WORKING WITH IMPLEMENTING PARTNERS – PROCESS MAP

PHASE 0
SIGNATURE OF DONOR CONTRACT AND PLANNING

1. Review Donor Requirements for Working with IPs
2. Begin High-Level Planning
3. Conduct Sanctions Lists Check
4. Undertake Organizational Assessment

PHASE 1
SELECTION OF IMPLEMENTING PARTNER

1. Disseminate Call for Concept Note(s) (Direct/Open)
2. Select Concept Note(s)

PHASE 2
PLANNING AND BUDGETING

1. Develop Proposal / ToR and Budget

PHASE 3
SUB-PROJECT AGREEMENT

1. Finalise Sub-Project Agreement

PHASE 4
IMPLEMENTATION: MONITORING AND REPORTING

1. Undertake Monitoring and Reporting

PHASE 5
SUB-PROJECT COMPLETION

1. Conduct Site Visit(s)
2. Undertake Procurement and Asset Management (as needed)
3. Process Sub-Project Amendments (if justified)
4. Undertake Evaluation (as needed)
5. Submit Final Narrative and Financial Reports

PHASE 4
IMPLEMENTATION: MONITORING AND REPORTING

1. Undertake Monitoring and Reporting

PHASE 5
SUB-PROJECT COMPLETION

1. Conduct Site Visit(s)
2. Conduct Audit (as needed)
3. Undertake Evaluation (as needed)
4. Submit Final Narrative and Financial Reports