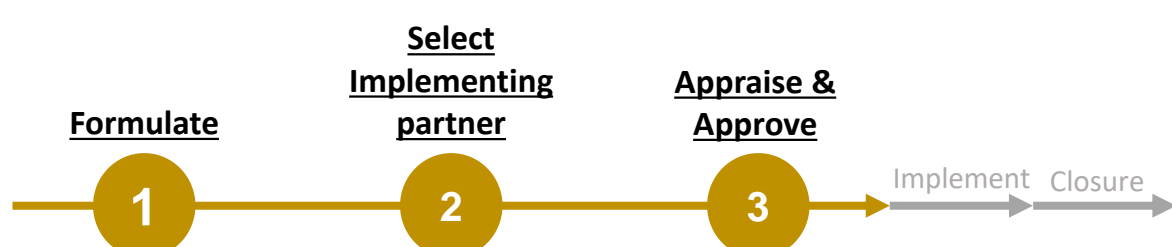


M&E Bulletin

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Project Design Process

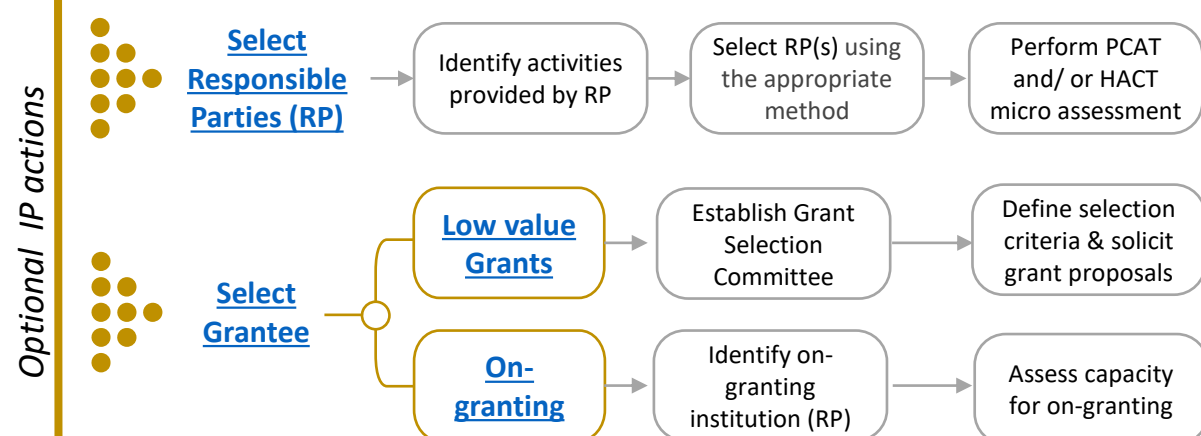


1 Formulate

No.	Step	Person in charge	Template/ Guideline
1	Identify pipeline concept and mobilize partners Create a Project Proposal on Atlas	Programme Officer	Concept Note Pipeline module
2	Appoint a Project Developer	RR	
2.1	Develop Initiation Plan (if applicable)	Developer	Initiation plan template
3	Develop Project Document. Ensure a wide range of stakeholders participate in the formulation of the project	Developer	Project Document template
3.1	Conduct Quality Assessment (Design QA) * QA is not compulsory for PIP	Programme Officer/ Quality Assurer	Design QA rating Corporate Planning System (CPS)
3.2	Assess risks, including conducting Social and Environmental Screening Procedure (SESP)	Developer	Risk Register SESP

2 Select Implementing Partner

No.	Step	Person in charge	Template/ Guideline
1	Select Implementing Partner (IP)	Developer	
2	Complete the Partner Capacity Assessment Tool (PCAT) * If transferring > USD 150,000 per year, HACT micro assessment required.	Developer	PCAT
3	Incorporate selection of IP & any capacity development activities into the Project Document	Developer	



3 Appraise & Approve

No.	Step	Person in charge	Template/ Guideline
1	Conduct Local Project Appraisal Committee (LPAC)	Developer	LPAC SOP
2	Update the final QA/ SESP on CPS, risk register on Atlas.	Programme Officer/ QA	Corporate Planning System (CPS)
3	Approve and sign the project document & contribution agreements with donors, as relevant.	RR, Government Coordinating Agency, IP	Contribution Agreement Template
4	Apply the Gender Marker. Ensure the project is linked to the relevant CPD & SP Outcomes. Activate the project in Atlas.	Programme Officer	
5	Sign Responsible Party Agreements (RPA)/ Low-value Grants (LVG)	Programme Officer	RPA templates LVG template

Project Implementation Process (next M&E Bulletin)

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](#)

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