**Annex D: Project Submission Checklist for ALL projects**

**Project Name/Title:**

**Objective:**

**Budget:**

**Donor:**

**Duration:**

**Project Team Leader:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Checking Questions** | **No** | **Yes**  **(Indicate pg. number in ProDOC for ease of reference)** | **Comments** |
| **Co-Creation** |  |  |  |
| 1. Have all relevant UN-Habitat Divisions/Branches or Regional Offices been consulted? |  | Pg. *Give page number where inputs have been integrated* | If YES- name persons **consulted**; If the answer is NO –**DO NOT SUBMIT** this project for PRC Review **MANDATORY** |
| 1. What UN-Habitat’s tools, guides, data and reports, from the various Divisions/Branches and Sections are used? |  | Pg. | If none-**DO NOT SUBMIT** this project for PRC Review |
| 1. Have the supportive roles and responsibilities of the collaborative Branches or regional offices during implementation been clearly articulated and, where needed, budgeted for in the project document? |  | Pg. *Give page number where inputs have been integrated* | If No-DO NOT SUBMIT this project for PRC Review |
| 1. Did you consult Programme Development Branch on alignment with Strategic Plan |  |  | If No-DO NOT SUBMIT this project for PRC Review |
| 1. Has gender analysis been done and incorporated in the project document and measurable **outcomes and indicators** defined?   What is the budget allocated to gender: [ADD AMOUNT] |  | Pg. | If **NO Gender-responsive outcomes -DO NOT SUBMIT** this project for -PRC Review |
| **Budget** |  |  |  |
| 1. Confirm if the project budget has been reviewed and cleared by the PMO? (ONLY for full project documents) |  |  | If NO**-DO NOT SUBMIT** this project for PRC Review. |
| 1. Evaluation budget sufficiently allocated according to Evaluation Policy Guidelines? Allocated Evaluation Budget is [ADD AMOUNT] |  |  | If NO -**DO NOT SUBMIT** this project for PRC Review **(MANDATORY)** |
| 1. Have you allocated money for office space? |  |  | If NO explain |
| 1. Have you allocated money for all staff involved in project management and implementation? Are staff cost-shared and fully covered across projects? |  |  | If NO explain |
| 1. Have you allocated money for communication? |  |  |  |
| **Partners** |  |  |  |
| 1. Do relevant local/national/ regional governments support/endorse the project**?** |  | Pg. *Pg. Give page number where inputs have been integrated* | If NO -DO NOT SUBMIT this project for PRC Review |
| 1. Have implementing partners been pre-selected or not, and did the selection apply the laid down rules and procedures? |  | Pg. |  |
| 1. Are the links with the UN Sustainable Cooperation Framework clearly identified? |  | Pg. |  |
| **Other documents to be submitted** |  |  |  |
| 1. The Theory of Change complete with clear change pathways to Project Objective ? |  |  | If NO-DO NOT SUBMIT this project for -PRC Review |
| 1. Is the log frame logical and Complete with SMART Objectives, Outcomes and relevant indicators? |  |  | If NO-DO NOT SUBMIT this project for PRC Review |
| 1. Has the ESSS report **(Screening for Concept & Scoping for ProDoc**) been completed? |  |  | Should be submitted with ProDOC  **(MANDATORY)** |
| 1. Is the Donor Agreement for this project already signed? |  |  | If YES, attach a memo to Director MACS explaining the circumstance |

*Submitting entities:*

**Project Team Leader: Name & Signature** Date: [ADD]

**PMO, Name & signature** Date: [ADD]

**Co- Creation** Date: [ADD]

**(*If a project originates from the field, UPB & PDB must sign off on co-creation, and if it originates from HQ and has regional implementation -respective Regional Directors sign off that co-creation has occurred.)***

**Chief Urban Planning Branch** and/or **Regional Representative**

*Check on co-creation [select from drop down menu]*

Choose an item.: level of co-creation:Choose an item. [add signature] [date]

*Check on alignment with Strategic Plan and corporate strategic value*

**Chief Programme Development Branch**: [add signature] [date]

Level of alignment: Choose an item.

Corporate Strategic Value: Choose an item.