

● **UNDAF Annual Review Good Practice matrix of Reporting Elements, Section 7 (Sheila's work)**

Consolidated Annual Review Report		
Reporting Elements	Detailed guidance	Good Practice Examples
Definitions	<ul style="list-style-type: none"> Provide key definitions particularly for non-UN stakeholders 	Tanzania Consolidated One Programme Annual Report 2008
Executive Summary	<ul style="list-style-type: none"> Focus on Joint UN and National perspectives on Key Achievements, Challenges and Way Forward 	Egypt Annual Review 2008
Background for the Joint Annual UNDAF Review	<ul style="list-style-type: none"> Describe the relevant National Strategies - Describe linkages to Internationally Agreed Development Goals: e.g. sector reviews, SWAPS, PRSP and MDG, Paris Declaration Describe the UNDAF, its time span, goals and visions and connections to National Strategies Mention revisions of the UNDAF that have occurred Mention changes in agency roles that may affect UNDAF reporting 	<ul style="list-style-type: none"> Armenia, Evaluation of the UNDAF 2008 (Review of CPAP, PRSP, MDG documents, government strategies and their progress reports) Azerbaijan, UNDAF Annual Review, 2007 Liberia UNDAF (2008-2012) Joint Annual Review Report 2008
Rationale for the Joint Annual UNDAF Review in the Spirit of UN Reform	<ul style="list-style-type: none"> Explain the country-based indicators of adherence to the spirit of UN Reform, e.g. simplification of processes; movement toward joint processes and reporting, use of DaO models, etc. Mention use of Annual Review processes for UNDAF evaluations, inputs to RC annual, agency, donor and MDG reports Modification of processes/resources for the Annual Review according to scale and characteristics of operations 	Solomon Islands, 2008, Joint In-Country Annual Review, Summary Outline
Results Based Management approach; UNDAF monitoring Mechanisms	<ul style="list-style-type: none"> Describe RBM approach, including development of vision statement with government, a joint M&E plan and indicators of joint ownership Describe UNDAF Outcomes Explain the monitoring and coordination mechanisms that have been put into place by the UN and Government Partners and the efficacy of their use Discuss results Discussion of the continued relevance of outcomes and outputs in relation to national priorities and evolving circumstances. Record amendments to the UNDAF results matrix 	Flow diagram of the Egypt M&E and reporting framework and concept note on M&E
Annual Review Process	<ul style="list-style-type: none"> Describe the process used to undertake the annual review including the development of 	All Annual Review Reports

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	working or thematic groups and various stages of review	
Summary of Annual Review meeting results	<ul style="list-style-type: none"> • Capture the dialog from the meeting • Record recommendations 	Thailand, 2007, UNPAF Annual Review
UNDAF Outcomes and Results	Describe the Outcome areas and key achievements, challenges and way forward	<ul style="list-style-type: none"> • Liberia, 2008 Annual Review • Yemen UNDAF Annual Review 2007
Summary of Key Messages for Improving Results	Summarize key messages including achievement, key challenges and way forward	<ul style="list-style-type: none"> • Egypt, 2008, Annual Review • Liberia 2208, Annual Review • Tanzania Consolidated One Programme Annual Report 2008 (summary chart of lessons learned)
Annexes	TORs for UNDAF mechanisms, such as Steering Committee, M&E Coordination Team, Outcome Area Task Forces, etc.	Egypt Annual Review TORs