

## Annex 2: Template for Preparing the UNDAF Roadmap

*Note: This document should be sent to the Regional UNDG Teams, Peer Support Groups and the UNDG Development Operations Coordination Office upon finalization, and when substantial changes are proposed.*

<b>Country</b>	
<b>Date</b>	

### **Introduction**

*Provide a brief overview of the context in which the new UNDAF will be developed, highlighting recent national developments, existing UNDAF evaluations and reviews, and lessons learned from previous reviews/analysis. Detail how non-programme core elements are going to be incorporated, in particular the BOS and communications. [Recommended length: 2-3 paragraphs.]*

### **Alignment**

#### ***Alignment with national, regional and global processes and/or priorities***

*Highlight how the UNDAF formulation process will be aligned with national planning process and/or national development priorities, as well as other national, regional and global processes and/or priorities including the 2030 Agenda. [Recommended length: 1-2 paragraphs.]*

#### ***Alignment with other UN pillars, including humanitarian, human rights, UN peace operations and peacebuilding***

*Detail how the CCA/UNDAF will relate to other UN planning frameworks, including the identification of potential joint approaches across UN pillars that can support/enhance country level action and increase coherence. [Recommended length: 1-2 paragraphs.]*

#### ***Alignment with UN organization planning processes***

*Highlight how the CCA/UNDAF process is aligned to other UN organization planning processes, including the preparation of country programme documents or the equivalent, and when they will be submitted to Executive Boards where required. [Recommended length: 1-2 lines maximum per organization.]*

#### ***Existing analysis and identification of analysis gaps***

*Identify analysis/data gaps that the CCA will need to address and detail sources for information. [Recommended length: 1-2 paragraphs.]*

**Management arrangements**

*Highlight who will be responsible for leading/managing and coordinating the process, as well as providing oversight. Note when other relevant groups such as the OMT, the UNCG and others as relevant will be consulted and involved. [Recommended length: 2-3 paragraphs.]*

**Engagement of stakeholders and partnership strategy**

*Provide an overview of relevant stakeholders and partners who should be involved throughout the development of the UNDAF, including when and how they will be engaged. It may be useful to add an annex with the list of all partners who will be consulted, including types of organizations and their constituencies. [Recommended length: 1-2 paragraphs.]*

**Communications**

*Provide an overview of your communications roadmap during UNDAF development, including a media plan to support transparency, accountability, and wider ownership and engagement. [Recommended length: 2-3 paragraphs.]*

**Capacity and support requirements**

*Provide an overview of training and capacity development needs, and support required from non-resident agencies, and specify if there are any plans to use consultants, what their role will be and what tasks they will undertake. [Recommended length: 2-3 paragraphs.]*

**Risk management**

*Identify and manage any potential risks that could disrupt the planned process of the roadmap and list appropriate mitigation strategies. [Recommended length: 1-2 paragraphs.]*

**Summary budget**

*Provide a consolidated overview of the budget as mentioned in the below timeline, and provide details on how the UNCT is planning to finance and share the costs of developing the CCA and UNDAF. [Recommended length: 1-2 paragraphs.]*

**UNDAF activity plan****(a) Key deliverables**

*Provide an initial description of the proposed CCA/UNDAF development process, detailing the main agreements on the UNDAF preparation process, and the type of document that will be developed, including the implications of the process as relevant. [Recommended length: 1-2 paragraphs.]*

(b) *Timeline*<sup>1</sup>

Key deliverable	Activity/milestone	20XX												20XX												Responsible	Budget	Support required <sup>2</sup>
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
<p><b>Roadmap:</b> <i>How will the roadmap be developed? Through a consultative and inclusive process, the UNCT and the national stakeholders should prepare and agree on a roadmap aligned with the national development planning process, and laying out steps and milestones for the UNCT's contribution to the CCA and UNDAF formulation.</i></p>																												
<p><b>Evaluation:</b> <i>The evaluation of the current UNDAF can be seen as the first step in the formulation of a new UNDAF. UNDAF evaluations are a minimum requirement in the UNDAF process.</i></p>																												
<p><b>CCA and UN Vision 2030:</b> <i>A robust, rights-based and integrated CCA is <u>required</u> for every UNDAF formulation process. The CCA should highlight UN support for the national achievement of the 2030 Agenda, and provides an opportunity to have wider national conversations on a national vision 2030. The CCA should determine the UN system's comparative advantage. A good starting point is to identify any existing analysis by the government and UN bodies (including UN human rights mechanisms).</i></p>																												
<p><b>Strategic prioritization and planning:</b> <i>Building on the CCA, strategic planning is meant to identify a limited number of key UN strategic priority areas, in which the UN system has the capacity and the comparative advantage to make a difference in the country. The UN system should: 1) identify and agree on strategic priorities areas, 2) prepare a theory of change, 3) agree on UNDAF outcomes and outputs, 4) develop a results matrix (including a medium-term CBF), 5) develop a narrative section, 6) develop a costed M&amp;E plan and 7) devise a financing strategy. This stage should also indicate when the UNDAF will be signed by the United Nations and the government.</i></p>																												
<p><b>Organization-specific programme documents:</b> <i>All organizations <u>are required to</u> align their programming processes with the UNDAF. UNDAF strategic priorities/outcomes are the basis for developing organizational programme documents, as appropriate. Organizations may begin preparation of these documents once the UNDAF outcomes are known to ensure that organizational submission deadlines are respected.</i></p>																												
<p><b>Joint work plans and M&amp;E:</b> <i>Joint work plans operationalize the UNDAF by translating its outcomes into concrete, measurable and time-bound outputs and key activities (including an annual budgetary framework). Organization-specific work plans complement UNDAF joint work plans, where relevant.</i></p>																												

<sup>1</sup> Trainings, workshops and retreats should be added under each of the relevant sections (or where they make most sense as some might be relevant for different steps).

<sup>2</sup> The Regional UNDG Teams and Peer Support Groups are available to provide technical support and guidance throughout the process. The latter will formally review and provide feedback on each key document (roadmap, CCA and strategic framework), so this should be captured here. Any external support that may be required should also be reflected.

