November 2022

**Template for presentation to the Programme Committee of bilateral programmes and projects as well as earmarked multilateral contributions**

*[Note: This template is used for presentation of programmes and projects as well as earmarked multilateral contributions to the Programme Committee. The template aligns to the template for “Standard Project/Programme Document (for programmes and projects above DKK 10 million)”. It aims to present the programme/project at an early stage of the formulation process to allow for* ***strategic deliberations in the Programme Committee****. The* ***early version of the programme/project document*** *should cover the points outlined below and should be no more than* ***15-20 pages long****. The document constitutes an interim product in the continued drafting process of the programme/project document i.e. it is a work-in-progress product, not a product in itself. The template should be applied in a flexible manner depending on the nature and complexity of the programme or project. Further guidance on presentations to the Programme Committee can be found in the “Guidelines for Approval of Projects, Programmes, Multilateral Organisation Strategies, and Strategic Frameworks”.]*

**Appropriation cover note**

Use an early version of the Appropriation Cover Note for either programmes or projects, as relevant. Break down of budgets for individual projects may be left out.

1. **Context, strategic considerations, rationale and justification**

* Rationale and justification, including lessons learned from previous support.
* Choice of implementing partner(s) and aid modalities, including the comparative advantage, the partner’s capacity, and how they are situated in the wider context.
* Poverty orientation and target group considerations, including Gender Age and Disability (GAD), LNOB, HRBA, climate change and environmental considerations (targeting or mainstreaming) based on a preliminary screening.
* For programmes and projects that target climate and/or environment as principal or significant objective, further explanation/justification is provided.

1. **Programme or project objective**

* Including short summary of project/programme content.

1. **Theory of change and key assumptions**

* Including drivers of change and a narrative that explains the change process.

1. **Draft results framework**

* Short summary of expected major outcomes (results).

1. **Inputs/budget**

* Tentative budget allocation.

1. **Institutional and Management arrangement**

* Overall, preliminary considerations pertaining to the organisational set-up.

1. **Risk Management**

* Major risks and risk response.

**Annex 2: Partner Assessment** (draft)

**Annex 8: Process Action Plan** *[Insert tentative dates for critical points in the Process Action Plan][[1]](#footnote-1)*

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| --- | --- | --- |
| **PROCESS ACTION PLAN** | | |
| **Activity** | **Timing/deadline** *[month or quarter]* | **Responsible** |
| Finalisation of project/programme document following PC meeting |  |  |
| Appraisal |  |  |
| Follow up on appraisal recommendations |  |  |
| Presentation for the Council for Development Policy (UPR) |  |  |
| Finalisation of project/programme documentation |  |  |
| Approval by the Minister |  |  |
| Parliamentary Finance Committee, if applicable |  |  |
| Expected timing of commitment |  |  |
| *[Other points as relevant]* |  |  |

1. Please consult AMG for relevant deadlines:

   <https://amg.um.dk/tools/guidelines-for-approval-of-grants-and-strategies-and-policies> [↑](#footnote-ref-1)