**Visual Guide to UNDP Programming Cycle**

**DESIGN**

- Prepare RPD
- Develop Theory of Change
- Prepare CPD
- Prepare Theory of Change
- Prepare CPAP
- Contribute to Cooperation Framework
- Complete Country-Level Macro-assessment of HACT
- Contribute to Roadmap

**FORMULATE PROGRAMME**

- Appraise and Approve
- Submit final Cooperation Framework/CPD or RPD to Executive Board
- Appraise Cooperation Framework/CPD or RPD
- IPAC of programme TOC

**DELIVER THROUGH SELECTED INSTRUMENTS**

- Quality and Social & Environmental Standards
- Implement
- Oversight (Programme Board)

**IMPLEMENT**

- Monitor
- Manage Change
- Monitor partnerships and communication strategy
- Use data to inform decision-making
- Analyse data
- Assess risks
- Track performance

**MONITOR**

- Collect data for CPD/RPD indicators and IRRF
- Scan context for change
- Identify factors related to progress

**INTEGRATE LEARNING**

- Appraise and Approve
- Develop Cooperation Framework/CPD or RPD
- Appraise Cooperation Framework/CPD or RPD
- IPAC of programme TOC

**Transition**

- Transition Report
- Contribution to Cooperation Framework/CPD or RPD

**DELIVERY INSTRUMENTS**

- Development Projects
  UNDP is accountable for design, oversight and QA for entire project. Initiation Plans can help jumpstart projects.

- Engagement Facility
  Delivers activities quickly, for small interventions, to support upstream policy results, test innovations or respond to crises. UNDP is accountable for design & oversight.

- Development Services
  Partner is accountable for design & oversight. UNDP is only accountable for quality of our service provision.

- Institutional Effectiveness Projects
  Manages inputs (staff, facilities, etc.) that strengthen UNDP’s abilities to contribute to results.

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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.

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.

Cooperation Framework
Legal annex

Submit final Cooperation Framework / CPD or RPD to Executive Board

Submit for quality review to BPPS / Effectiveness

Appraise Cooperation Framework / CPD or RPD

IPAC of programme Theory of Change

CO Performance-Based Capacity Assessment

Conduct Performance-Based Capacity Assessment

Executive Board Approval for CPDs and RPDs
Approval of the Programme (CPD/ RPD)

PAC for CPD
OPG for RPDs

RBx Director for CPDs
HQ PAC for RPDs

RBx Director

DESIGN
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.
Oversight (Programme Board)

If change is needed

Programme Board review

Programme Board minutes

If change is needed

Programme suspension

Programme extension

Programme revision

Submit Amendments to Bureau Director

By Executive Board (if necessary)

Decide by EB

Submit proposed changes

Programme Manager / RR

Programme Manager / RR

Programme Suspension Note

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 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.

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

The Bureau Director, in consultation with the Executive Board Secretariat and the BPPS Effectiveness Group, reviews the quality of proposed changes and advises on suitable action.

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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.

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
IMPLEMENT

Contribute to one UN country report

ROAR

Programme Manager / RR

ROAR Platform

UN-INFO

Visual Guide

Programming Cycle

Procedures, People and Guidance at a Glance

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TRANSITION

Programme Transition

Complete ICPE

If no ICPE, prepare
Country Programme
Performance Summary