**REVIEW CHECKLIST FOR DA FOCAL POINTS**

This checklist is required to be completed by DA Focal Points for each project document prior to submitting it.

|  |
| --- |
| **Checklist completed by:****Project Manager’s Name and Email Address:** |

|  |  |
| --- | --- |
| **Project Document Section** | **Yes or no** |
| **Executive Summary** |
| * Does the project’s total budget match what was in the budget fascicle?
 |  |
| * Are jointly implementing and collaborating DA entities correctly listed based on the definitions given?
 |  |
| * Does the brief description summarize the project in 300 words or less?
 |  |
| * Is it specified whether the project will use IPMR?
 |  |
| **Demand, Context and Analysis** |
| * Does this section provide details on specific requests for assistance received from each target country?
 |  |
| * Have the main problem and root causes been clearly explained, and does it include an analysis of how the issues affect vulnerable populations differently (e.g. women and girls, people with disabilities)?
 |  |
| * Does the country-level situation analysis show how the problem manifests in each country specifically, including how it affects vulnerable groups there? Does it specify the country-specific demand for the project?
 |  |
| **Results Framework** |
| * Are the outcomes achievable within four years and focused on enhancing target countries’ capacity?
 |  |
| * Do the indicators measure the outcomes rather than the outputs?
 |  |
| * Do the indicators include a baseline at the start of the project and a target at the end of the project?
 |  |
| * Does each output include several sentences (i.e. a paragraph) explaining (a) what it will concretely entail, (b) who is responsible for it and partners’ roles, and (c), if applicable, who the participants are (and how many)?
 |  |
| **Theory of Change Narrative** |
| * Does the theory of change narrative explain the causal factors behind the root causes that were identified, and the logic behind how the outputs and outcomes will address the problem? Does it include the approaches/mechanisms that the project will employ to ensure equity and inclusion for vulnerable groups?
 |  |
| **Gender Equality and Disability Inclusion Markers** |
| * Has the gender equality marker been included, and, if scored, the disability inclusion marker?
 |
| **Risks and Mitigating Actions** |
| * Are the risks *beyond* the control of project management (e.g. political instability, not lack of demand)?
 |  |
| **Monitoring and Evaluation** |
| * Does this section explain how and at what intervals data will be gathered against the indicators of achievement?
 |  |
| * Is there a list of the documents/information that will be collected during the project’s implementation?
 |  |
| **Management, Partnership and Coordination Agreements** |
| * Does this section describe the roles and responsibilities of all entities involved in implementation?
 |  |
| * Does it specify the planned RCO involvement in each target country?
 |  |
| * Have all entities involved in implementing the project received a copy of the project document and been consulted with in its finalization?
 |  |
| **Budget Annexes** |
| * Has a finance/budget officer reviewed the budget annexes for consistency and accuracy? *This is required for joint projects and encouraged but not required for non-joint projects*.
 |  |
| * Does annex 2 include a cost center and functional area? If the project is joint, does it include one cost center and one functional area for *each* DA entity that will receive an allocation from the DA?
 |  |