**Annex F**

**Quality Assurance checklist for appraisal of projects for DKK 10 million and below.**

*[Instruction : Delete blue text before completing this checklist. The checklist must be signed by the desk officer. Comments and reservations, if any, may be added below each issue.]*

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Presentation of quality assurance process:

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

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

*Comments:*

The project complies with guidelines for the Peace and Stabilisation Fund.

*Comments:*

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

*Comments:*

Issues related to HRBA/Gender have been addressed sufficiently.

*Comments:*

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

*Comments:*

* The project objectives or outcome(s) are found to be sustainable. If there is a partner the programme/project objectives or outcome(s) are line with the partner’s policies and strategies. Implementation modalities are well described and justified.

*Comments:*

If applicable:The results framework, indicators and monitoring framework of the project provide an adequate basis for monitoring results and outcome (if applicable).

*Comments:*

The project is found sound budget-wise.

*Comments:*

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

*Comments:*

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

*Comments:*

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

*Comments:*

If applicable:

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

*Comments:*

Risks involved have been considered and risk management integrated in the 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:\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_