M&E Bulletin

December 2021

#Sharinggoodpractices

M&E Requirements for Projects

1. Transparency Requirements (IATI)
   The International Aid Transparency Initiative (IATI) is a global initiative to improve the transparency of development, to which UNDP is highly committed.

2. Project Quality Assurance (QA)
   QA must be conducted when:
   - Project Formulation: Design & Appraisal QA – once when appraising the project
   - Project Implementation: Implementing QA – once every 2 years
   - Project Closure: Closure QA – once when closing the project

3. Project Risk Management
   - Risks must be identified and assessed, using the project Risk Register, which shall be submitted to the Project Appraisal Committee (PAC) as an annex to the project document
   - The Risk Register must then be maintained and updated as needed in Atlas for the duration of the project.

4. Project Monitoring

<table>
<thead>
<tr>
<th>No.</th>
<th>Step</th>
<th>Person in charge</th>
<th>Template/ Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection/ Tracking performance</td>
<td>Collect data for project results and resource framework (RRF), scan context for changes, &amp; collect stakeholder feedback.</td>
<td>PM, M&amp;E Officer</td>
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<tr>
<td>2</td>
<td>Analyze data &amp; identify factors related to progress</td>
<td>Verify output progress and/or completion at least annually.</td>
<td>Output verification template</td>
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<td>3</td>
<td>Implementing QA on CPS</td>
<td>Assess risks and implementation of risk management measures.</td>
<td>PM, Atlas</td>
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<td>4</td>
<td>Use data to inform decision making</td>
<td>Adjust the project based on evidence and analysis from monitoring, and document lessons learnt.</td>
<td>PM, Project Board</td>
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5. Project Evaluation

   Mid-term Evaluation
   - UNDP project evaluations
   - GEF project mid-term evaluations
   - GEF project Terminal evaluations

6. Project Documentation

   To improve the documenting practice of the office, all projects must regularly upload and update essential project documentations as specified in this Microsoft Teams link.