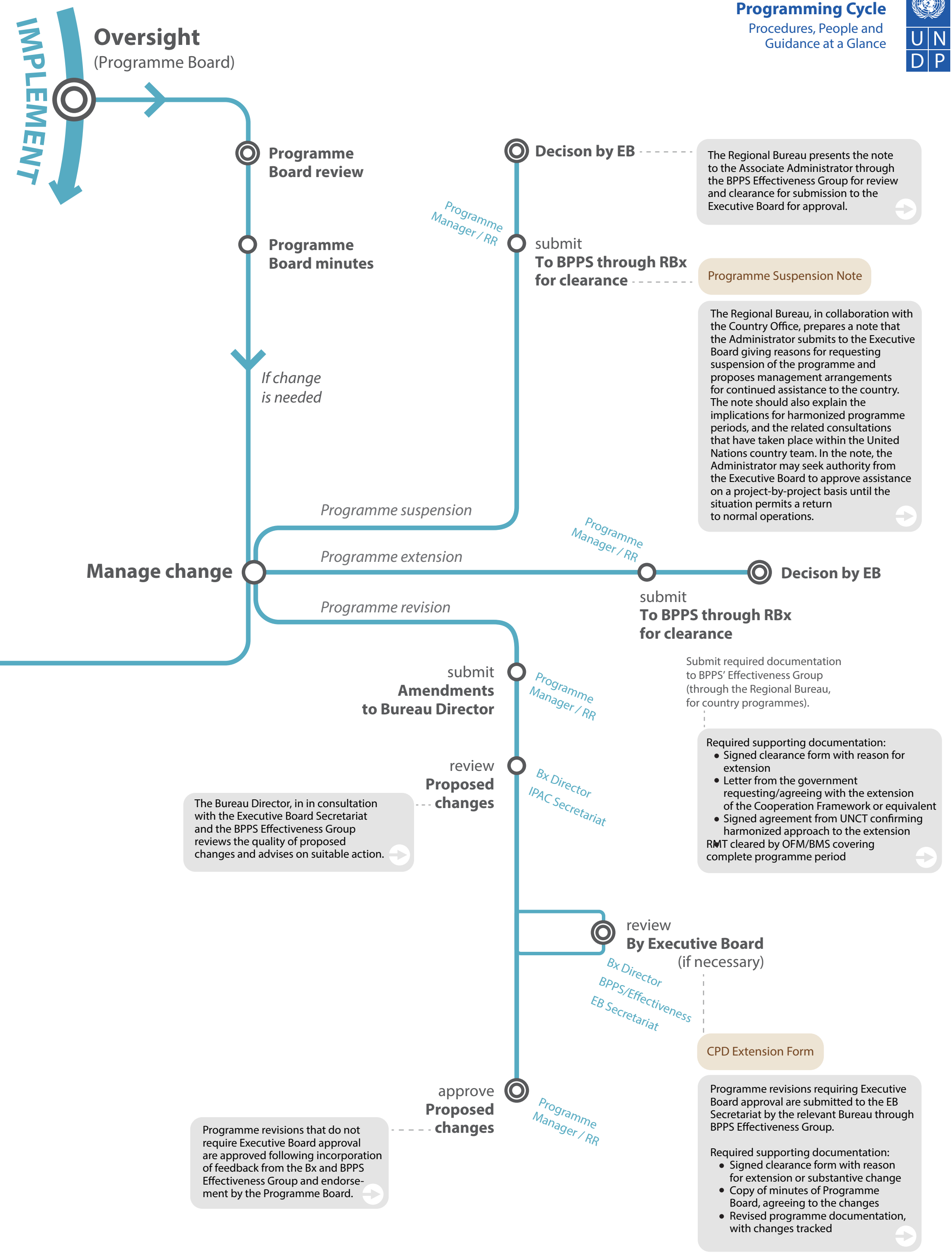
In order to start using the platform, the Head of Procurement of your CO must register in the Procurement section of the intranet.
Once access has been granted, procurement staff profiles and project IDs can be set up.

Guidance Note on IWPs

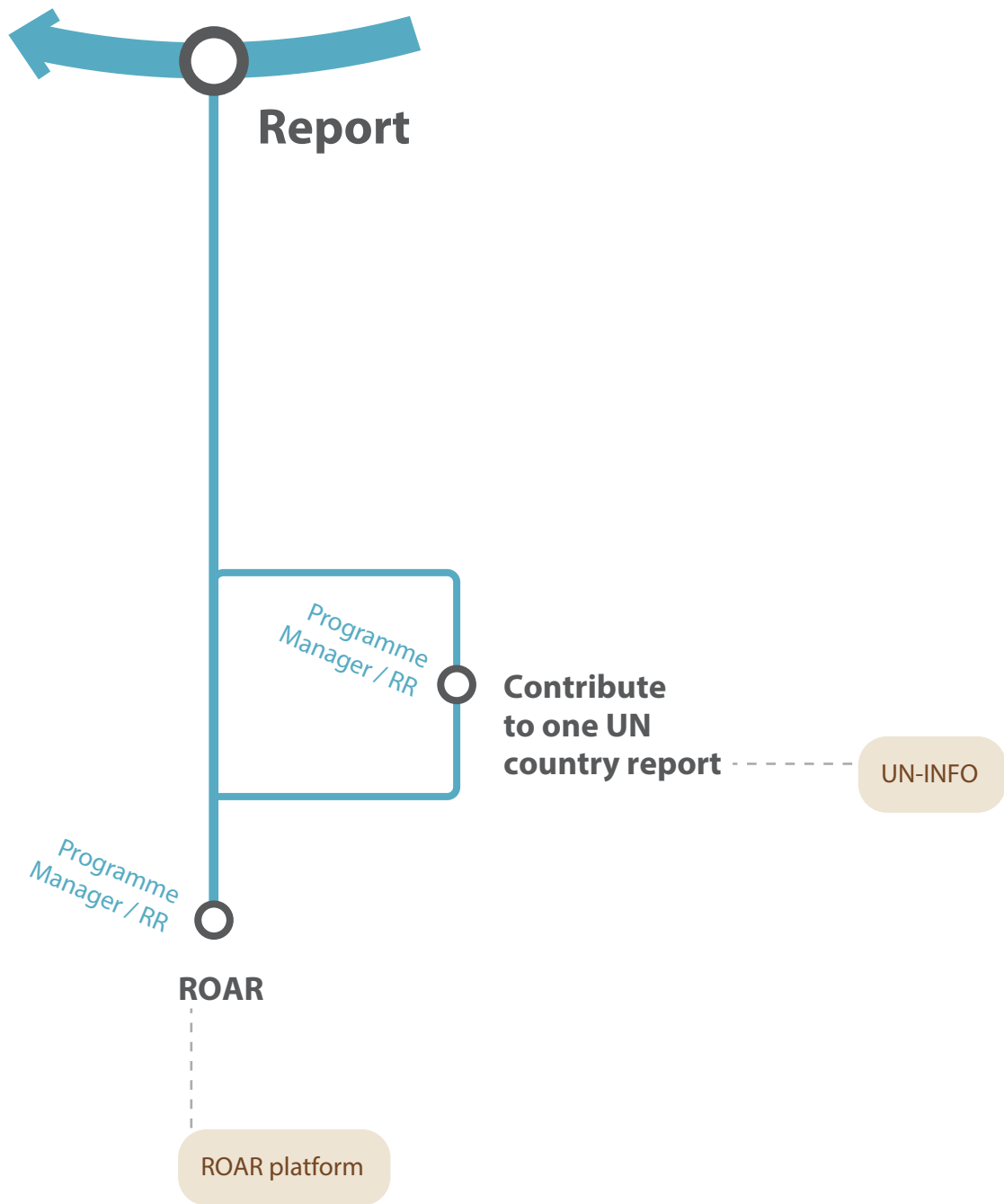
Annual planning

IMPLEMENT


Collect data for CPD/RPD indicators and IRRF
M&E Officer
Scan context for change
Programme Manager / RR
Identify factors related to progress
Programme Manager / RR
Track performance
Assess quality
Programme Manager / RR
Assess risks
Programme Manager / RR
Analyze data
Monitor operational performance
Programme Manager / RR
Monitor partnerships and communication strategy
Programme Manager / RR
Document lessons learned
Programme Manager / RR
Monitor
IMPLEMENT
Use data to inform decision-making


IMPLEMENT
Oversight
(Programme Board)
Programme Board review
Programme Board minutes
If change is needed
Decison by EB
The Regional Bureau presents the note to the Associate Administrator through the BPPS Effectiveness Group for review and clearance for submission to the Executive Board for approval.
Programme Manager / RR
submit
To BPPS through RBx for clearance
Programme Suspension Note
The Regional Bureau, in collaboration with the Country Office, prepares a note that the Administrator submits to the Executive Board giving reasons for requesting suspension of the programme and proposes management arrangements for continued assistance to the country. The note should also explain the implications for harmonized programme periods, and the related consultations that have taken place within the United Nations country team. In the note, the Administrator may seek authority from the Executive Board to approve assistance on a project-by-project basis until the situation permits a return to normal operations.
Programme suspension
Programme extension
Programme revision
Manage change
Programme Manager / RR
Decison by EB
submit
To BPPS through RBx for clearance
Submit required documentation to BPPS' Effectiveness Group (through the Regional Bureau, for country programmes).
Required supporting documentation:
• Signed clearance form with reason for extension
• Letter from the government requesting/agreeing with the extension of the Cooperation Framework or equivalent
• Signed agreement from UNCT confirming harmonized approach to the extension
RMT cleared by OFM/BMS covering complete programme period
submit
Amendments to Bureau Director
Programme Manager / RR
review
Proposed changes
Bx Director
IPAC Secretariat
The Bureau Director, in in consultation with the Executive Board Secretariat and the BPPS Effectiveness Group reviews the quality of proposed changes and advises on suitable action.
review
By Executive Board
(if necessary)
Bx Director
BPPS/Effectiveness
EB Secretariat
CPD Extension Form
Programme revisions requiring Executive Board approval are submitted to the EB Secretariat by the relevant Bureau through BPPS Effectiveness Group.
Required supporting documentation:
• Signed clearance form with reason for extension or substantive change
• Copy of minutes of Programme Board, agreeing to the changes
• Revised programme documentation, with changes tracked
approve
Proposed changes
Programme Manager / RR
Programme revisions that do not require Executive Board approval are approved following incorporation of feedback from the Bx and BPPS Effectiveness Group and endorsement by the Programme Board.

IMPLEMENT


Report
Programme Manager / RR
Contribute to one UN country report
UN-INFO
Programme Manager / RR
ROAR
ROAR platform

TRANSITION

Programme Transition

IEO

Complete ICPE

Programme Manager / RR

If no ICPE, prepare Country Programme Performance Summary