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**Background Documentation**

The purpose of this document is primarily to serve as a single file for all background documentation prepared for new projects and programmes and to be consulted during the implementation. Studies and other material prepared during implementation could also be added. The following list is not exhaustive, but serves as inspiration. The main criterion is to establish a document, which will facilitate the preparation and implementation of projects and programmes.

* Mapping of Danish supported actors, partners and instruments in country/region
* Summary Document for Consultations
* Terms of Reference for Task Forces
* Problem Analysis
* Donor Mapping
* Partner Documentation
* Identification Note
* Annex 1: Context Analysis
* Annex 2: Partner Assessment
* Annex 3: Theory of Change, Scenario and Results Framework
* Annex 4: Risk Management
* Annex 5: Budget Details
* Annex 6: List of Supplementary Materials
* Annex 7: Plan for Communication of Results
* Annex 8: Process Action Plan
* Annex 9: Quality Assurance Checklist
* Summary Document (for Bilateral Development Programmes)
* Management set-up
* Plans for Monitoring, Learning and Partner Dialogue
* Adjustments, Reallocations and Use of Unallocated Funds
* Annual Portfolio Performance Report
* Annual Stocktaking Review
* Summary of Recommendations of Reviews and Mid-term Reviews
* Technical Reviews

For the constituent projects making up the Bilateral Development Programme relevant elements of Annex 4: the programmatic and institutional risks, and Annex 5: detailed budget for the specific project, should be annexed to the project document.