*v. 2.12.2020*

**Summary Document for Bilateral Development Programme**

[The Summary Document for a Bilateral Development Programme serves two main purposes:

1. It constitutes the programmatic documentation as part of the legal part of government agreements[[1]](#footnote-1)
2. It serves as the embassy’s overview document for portfolio management

The proposed format should be understood as the Danish minimum requirements in negotiations with national governmental authorities, and consequently, adaptations could be agreed keeping in mind that Denmark does not have formal requirements as to the format, but requires that relevant and salient points are included.][[2]](#footnote-2)

1. Brief presentation of the Bilateral Development Programme (BDP), including a description of linkages, coherence and synergies between various aid instruments in the country and the BDP.
2. Overview of the Bilateral Development Programme:

|  |  |
| --- | --- |
|  | Overall objective of Denmark’s presence in country (from the Country Strategic Framework document) |
| Strategic objectives | 1 | 2 | 3 |
|  | Project 1.1: Title | Project 2.1: Title | Project 3.1: Title |
| Objective |  |  |  |
| Implementing partner |  |  |  |
| Budget |  |  |  |
|  |  |  |  |
|  | Project 1.2: Title | Project 2.2: Title | Project 3.2: Title |
| Objective |  |  |  |
| Implementing partner |  |  |  |
| Budget |  |  |  |
|  | Etc. |  |  |

1. Budget table: (i) Total; (ii) Per strategic objective; (iii) Unallocated funds; (iv) Auxiliary expenses, such as advisors and consultants; and (v) Contingencies.
2. Overall results framework following the standard format
3. Contextual risks[[3]](#footnote-3): A risk matrix following the standard format, and, if relevant, an outline of possible scenarios and mitigating measures.
4. Management aspects:
	1. Joint decision making body/ies encompassing the various actors, including the implementing partner, possible other donors and the embassy defining authority, responsibility, tasks and formal procedures for joint consultation and decision-making
	2. Monitoring, review, evaluation and learning
	3. Reporting on progress, financial situation and results
	4. Consultations between the Embassy and governmental authorities, including decision-making on reallocations, use of un-allocated funds, etc.
1. The Country Strategic Framework cannot serve this purpose, as it contains other elements outside the control of the embassy and/or the government. [↑](#footnote-ref-1)
2. The text in square brackets to be deleted. [↑](#footnote-ref-2)
3. Programmatic and institutional risks are to be recorded under each project making up the Bilateral Development Programme. [↑](#footnote-ref-3)