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| REVIEW CHECKLIST FOR DA FOCAL POINTS |  | **Completed by:** |

This checklist is provided to assist DA Focal Points with the review of each concept note prior to submitting it.

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| **Concept Note Section** | **Yes or no** |
| **General** |
| * Was annex 1 (the template) used for drafting rather than the guidelines alone?
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| * Were human rights, leaving no one behind, gender, and disability inclusion integrated where relevant?
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| **Background** |
| * Does this section explain the issue that the project intends to address and the broader context?
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| * Does it list the potential target countries and their demand for the project?
 |  |
| * Does it explain the connection of the project to the work of the implementing entity/ies and its/their comparative advantages in the area?
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| **Fascicle Note** |
| * Is the fascicle note in the same format as the example provided (i.e. Project M)?
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| * Does the objective state the intended goal of the project in one sentence or less and refer to the project’s beneficiaries, its geographical scope and its substantive focus?
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| * Does paragraph 1 of the project plan explain the context and trigger?
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| * Does paragraph 2 of the project plan explain the project, including one sentence in the format, “This project will support (#) countries in (list regions) to (actions enabled through the project’s capacity development, e.g. to measure and report on something).”
 |  |
| * Does paragraph 3 of the project plan start with, “This work is expected to contribute to (state the objective), which would be demonstrated by (evidence that will demonstrate progress towards the objective)?
 |  |
| * Is the project plan approximately 300 words in total?
 |  |
| **Additional Data Needed for the Fascicle** |
| * Have the tables been fully completed, and kept in the format provided?
 |  |
| **Outcomes and Outputs** |
| * Are the outputs sufficient to achieve the outcomes, and do the outcomes contribute to the objective?
 |  |
| * Do the outputs describe the specific actions, products, reports, etc. that need to be delivered to achieve the outcomes, in enough detail that someone not working on the project could understand it?
 |  |
| **UN System**  |
| * Are the plans for engaging RCOs described in the context of this specific project rather than general policies and practices?
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| * Have the partnerships planned for the project been briefly explained?
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| **Budget summary** |
| * Are the figures in the required format (i.e. with one decimal place and in thousands of USD, where 1.0 represents USD 1,000)?
 |  |
| * Do the figures for each budget category add up to the total?
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