

## Annex 10: Program File Contents Checklist

### Identification & Design

- 1. Assessments (see Minimum Standards checklist)
  - a. Written assessment or problem analysis (can be included in proposal document or can be a separate assessment document)
- 2. External stakeholders list
  - a. List of external stakeholders (with contact information) participating in initial consultations
  - b. Community selection written rationale
  - c. Partner identification written rationale
- 3. Proposal or Preliminary Scope Statement
  - a. Final submission approved by donor
  - b. Logical Framework
  - c. Summary Budget
- 4. Documentation of the review of lessons learned and best practices

### Set Up And Planning

- 1. Agreements
  - a. Final signed program agreement with donor
  - b. Agreements of Understanding – communities/partners/government (Memorandum of Understanding (MOU), letters of support, etc.)
  - c. Modifications and amendments to program agreement
  - d. Official communications with donors, including requests (NCE, key personnel, waivers, etc.) and approvals
- 2. Work Plan (see Minimum Standards checklist)
  - a. Key program parameters, coming from preliminary program documents
  - b. Work Breakdown Structure (WBS)
  - c. Program Schedule
  - d. Coded program budget
  - e. End of Program transition plan

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## Implementation

- 1. Meeting Minutes
  - a. Kick-Off Meeting minutes
  - b. Program Team Coordination Meeting Minutes (quarterly)
  - c. External stakeholder meeting minutes
- 2. Reporting
  - a. Program reports submitted to donor (interim, annual and final)
  - b. Internal Program Progress reports
    - i. Means of verification such as beneficiary lists, attendance sheets, survey data, etc.
  - c. Updates to Program Work Plan
  - d. Issues Log (recommended)
  - e. Risk Register (recommended)
- 3. Sub-grants (see sub-grant manual and Grant File for more info)
  - a. Approved proposal and coded budget
  - b. Sub-grant agreement
  - c. Memorandum of Understanding
  - d. Program reports (interim, annual and final)
- 4. Deliverables
  - a. Descriptions of Deliverables (Documentation of planning)
  - b. Verification of execution / proof of assistance received
  - c. Reports of quality assurance checks
- 5. Human Resources
  - a. Organizational chart (Personnel and Job Files are retained with HR)
  - b. Consultants
    - i. Consultant agreement
    - ii. Scope of Work
    - iii. Final deliverables / output
  - c. Training Needs Assessment

## Monitoring & Evaluation

- 1. Indicator Plan / Performance Monitoring Plan (PMP)
  - a. Deviations formally documented and plan updated
- 2. M&E Event Reports (baseline, endline, and routine monitoring)
- 3. Evaluation Report (mid-term and final)
- 4. M&E Data Management System Reports
- 5. M&E Data Sources disaggregated by sex and age
  - a. Surveys
  - b. Beneficiary lists – activity, location, names, etc
  - c. Attendance sheets – trainings, meetings, etc
  - d. Pre- and post- tests from trainings
  - e. Routine monitoring reports (projects & sub-grants)

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### End-of-Program Transition

- 1. End-of-Program Transition Plan (written & approved)
  - a. Proof of communication to internal team members as well as external stakeholders
  - b. Sub-grant end of program closure documentation and formal acceptance of work performed
- 2. "Final 90 Day" Meeting Minutes
- 3. Handover report to external stakeholders
  - a. Handover of deliverables documented (includes infrastructure)
- 4. Lessons learned written document