### [Template for development engagements documents]

[Instruction: after completion the guiding text in square brackets [ ] should be deleted]

**Development engagement document *(****Annex A to [name of Implementing Partner Agreement])*

1. **Introduction**

The present development engagement document details the objectives and management arrangements for the development cooperation concerning [*name of engagement and time frame*] as agreed between the parties specified below. The development engagement document is annexed to the Bilateral Agreement with Implementing Partner and constitutes an integrated part hereof together with the documentation specified below. The Danish support is part of the support provided as part of the [*name of Thematic Programme*] under the Danish country programme for [*Priority Country*] [*if applicable, reference is made to programme support agreement or Country agreement*]

1.1 Parties

[*Specify the responsible MFA unit*] and [*name of implementing partner*]

1.2 Documentation

“The Documentation” refers to the partner documentation for the supported intervention, which is [*title of partner’s action plan, programme document, joint programme document, etc. in some cases documentation might be produced by others than the national partner*]

1.3 Contributions

Denmark, represented by [*insert responsible unit*] of the Danish Ministry of Foreign Affairs, commits to a contribution to the engagement of

DKK [*insert amount in numbers* (write amount in words)]

for the period [*insert start date and end date*].

1. **Background**

[*The background could include: brief context analysis setting the scene for the support, justification for the development engagement, including a description of the theory of change, how the development engagement contributes to the objective of the (thematic) programme, assumptions made for change to happen, lessons learned from earlier interventions, evidence for what works from studies and evaluations etc.]*

*The background section should be more elaborated in those cases where no programme support document is developed.*

1. **Development Engagement Objective**

The objective(s) of the development cooperation among the parties is [*objective from thematic programme and documentation*].

The [*specify the responsible MFA unit*] will base the actual support on progress attained in the implementation of the engagement as described in the documentation. Progress will be measured through the [*Name of implementing partner*]’s monitoring framework.

For Danida’s reporting purposes the following key outcome and output indicators have been selected to document progress:

[*Objective, outcome and 1-5 key outputs and indicators for all levels - adjust table accordingly*]

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | | [Title of Thematic Programme] | |
| Project objective | | [The intended impact contributing to benefit to a society or community] | |
| Impact Indicator | | [Priority Country’s indicator] | |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Outcome | | [The short-term and medium term effects of the engagement’s outputs on the target group] | |
| Outcome indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [Intended situation by the end of engagement (phase)] |
|  | | | |
| Output | | [Short-term result in the form of goods and services which result from an engagement activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activity] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| Annual target | Year 3 |  | [Intended situation after three years of implementation] |
| Annual target | Year 4 |  | [Intended situation after four years of implementation] |
| Target | Year 5 |  | [Intended situation when activity under the engagement ends ] |
|  | | | |
| Output | | [Short-term result in the form of goods and services which result from an engagement activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activity] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| … | … |  | … |
| Target | Year |  | [Intended situation when activity under the engagement ends ] |
|  | | | |
| Output | | [Short-term result in the form of goods and services which result from an engagement activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activity] |
| Annual target | Year 1 |  | [Intended situation after first year of implementation] |
| Annual target | Year 2 |  | [Intended situation after two years of implementation] |
| … | ... |  | … |
| Target | Year |  | [Intended situation when activity under the engagement ends ] |

1. **Risk Management**

*[Risk management measures agreed, if required by risk analysis in Programme Support Document]*

1. **Inputs/budget**

[*Present budget at output level by year and in total*. *Budget and supporting text* *must also reflect inputs from partner and other donors + specific administrative clauses in regard to re-allocation etc.*]

1. **Management arrangement**

The parties have agreed to the following management arrangement with the aim to ensure adequate dialogue and timely decisions in regard to this development engagement.

[*Summary of management arrangement as described in documentation. If not applicable, management arrangement should be detailed or annexed as part of agreement documentation. In case of Joint Financial Agreement (JFA), reference is made to JFA agreement*]

1. **Financial Management**

Both parties will strive for full alignment of the Danish support to the implementing partner rules and procedures.

*[Procedures and minimum requirement in regard to disbursement, partner’s procedures for financial management, procurement, progress reports, financial reports, accounting and auditing.]*

1. **Monitoring and Evaluation**

*[Agreed procedures and mechanisms for monitoring of progress, and dialogue concerning implementation.]*

[*Enter as standard text*] The Danish Mission shall have the right to carry out any technical or financial mission that is considered necessary to monitor the implementation of the programme.

After the termination of the programme support the Danish Mission reserves the right to carry out evaluation in accordance with this article.

1. **Prerequisites**

*[The Danish cooperation with the implementing partner will become effective if and when the following prerequisites have been met to the satisfaction of Denmark, if any.]*

**Signatures**

Partner/Danish Mission