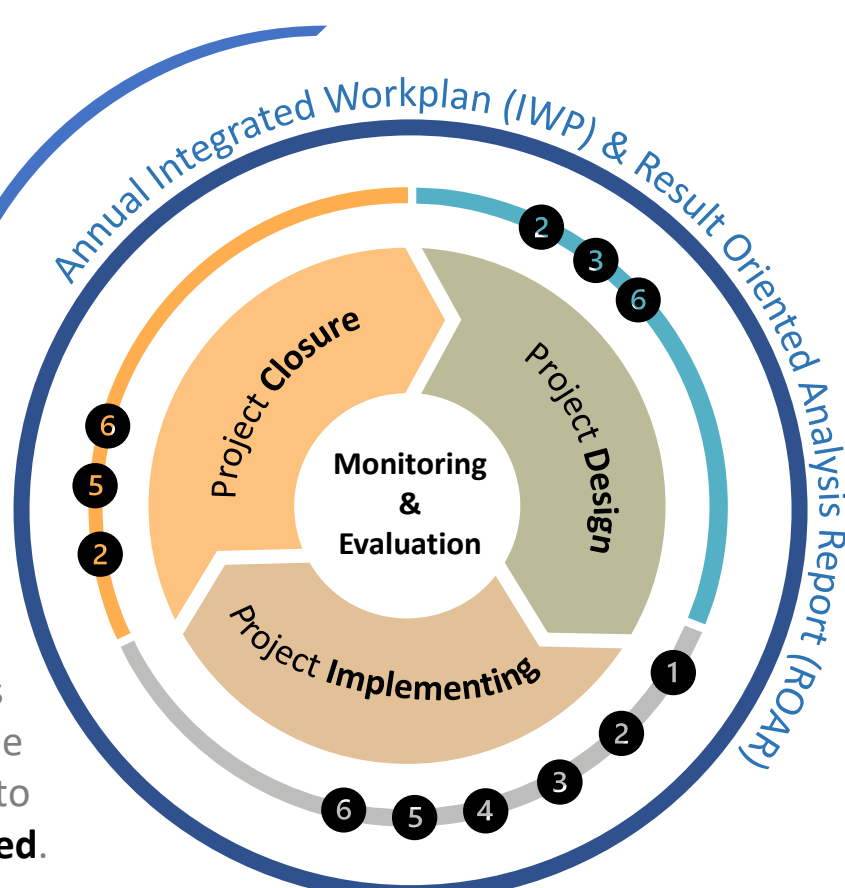# M&E Bulletin
December 2021

#Sharinggoodpractices

M&E Requirements for Projects

1. Transparency Requirements (IATI)
2. Project Quality Assurance (QA)
3. Project Risk Management
4. Project Monitoring
5. Project Evaluation
6. Project Documentation

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**.

💡 Update your project(s) information in accordance with the requirements on UNDP Transparency Dashboard. More instruction to be found here.

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

QA Assessor: Programme Officers, Quality Assurer Complete the project QA and submit in the Corporate Planning System

QA Approver: RR, DRR, Head of Portfolio

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.

UNDP Instruction on Risk Management

Requirements on **improving Risk Quality**

④ Project Monitoring

No.	Step	Person in charge	Template/ Guideline
1	**Data collection/ Tracking performance**		
	Collect data for project results and resource framework (RRF), scan context for changes, & collect stakeholder feedback.	PO, PM, M&E Officer	
2	**Analyze data & identify factors related to progress**		
	Verify output progress and/or completion at least annually.	PO, PM, M&E Officer	Output verification template
	Assess quality at least every other year.	PO, M&E Officer	Implementing QA on CPS
	Assess risks and implementation of risk management measures.	PM	Atlas
	Monitor operational performance.	PO, PM	
3	**Use data to inform decision making**		
	Adjust the project based on evidence and analysis from monitoring, and document lessons learnt.	PM, Project Board	

⑤ Project Evaluation

	Mid-term Evaluation	Final/ Terminal Evaluation	Mid-term and/or Final/Terminal Evaluation
UNDP Projects $3m - $5m			x
UNDP Projects > $5m	x	x	
UNDP Projects > 5 years			x
GEF Project $500k - $2m		x	
GEF Project > $2m	x	x	

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**.