Project Design Process

**Formulate**

1. Identify pipeline concept and mobilise partners
   - Person in charge: Programme Officer
   - Template/Guideline: Concept Note

2. Develop a Project Proposal on Atlas
   - Person in charge: Programme Officer
   - Template/Guideline: Initiative Plan template

3. Conduct Quality Assurance (Design QA)
   - Person in charge: Programme Officer/Quality Assurer
   - Template/Guideline: Design QA rating

4. Assess risks, including conducting Social and Environmental Screening Procedure (SESP)
   - Person in charge: Program Document
   - Template/Guideline: Developer

5. Select Implementing Partner (IP)
   - Person in charge: Developer

6. Complete the Partner Capacity Assessment Tool (PCAT)
   - Person in charge: PCAT

7. Incorporate selection of IP & any capacity development activities into the Project Document
   - Person in charge: Developer

**Select Implementing Partner**

1. Conduct Local Project Appraisal Committee (LPAC)
   - Person in charge: Developer

2. Update the final QA/SESP on CPS, risk register on Atlas.
   - Person in charge: Programme Officer

3. Approve and sign the project document & contribution agreements with donors, as relevant.
   - Person in charge: Programme Officer

4. Apply the Gender Marker.
   - Person in charge: LPAC, SOP

5. Sign Responsible Party Agreements (RPA)/Low-value Grants (LVG)
   - Person in charge: RPA templates, LVG template

**Appraise & Approve**

1. Convene Project Appraisal Committee (Lacam)
   - Person in charge: Programme Officer/ QA

2. Approve and sign the project document & contribution agreements with donors, as relevant.
   - Person in charge: Programme Officer/ QA

3. Approve and sign the project document & contribution agreements with donors, as relevant.
   - Person in charge: Programme Officer

4. Identify on-granting institution (IP)
   - Person in charge: LRAC, SOP

5. Identify activities provided by RP
   - Person in charge: LRAC, SOP

6. Perform PCAT and/or HACT micro assessment
   - Person in charge: Programme Officer/Quality Assurer

7. Define selection criteria & solicit grant proposals
   - Person in charge: Programme Officer/ Quality Assurer

8. Assess capacity for on-granting
   - Person in charge: Programme Officer/Quality Assurer

9. Establish Grant Selection Committee
   - Person in charge: Programme Officer/Quality Assurer

10. Identify activities provided by RP
    - Person in charge: Programme Officer/Quality Assurer

11. Conduct Local Project Appraisal Committee (LPAC)
    - Person in charge: Programme Officer/Quality Assurer

12. Update the final QA/SESP on CPS, risk register on Atlas.
    - Person in charge: Programme Officer

13. Approve and sign the project document & contribution agreements with donors, as relevant.
    - Person in charge: Programme Officer

14. Apply the Gender Marker.
    - Person in charge: Programme Officer

15. Sign Responsible Party Agreements (RPA)/Low-value Grants (LVG)
    - Person in charge: Programme Officer

**Useful links for Viet Nam Country Office**
- Clearance checklist for MOU, LOA, RPA, LVG
- Due Diligence for Private Sector
- Clearance slip for AWP
- GOVN's Decree on ODA Management
- Trainings on Project Management

**Knowledge bank from RBAP**
- M&E Team in Viet Nam CO
  - Nguyen Thi Ngoc Han – Planning, M&E Analyst
  - nguyenthintx@undp.vn
  - truong.duc.thang – Project M&E Associate
    - truong.duc.thang@undp.org