PROJECT DOCUMENT APPROVAL CHECKLIST (Updated July 2013)
To be prepared by the Project Developer, submitted to MSU with the relevant documents)

PROJECT TITLE: *Catalytic support to the reconciliation and Developi*	Award No: 77599
Agenda in Sri Lanka	Project No: 88282

Project Developer/Requesting Programme Unit

Component/documents	Yes	No	N/A	Remarks
Standard project document template duly completed	+			
Situation Analysis and Strategy	+			
Results and Resources Framework	+			
Implementation Modality and Implementing Partner clearly specified	+			
AWP and budget prepared with sources of funds duly identified	+			
Relevant donor agreements signed and attached.	+			
Risk log completed	+			
Signed Letter of Agreement (LOA) for support services attached and its annex completed and attached			+	
(DIM Projects) HQ DIM authorization attached.	+			Available
M&E plan prepared with specific, measurable, attainable, relevant and time-bound Indicators, as well as Baselines and Annual Targets *(Recommended reference: UNDP's handbook on planning, monitoring and evaluating for development results, http://www.undp.org/eo/handbook/)*	+			Baselines, indicators and targets have been defined; detailed M&E plan to be prepared
TOR of key personnel	+			
Project Information correctly entered in Atlas	+			
Issue and Risk Logs and Monitoring Criteria established in Atlas	+			
Gender Marker set in consultation with the CO Gender Focal Point and marker level set in Atlas	+			
(NIM projects) Capacity Assessment of the Implementing Partner completed			+	
Capacity Development Tracker ranked.	+			
Environmental and Social Screening completed (for projects above USD500,000)			+	
Signed PAC minutes attached	+			
Procurement Plan (including HR) prepared	+			
For Joint Program, MOU with participation agencies attached			+	

Review by the Policy Unit

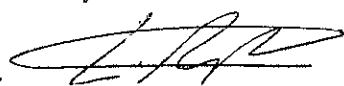| Component/documents	Yes	No	N/A	Remarks
All the expected outputs of the project are aligned with the outcomes and outputs of the CPAP	+			
The situation analysis is evidence-based (i.e., cites data and information from NHDRs, MDG Reports and/or other reliable sources)	+			
The rationale and strategy of the project addresses the issues identified in the situation analysis	+			
The project addresses relevant links to policies and policy advocacy	+			
The project addresses the most relevant cross cutting issues (such as gender, youth, environment sustainability, disaster resilience, conflict sensitivity, social integration, disability, capacity building, etc.)	+			

	+			
The risk analysis and contingency plan covers critical political, regulatory, strategic and environmental aspects	+			
The partnerships strategy covers potential linkages to policy	+			
The knowledge management plan makes potential linkages to the Policy Unit, as applicable			+	

Review by the Management Support Unit

Component/documents	Yes	No	N/A	Remarks
1. Project document is the standard template as in POPP	+			
2. All the expected outputs of the proposed project are aligned with the outcomes and outputs of the CPAP	+			
3. Cover Page accurately reflects CPAP Results Framework	+			
4. All sections of the cover page, including the Brief Description, Project information and resource information and signature sections accurately completed	+			
5. Management Arrangement is adequate and clearly reflected (with clear roles and responsibilities, and the method of cash transfers clearly specified)	+			
6. Project total resources required (both funded and unfunded) clearly reflected	+			
7. Narrative sections clearly and logically written	+			
8. In the Results and Resource Framework, outputs, related indicators, baselines, and targets clearly defined.	+			
9. M&E Narrative section of the project document complies with UNDP requirements	+			
10. A project M&E Framework is annexed to the project document.			+	Baselines, indicators and targets have been defined; detailed M&E plan to be prepared
11. Baselines and targets have been established for key indicators in the projects M&E Framework			+	Baselines, indicators and targets have been defined; detailed M&E plan to be prepared
12. If the answer to questions 10 and 11 is no, the M&E narrative section should spell out the following "the M&E Framework, including indicators, baselines and targets will be established during the first quarter (or other timeframe), and "preparing a detailed M&E framework" is included as an activity in the first Annual Work Plan.	+			
11. Proposed project budget is within Authorized Spending Level (ASL) and available resources	+			
12. Cost Recovery in correctly captured in the AWP	+			
13. Atlas entry of the Project and Budget is correct.	+			
14. Standard Legal context is included	+			
15. All annexes are provided: Risk Log, Agreements, TOR, Capacity Assessment, Environmental and Social Screening, HQ DIM authorization (DIM Projects), LoA for Support Services (NIM Projects)	+			Information required for DIM, projects is available (ToRs, risk log, HQ DIM authorization)

Cleared by MSU: _____ Date: 29 Jan uy 2014

Cleared by DCD: _____ Date: 29/Jan/2014