

PROJECT MONITORING, REPORTING, REVISION AND EXTENSION GUIDELINES

For all reporting templates, please visit the UNDEF website:

<http://www.un.org/democracyfund/information-grantees>

This document outlines monitoring, reporting, extension and revision guidelines for UNDEF-funded projects. Reports submitted to UNDEF are considered to be part of the public domain (unless otherwise agreed) and as such may be shared with UNDEF's Programme Consultative Group, Advisory Board, or may be posted on the UNDEF's website. UNDEF will also use the reports submitted during the lifespan of the project to determine whether projects are making sufficient progress and to recommend adjustments to scope, implementation and funding as needed. All reports must be drafted in English or French, the two working languages of the UN Secretariat.

1. Project Management Arrangement

The Civil Society Organization (CSO) receiving the grant as the Implementing Agency (IA) bears all substantive, financial, monitoring and reporting responsibilities to UNDEF. The CSO is responsible for the overall management of the project.

2. Project Monitoring

UNDEF projects are monitored in several ways:

A. All Implementing Agencies (IAs) for all projects must monitor their own activities. The Implementing Agency (IA) should use the indicators set in the Result Based Framework of the Project Document (PD) to monitor the project throughout its duration. If the IA is required to collect additional baseline data, they are required to do so as soon as possible. Furthermore, the data for the indicators will be used in the final evaluation of the project.

B. UNDEF will appoint monitors to observe project milestones as detailed in the project document.

C. In addition to the above, for all projects, UNDEF will monitor progress by way of review of mid-term and progress reports and will conduct ad-

proposal, revisions can be made at any point during the project lifecycle under one of the following three circumstances:

- A) In response to changes in the national, regional or global context,
- B) To adjust the design and resource allocation to ensure the project op*n111(j)-(ec)(8)-4)-53(op*n11op*67,78)-4512 (6

5. Visibility Requirements

The Implementing Agency must commit to featuring UNDEF as a donor in all outreach materials including banners, signs, all written materials and publications associated with the UNDEF-funded project, as well

