### **Contents of Project Document for single-partner projects above DKK 10 million**

**Cover page**

See Appropriation Cover Note format.

1. **Introduction**

Brief introduction regarding the strategic frame, which the project refers to

1. **Brief summary of issues to be addressed and institutional context**
2. **Strategic considerations and justification**

* Context for the programme and development engagements.
* Results and learnings from previous cooperation
* Brief summary of the national/regional/Global political, social, economic, environmental, humanitarian, security and human rights context and the specific opportunities, challenges and risks building on the context analysis.
* Brief summary of the strategic framework and overall strategic objectives.
* Key stakeholders
* Adherence to the aid effectiveness agenda, including alignment to national objectives and partner strategies, and opportunities for working with or through other development partners and multilaterals.
* If relevant, considerations about synergies between humanitarian and development assistance and security and fragility situation.
* Considerations about Danish strengths, interest and opportunities for engaging Danish public, private and civil society actors.
* Relevance of support in terms of 1. Relevance for the issues addressed by the programme, 2. In relation to priorities of counterparts, 3. For Denmark’s priorities,
* Justification of programme design based on the five quality criteria; relevance, impact, effectiveness, efficiency, and sustainability. This includes: justification of the choice of partner (standard annex 2), support modalities, capacity building and technical assistance to engagement partners.

1. **Theory of change and key assumptions**
2. **Project Objective and summary of results frame**

* The objective(s) of the development cooperation among the parties is [*objective from project documentation*].
* 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:
* Results framework, including outcome indicators.

1. **Inputs/budget**

* [*Budget at output level*. *Budget and supporting text* *must also reflect inputs from partner and other donors + specific administrative clauses in regard to re-allocation etc.*]
* Include unallocated funds

1. **Institutional and Management arrangement**

The parties have agreed to the following management arrangement with the aim to ensure adequate dialogue and timely decisions about this program.

* Present the organization and handling of the management of the programme, when relevant, and the mechanisms for programme level dialogue, ongoing QA, risk management and reviews.
* Summarise anti-corruption measures applied.
* Summarise the plan for communicating results.

[*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, planning and reporting**

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

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

[*Enter as standard text*] The responsible MFA unit 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 Denmark (responsible institution) reserves the right to carry out evaluation in accordance with this article.

1. **Risk Management**

Summary of risk analysis and risk response for programmatic and institutional risk factors. Describe assumptions made. If relevant describe joint risk management arrangements e.g. discussions as part of annual reporting. Detailed risk matrix in annex

**Annexes:**

**Annex 1: Context Analysis**

**Annex 2: Partner**

**Annex 3: Result Framework**

**Annex 4: Budget details**

**Annex 5: Risk Management Matrix**

**Annex 6: List of supplementary materials**

**Annex 7: Plan for communication of results**

**Annex 8: Process Action Plan for implementation**

**Annex 9: Signed Quality Assurance Checklist (or signed table of appraisal recommendations and follow-up actions taken if the appraisal has been conducted by TQS)**