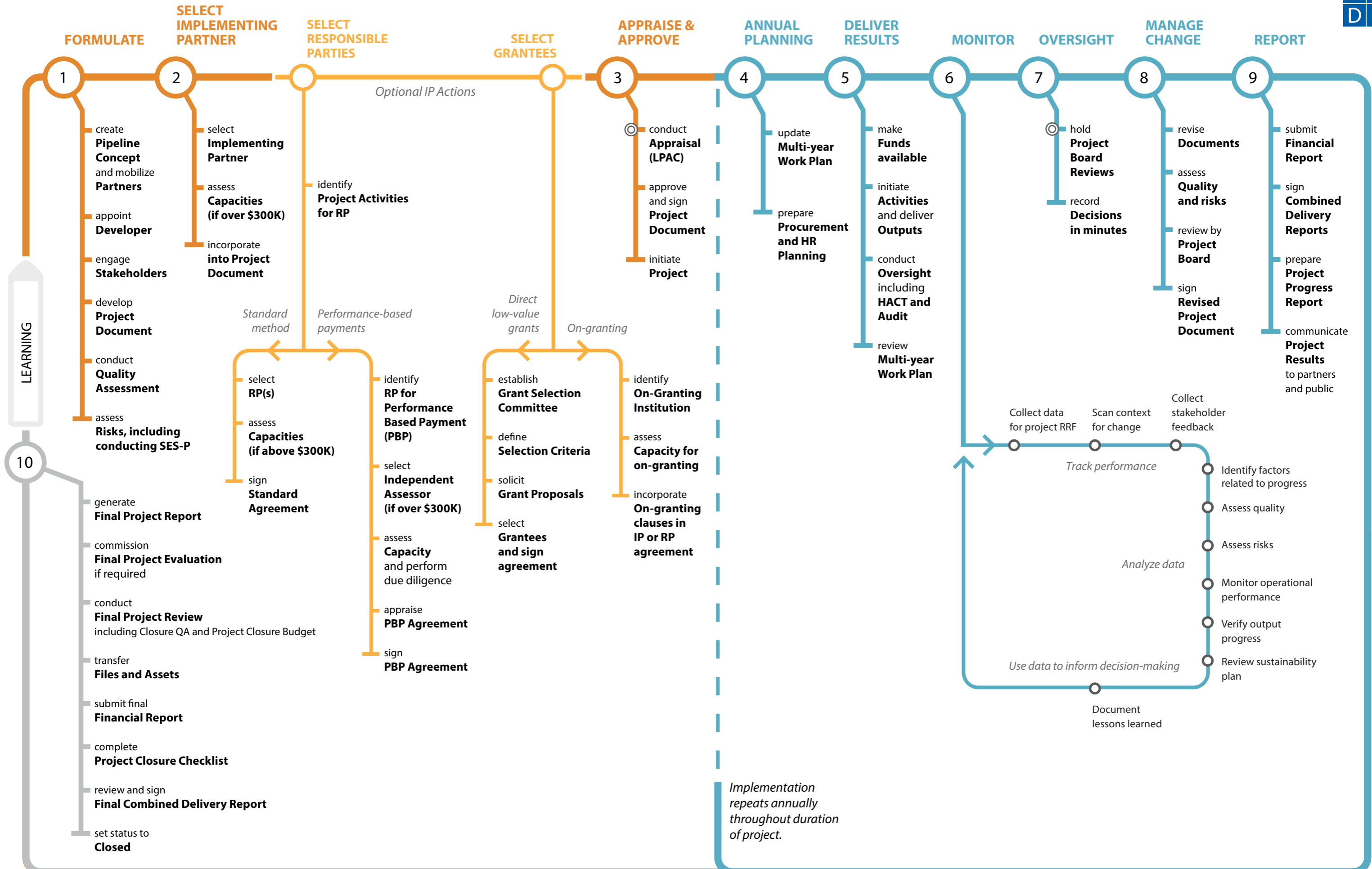


Visual Guide to the UNDP Standard Development Project



DESIGN

IMPLEMENT



CLOSE



FORMULATE

1

TOOLS

GUIDANCE

Programme Officer

create
Pipeline Concept
Analyse gaps in programme's theory of change

Pipeline module
Concept note (optional)

Programme Manager / RR

appoint
Developer
Appoint a developer to formulate the project

Project Developer

select
Implementing Partner →
prior to developing the project document

Project Developer

develop
Initiation Plan →
(if applicable)
Include:
a. Standard cover page
b. Description of the activities/key deliverables and how they will be managed
c. A standard budget in the form of a work plan

Initiation Plan template
GEF PPG

Project Developer

engage
Stakeholders

Project Developer

develop
Project Document

create
Joint Programme Project Document →
Use a Joint Programme Project Document for joint programmes with other UN agencies.

Project document template
GEF project document template (for GEF-financed projects only)
GCF project document template (for GCF-financed projects only)

Joint programme (project) template
UNDG Guidance Note on Joint Programmes
UNDG Guidance Note on designing, managing and closing MDTFs

Ensure participation of wide range of stakeholders

Contact MPTF Office if UNDP is an Administrative Agent:
executivecoordinator.mptfo@undp.org

Programme Officer/
Quality Assessor

conduct
Quality Assessment
in the corporate planning system, project space

Project QA Design rating tool

Project Developer

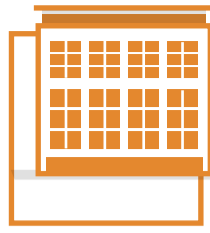
assess
Risks, Including Conducting SESP
Create assessment and management plans in a participatory manner

Project Risk Management Tool
Social and Environmental Screening procedure

The initial project risk log and SESP are submitted to the Project Appraisal Committee as annexes to the project document and recorded in the Atlas Project Management module.

2 SELECT IMPLEMENTING PARTNER

SELECT IMPLEMENTING PARTNER



2

TOOLS

GUIDANCE

select **Implementing Partner**
based on criteria

Project Developer
assess **Capacities**
if over \$300K per programme cycle
If \leq \$300,000, no assessment

IP/HACT Capacity Assessment
If NGO/CSO, use CACHE, CSO Capacity Assessment

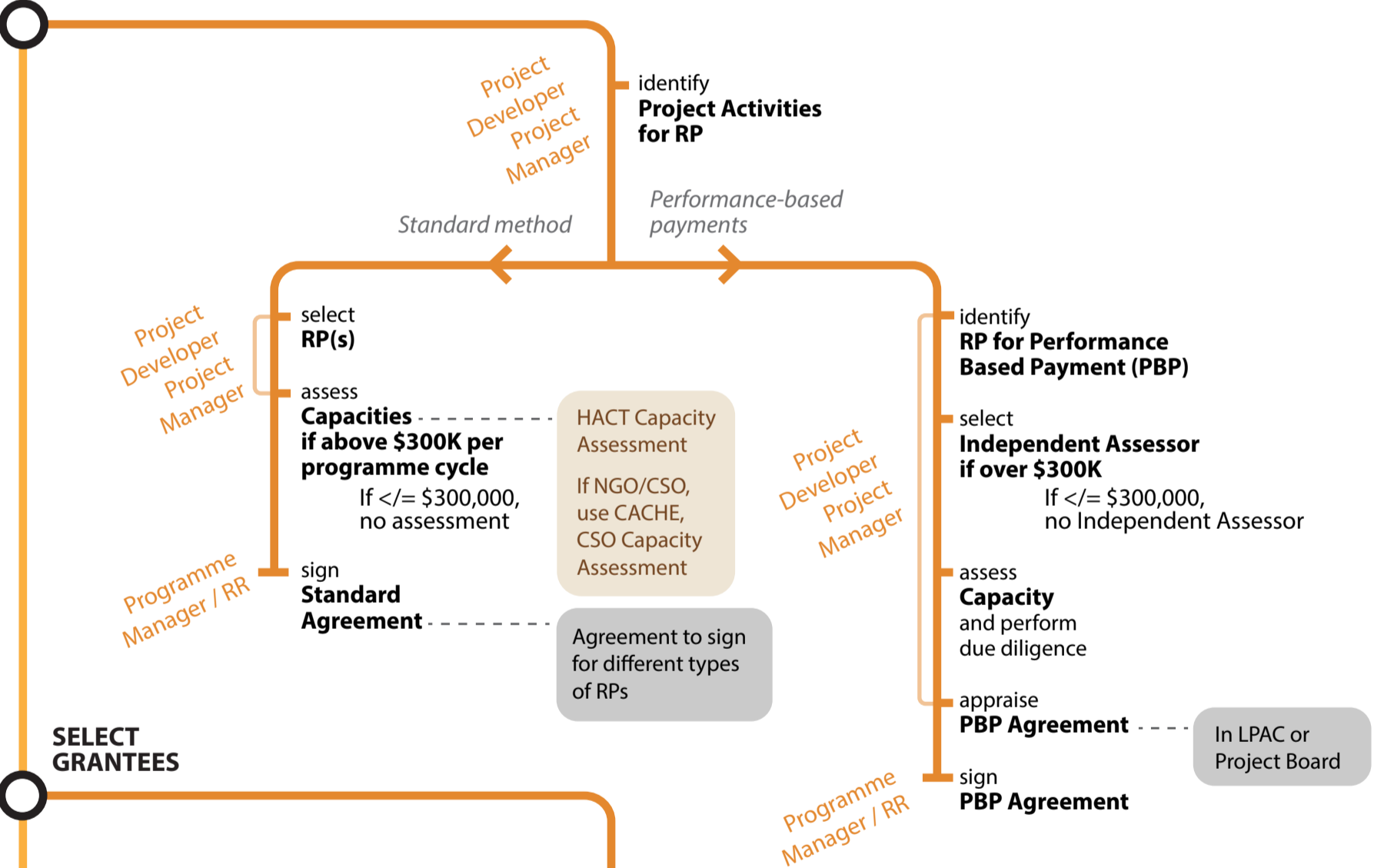
Apply criteria to select most suitable Implementing Partner

Project Developer
Incorporate **into Project Document**

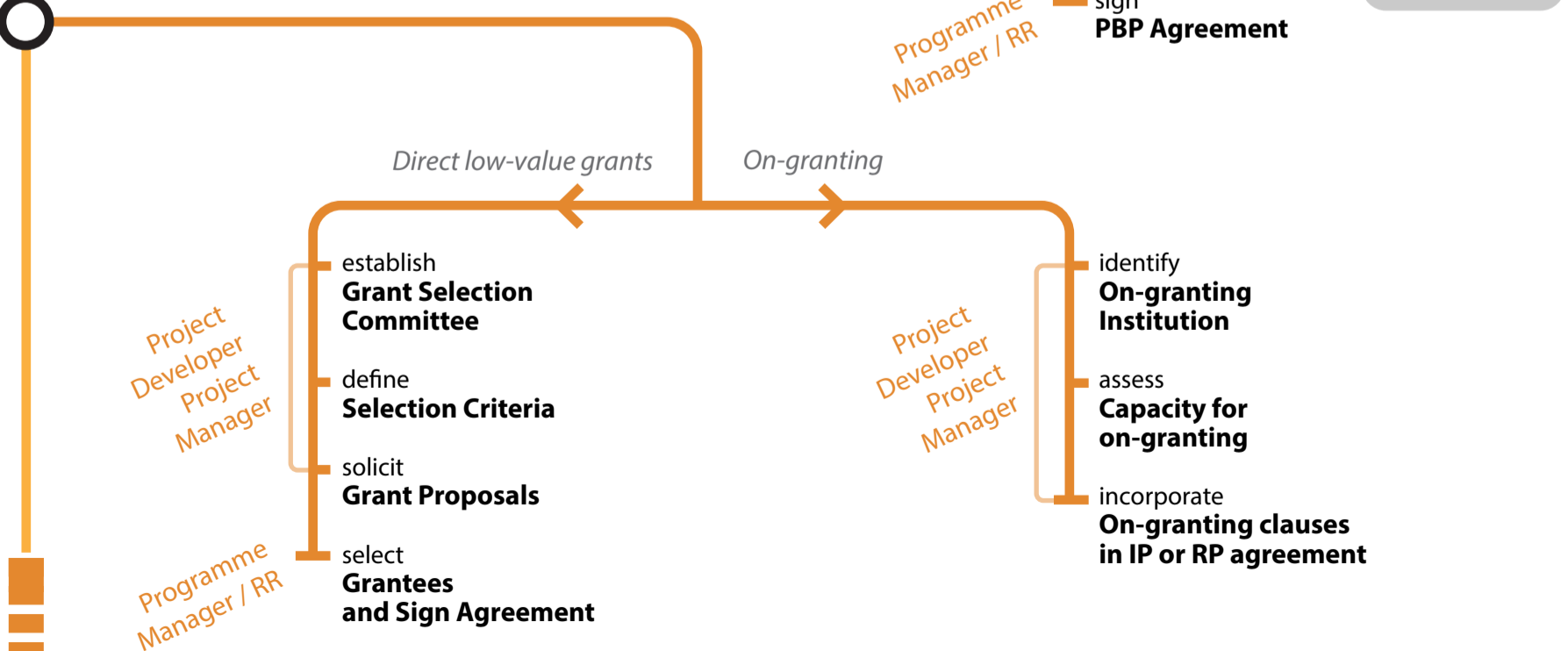
Incorporate selection of IP and any capacity development activities into the project document

Optional IP Actions

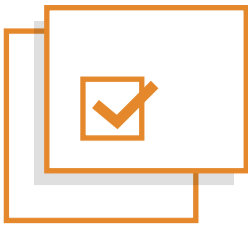
SELECT RESPONSIBLE PARTIES



SELECT GRANTEEES



3 APPRAISE & APPROVE



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

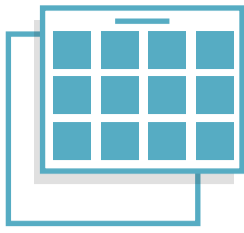
initiate
Project

Programme Manager / RR

● **Advance authorization** →

Advance authorization cover page

Duties of Project Board



ANNUAL PLANNING

4

Project Manager

update
Multi-year Work Plan
Review for annual planning

Project Manager

prepare
Procurement and HR Planning

TOOLS

Procurement Planning
PROMPT Platform

GUIDANCE

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

5 DELIVER RESULTS



DELIVER RESULTS

5

TOOLS

GUIDANCE

Programme Officer

make **Funds** available

Atlas Financials Module
 Provision of Financial Resources
 (section of Financial Resources
 Management Guide)

Project Manager

initiate **Activities**
 and deliver **Outputs**
 Mobilize inputs to initiate activities
 and deliver outputs

Financial Resources
 Management Guide
 Procurement and Human
 Resources Management
 (for DIM project)

See: Atlas PO/AP module
 (for UNDP procurement)

Programme Officer
 OAI

conduct **Oversight**
 including **HACT and Audit**
 Perform field visits, audits and evaluations

International Standards for
 Professional Practice of Internal
 Auditing
 Evaluation Resource Centre

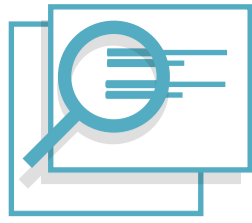
Project Manager

update **Multi-year Work Plan**
 Monitor and update the Work Plan

Atlas access: letter of agreement
 between UNDP country office
 and IP: [English - Spanish]
 Atlas External Access Portal

Download:
 Atlas: Budget, Activity,
 Output

6 **MONITOR**



MONITOR

6

TOOLS

GUIDANCE

Collect Data for Project RRF

UNDG Guidance Note on Big Data Security and Ethics

Ensure that critical project information is monitored and updated in corporate systems

Scan Context for Change

UNDG Guidance Note on Big Data Security and Ethics

Collect Stakeholder Feedback

Identify Factors Related to Progress

Assess at least annually

Compare and analyse evidence against defined programming and operational baselines, milestones, targets and the theory of change, and identify factors related to progress

Assess Quality

Assess at least every other year

Quality Assurance Template

Assess Risks

Assess at least annually

Risk Log
 Social & Environmental Standards

Monitor Operational Performance

Verify Output Progress

Verify output progress and/or completion at least annually

Output verification template

Conduct field visits to verify output progress jointly with several partners involving a cluster of projects within an outcome.

Review Sustainability Plan

Review annually transition arrangements, national ownership and sustainability plan

Document Lessons Learned

Document lessons learned in Project Space and ROAR.

Corporate Planning System:
 Monitoring Features
 Project Space
 ROAR

Programme Officer
 Project Manager
 M&E Officer

Programme Officer
 Project Manager
 M&E Officer

Project Manager
 M&E Officer

Programme Officer
 Project Manager
 M&E Officer

Programme Officer
 QA Assessor

Programme Officer

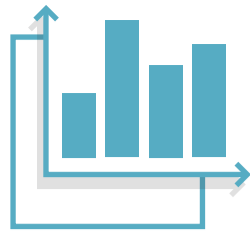
Programme Officer
 Project Manager

Programme Officer
 Project Manager

Programme Officer
 Project Manager

Programme Officer
 Project Manager

7 OVERSIGHT



OVERSIGHT

7

TOOLS

GUIDANCE

Project Board

hold
Project Board Reviews
Hold reviews at least annually

Project Board
Project Board TOR

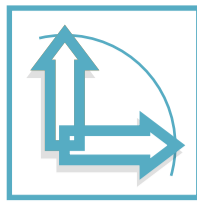
Project review
Considers: Programme/
project reporting, quality
assurance data,
evaluations, risk
assessment, required
partnerships and
operational bottlenecks
and issues

Programme Officer

record
Decisions
in minutes
Record changes to the project in minutes
of Project Board meetings

Recording changes
The programme manager
must inform project
boards of all decisions
and actions relevant to
the respective projects.
Project boards and
project managers must
operationalize agreed
changes made at the
programme level through,
where necessary, revising
corresponding project
documents

8 **MANAGE CHANGE**



MANAGE CHANGE

TOOLS

GUIDANCE

8

Project Manager
Quality Assurance
Project Board

○ revise
Documents

Guidance on revisions

Programme Officer

○ assess
Quality and Risks

Project Board
Programme
Manager / RR

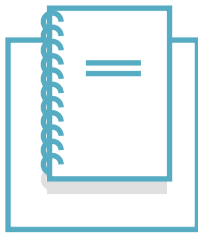
○ review by
Project Board

Programme
Manager / RR,
Government
Coordination
Authority,
Implementing
Partner

○ sign
Revised Project Document

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 Project Board

9 **REPORT**



REPORT

TOOLS

GUIDANCE

9

Project Manager

submit
Financial Report
 Submit quarterly, or when additional resources are needed

Funding Authorization and Certificate of Expenditures (FACE)

Programme Manager / RR (IP certifies)

sign
Combined Delivery Reports
 Submit in 2nd, 3rd and 4th quarters

See in Atlas:
 • Standard CDR report
 • On-Demand Atlas Training – Atlas Project Overview and Tools > Generate CDR
 • UN Reports > Project Management Reports > Portfolio Analysis > CDR

Project Manager

prepare
Project Progress Report
 Prepare with frequency stated in Project Document

Donor-specific format
 Executive Snapshot

Programme Officer

communicate
Project Results
 to partners and public

UNDP Brand Manual
 UNDP Tagline Portal
 Communication Toolkit
 Success Story Template
 Photo Guidelines

10 CLOSE



CLOSE

10

TOOLS

GUIDANCE

Project Manager

generate
Final Project Report

Final Project Review Report

Generate report directly from the Corporate Planning System or use other format agreed by partners

Programme Manager / RR

commission
Final Project Evaluation
 if required

Terms of reference for decentralized evaluations
 Evaluation report format
 GEF Evaluation Guidance Note

Prepare management response and share findings and recommendations for learning

Programme Officer/
 QA Assessor
 Project Board

conduct
**Final Project Review Including
 Closure QA and Project Closure Budget**

QA Policy
 Project Quality Assurance Assessment

The Project Quality Assurance Assessment is prepared and reviewed; the Project Board endorses the final project review report, including lessons learned

Project Manager
 (approved by
 Programme
 Manager / RR)

transfer
Files and Assets

Transfer of title form
 Asset disposal forms
 Asset transfer forms

Project assets and documents should be transferred to national beneficiaries or national representatives; worthless assets are disposed

Project Manager

submit final
Financial Report
 Prepare and submit final financial report to UNDP

Funding Authorization and Certificate of Expenditures (FACE)
 Project Delivery Report
 Direct Cash Transfers and Reimbursements

Under the HACT, national institutions and NGOs serving as Implementing Partners prepare the final FACE

Programme Officer

complete
Project Closure Checklist
 Ensure all financial transactions are in Atlas

Project completion checklist

Programme Manager / RR
 Implementing
 Partner

review and sign
Final Combined Delivery Report
 Review and sign CDR

On demand Atlas training – Generate CDR

Programme Officer

Set status to
Closed
 Set project status in Atlas to 'Financially Closed.'
 Note: No further financial transactions can be made.