Process Action Plan (PAP) for developing Country Strategic Framework (CSF)

| **Step** | **Action/product** | **Timing/deadline** | **Responsible/involved**  **Unit** | Comment/status |
| --- | --- | --- | --- | --- |
| **Identification** | | | | |
| 1 | Process Action Plan (PAP): prepare draft PAP up to the registration of commitments | Min. 7 months before Ministers’ approval of CSF | Representation | Cover full periods for formulation both of Country Strategic Framework and Bilateral Development Programme |
| 2 | Task Force: Prepare TOR; establishment of Task Force and conduct of 1st meeting to agree on PAP and TOR | Months 1-2 | Representation/Task Force | ELK provides current sparring on content and process in addition to participating in the Task Force. |
| 3 | Collect studies and other information and assess analytical gaps and needs | Months 1-2 | Representation | Ex. Other donors’ support, relevant research work and studies. |
| 4 | Conduct analysis and address analytical gaps | Months 1-4 | Representation | Ex. FRAAT |
| 5 | Mapping of Danish supported engagements and partners in the country | Months 1-2 | ELK/Representation |  |
| 6 | 2-pager on Country Strategic Framework to be discussed in Task Force | Months 2-3 | Representation/Task Force | See format on AMG |
| 7 | Consultation with URU (Foreign Affairs Committee) based on the 2-pager | Month 2-3 | Representation supported by country desk | The 2-pager for URU’s deliberations is approved by the Minister for Development Cooperation in F2. The same day, the approved 2-pager is forwarded to MLS (Ministers’ and Executive Secretariat) for onward submission to URU. The deadline for submission to the Minister is minimum one week ahead of the meeting.  Find detailed guidance in “Ministerbetjeningsvejledning” on the process and ft.dk for information about dates for URU meetings. |
| 8 | Discussion of “strategic focus areas”, coherence, and scope (outcome areas) | Months 3-4 | Task force |  |
| 9 | Clarify needs for consultants for formulation and decide way forward on tender | Months 3-4 | Representation | Tendering can only start once the CSF is approved |
| **Formulation and approval of Country Strategic Framework** | | | | |
| 10 | Consultation meeting with DK stakeholders based on 2-pager | Months 3-4 | Policy/regional department | NGOs, private sector, academia, etc. |
| 11 | Consultation meeting with partners in-country based on 2-pager | Months 3-4 | Representation | Government, relevant state actors, NGOs, private sector, academia etc. |
| 12 | Develop draft Country Strategic Framework | Months 3-4 | Representation | Document can take various forms from synopsis to full draft depending on state of progress |
| 13 | Task force meetings to agree on draft Country Strategic Framework | Months 4 | Task force | No. of meetings is based on needs |
| 14 | Public consultations on um.dk of draft Country Strategic Framework | Months 4-5 | Representation/ELK |  |
| 15 | Programme Committee (PC) to discuss draft CSF with input from public consultation | Months 5 | Representation | Documentation:  Draft CSF  PAP  Mapping overview  Consultation input |
| 16 | Prepare plan for tendering for consultants to formulate Bilateral Development Programme |  | Representation |  |
| 17 | Final draft CSF | Months 5 | Representation | Based on PC conclusions |
| 18 | Council for Development Policy (UPR) to deliberate on final draft CSF | Months 6-7 | Representation |  |
| 19 | Final adjustments based on UPR recommendations | Month 7 | Task force |  |
| 20 | Minister’s approval | Months 8 | Representation/ELK |  |
| 21 | Tendering for consultants to formulate Bilateral Development Programme | Months 7 | Representation | Terms of Reference for formulation consultants |
| 22 | Presentation to the Foreign Affairs Committee for information | Month 7 | Representation | CSF to be translated into Danish |
| 23 | Approved CSF published on um.dk | Month 7 | ELK |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BILATERAL DEVELOPMENT PROGRAMME (BDP) – FORMULATION AND APPROVAL** | | | | |
| 23 | Kick-off with Formulation Consultants | Months 1 | Representation |  |
| 24 | Mission (#1) by Formulation consultants | Months 2 | Consultants |  |
| 25 | Start planning of possible tenders for implementation phase | Month 2 | Representation |  |
| 26 | Send draft ToRs for pre-appraisal to ELK | Month 2 | Representation | Tendering process takes 2-3 months, so minimum 3 months prior to pre-appraisal mission. |
| 27 | Developing first draft project documents -  Consultants to submit to Representation for review and possible adjustments | Months 2-4 | Consultants in close cooperation with Representation | Documents (based on AMG):  Project Documents for each partner, including relevant standard annexes |
| 28 | Submit first draft Project Documents, including standard annexes for pre-appraisal to ELK | Months 4 | Representation | Documents endorsed by Embassy – to be submitted minimum 4 weeks prior to the pre-appraisal mission |
| 29 | Pre-appraisal mission | Months 5 | ELK/FRU | Draft pre-appraisal report to be submitted two weeks after mission |
| 30 | Final Pre-appraisal report | Months 6 | ELK/FRU |  |
| 31 | Adjust and finalize draft project documents | Month 7 | Consultants in close cooperation with Representation | Consultants can begin making the adjustments while BTF/PC reviews and comment on pre-appraisal report findings |
| 32 | Possible follow-up missions | Month 7 | Consultants | Optional |
| 33 | Task Force meeting to discuss pre-appraisal report, incl. follow-up annex | Months 7 | Representation/Task force | The Representation is responsible for responding to the recommendations in the follow-up annex |
| 34 | Submit final draft Project Documents and annexes to ELK | Month 8 | Representation |  |
| 35 | Appraisal (desk) | Months 9 | ELK | The desk appraisal will primarily follow up on recommendations from the pre-appraisal and other outstanding issues |
| 36 | Final adjustment of Project Documents, based on desk appraisal recommendations | Months 10 | Representation | With possible consultancy assistance |
| 37 | Bilateral Development Programme signed off by the State Secretary for Development Policy | Month 10-11 | Representation | There is flexibility in getting projects signed off by the State Secretary for Development Policy, as they get ready – not necessarily all in one go |
| 38 | Finalisation of mapping of Danish supported engagements and partners in the country | Months 10-11 | ELK | Adding the projects under the BDP to the mapping done during CSF identification phase |
| 39 | Agreements to be entered into with implementing partners | Month 12 on-wards | Representation |  |