**ANNEX 9: QUALITY ASSURANCE CHECKLIST**

*[Instruction : Delete highlighted text before completing this checklist. The checklist must be signed by the desk officer and management of the responsible MFA unit and attached to the grant documents along with the appraisal report for appropriations between DKK 10 - 43 million. For appropriations up to DKK 10 million this check list is sufficient, however, it is not sufficient to only tick the boxes, it is necessary to substantiate the assessments with qualified comments. Comments and reservations, if any, may be added below each issue, also where a separate appraisal has been conducted.]*

File number/F2 reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme/Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme/Project period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Quality Assurance Checklist should be used by the responsible MFA unit to document the quality assurance process of appropriations, where development specialists from either ELK or other units are not involved in the process; i.e.

1. *internal appraisals* of appropriations up to DKK 10 Million where this checklist constitutes the appraisal.
2. *external appraisals* of appropriations between DKK 10 – 43 million and (iii) appraisal in exceptional cases. The checklist aims to help the responsible MFA unit ensure that key questions regarding the quality of the programme/project are asked and that the answers to these questions are properly documented and communicated to the approving authority.

Presentation of quality assurance process:

*[Provide a short description of the quality assurance process.]*

The design of the programme/project has been appraised/appraisal checklist filled out, by someone independent who has not been involved in the development of the programme/project.

*Comments:*

The recommendations of the appraisal/comments in the appraisal checklist have been reflected upon in the final design of the programme/project.

*Comments:*

The programme/project complies with Danida policies and Aid Management Guidelines, including the fundamental principles of Doing Development Differently.

*Comments:*

The programme/project addresses relevant challenges and provides adequate responses.

*Comments:*

Issues related to HRBA, LNOB, Gender, Youth, Climate Change, Green Growth and Environment have been addressed sufficiently in relation to content of the project/programme.

*Comments:*

Comments from the Danida Programme Committee (if applicable) have been addressed

*Comments:*

* The programme/project outcome(s) are found to be sustainable and in line with the partner’s development policies and strategies. Implementation modalities are well described and justified.

*Comments:*

The theory of change (if applicable), results framework, indicators and monitoring framework of the programme/project provide an adequate basis for monitoring results and outcome.

*Comments:*

The programme/project is found sound budget-wise,

The agreed budget and financial reporting procedures provide an adequate basis for financial monitoring of funds.

*Comments:*

The programme/project is found realistic in its time-schedule.

*Comments:*

Other donors involved in the same programme/project have been consulted, and possible harmonised common procedures for funding and monitoring have been explored.

*Comments:*

Key programme/project stakeholders have been identified, the choice of partner has been justified and criteria for selection have been documented.

*Comments:*

 The implementing partner(s) is/are found to have the capacity to properly manage, implement and report on the funds for the programme/project and lines of management responsibility are clear.

*Comments:*

Implementing partner(s) has/have been informed about Denmark’s zero-tolerance policies towards (i) Anti-corruption; (ii) Child labour; (iii) Sexual exploitation, abuse and harassment (SEAH); and, (iv) Anti-terrorism.

*Comments*:

Risks involved have been considered and risk management integrated in the programme/project document.

*Comments:*



In conclusion, the programme/project can be recommended for approval: yes / no

Date and signature of Desk Officer:\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and signature of Management:\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_