

Quality Support and Assurance (QSA) Checklist Roadmap for CCA/UNDAF

I. ALIGNMENT

1. Does the Roadmap indicate that the UNDAF will be aligned with national development planning processes and content? (*Eg. national development plan; poverty reduction strategy; sector-wide or programme-based approach; direct budget support*)
 - a) Will the UNDAF commence in the same year as or one year after the national development strategy? If not, has the UNCT outlined a strategy to align the UNDAF cycle in the medium term?
 - b) Does the Roadmap make use of unique or particularly strong national capacities and mechanisms?

II. TIMELINE & MILESTONES

1. Does the Roadmap present a logical timeline for the preparation of the CCAs and the UNDAF?
 - a) Has the UNCT built in sufficient time to complete the activities and products of sufficient quality to ensure a strategic UNDAF?
 - b) Is the budget adequate, and is there cost-sharing amongst the UNCT?
 - c) Are lines of accountability clear? (Who is taking the lead for each activity and who will be held accountable for delivery?)
 - d) Does the Roadmap include indicative dates for the PSG review of draft documents?
 - e) Does the Roadmap include indicative dates for the workshops (e.g. HRBA-RBM, SPR) and skills trainings?
 - f) Have other training and capacity needs been identified? If not, does the Roadmap indicate capacity assessment exercises?
2. Does the Roadmap present a logical series of steps, milestones, for the preparation of the CCA and the UNDAF (*roadmap, CCA, comparative advantages, stakeholder mapping, causal analysis, prioritization, UNDAF, M&E, etc.*)?

III. STAKEHOLDER ENGAGEMENT

1. To what extent have stakeholders¹ been involved in the development of the Roadmap?
 - a) Do stakeholders have a solid understanding of the UNDAF process, its key building blocks and the various built-in reviews and how these will function?
 - b) Has the UNCT prepared a mapping of stakeholders?
 - c) Has the UNCT informed and engaged Non-Resident Agencies (NRAs) in the process? If not, when and how does the UNCT plan to do so?
 - d) Add a Communication Plan as part of the Roadmap that aligns with and supports UNDAF activities throughout UNDAF development/implementation.

¹ In the UNDAF Guidelines, 'stakeholders' refer to governments, including line ministries; social partners, including workers and employers organizations; other development partners relevant to a country context; civil society; and NGOs.



2. Looking forward, how will consultative processes in the Roadmap include stakeholders, and is there planned engagement with marginalized, and excluded groups? (*Eg. the review of country analysis, assessment of UNCT comparative advantages, the Strategic Planning Retreat*)
3. Does the Roadmap indicate if there are plans to establish a Joint National/ UN Steering Committee and to develop its terms of reference? Will stakeholders participate in the results groups?

IV. ANALYSIS & LESSONS LEARNED

1. Does the Roadmap indicate that evaluations, lessons, or key studies from the current cycle will be used to formulate the next UNDAF? Does it anticipate alignment of the evaluation and reporting with national processes?

V. PLANNING

1. Does the roadmap reflect on how the UNCT will use the UNDAF preparation process as a means for supporting Government to localize the SDGs and monitor their implementation?
2. Has the UNCT agreed on the methodologies that will be used to identify priorities and ensure that they reflect inter-sectional issues where the UN has a collective comparative advantage to deliver results?
3. Does the UNCT plan to use the recommendations of Universal Periodic Review (UPR), Treaty Bodies and other UN HR mechanisms for the preparation of the CCA/UNDAF?

VI. SUPPORT NEEDS

1. What specific support needs have been requested by the UNCT from (1) UNDG LAC (2) Peer Support Group (3) Regional Interagency Working Groups and (4) DOCO?

VII. DELIVERING AS ONE/SOPs

1. Does the Roadmap include information regarding the ways the UNCT plans to incorporate the SOPs in the UNDAF design process?
 - a) Engagement and alignment between the UNDAF and the Business Operations Strategy (BOS). Engagement and alignment is needed at the stage of the roadmap, strategic planning and monitoring and evaluation stages.
 - b) Has the UNCT agreed the inclusion of the UNDAF legal annex?*



**[As per the SOPs for Delivering as One, UNDAFs should be strategic (at the outcome level) and include a legal annex that substitutes the Agencies Country Programme Action Plans. UNCTs are expected to develop annual/biennial joint work plans].*

VIII. OTHER

Please add here specific information regarding any additional issue that you consider is important to take into account when providing comments to the RC/UNCT on the roadmap and is not reflected in the questions above.