

APPRAISE & APPROVE



3

TOOLS

GUIDANCE

Programme Officer

conduct
Appraisal (LPAC)

Stakeholders meet

● **Final QA report** →

Update and approve the final QA report in the Corporate Planning System, along with uploading the LPAC comments and attendance

LPAC Terms of Reference

Corporate Planning System

May be:

- approved
- approved with qualifications
- disapproved

If rated: 'Needs improvement / inadequate - not advisable to approve unless benefits outweigh risks - then risk mitigation plan required

Programme Manager/RR,
 with Government
 Coordinating
 Agency
 Implementing
 Partner

approve and sign
Project Document

Activate project in Atlas once approved

Programme Manager

● sign
Contribution agreements →

Sign contribution agreements with donors, as relevant

Contribution agreement templates

If part of a portfolio, link the project to a specific portfolio in Atlas

Activate project in Atlas

The agreement of the government development coordination authority can be acknowledged by any of the acceptable methods as agreed with the government, including an exchange of letters or minutes of the LPAC

Programme Officer

initiate
Project

Programme Manager / RR

● **Advance authorization** →

Advance authorization cover page

Duties of Project Board