Annex 4: UNDAF Document Template

A typical UNDAF document contains:

1. **Signature page**

2. **Executive summary**

3. **A narrative summary of the UNDAF strategic priority areas**

4. **Risks and assumptions**

5. **Initiatives outside the results matrix**[1]

6. **Overall financing strategy and estimated resource requirements**

   (This is a summary of the medium-term CBF whereby resources are provided per UNDAF strategic area and outcome, specifying how these are divided among UN agencies, and breaking down between resources that are available and that have to be mobilized.)

   (Links to Companion Guidance on Funding to Financing)

7. **Implementation arrangements**

   (These include an organigram and specific roles, responsibilities and accountabilities of the joint UN/national steering committee, Results Groups, M&E taskforce, OMT, UNCG, and any other relevant actor, e.g., gender theme groups. Links to non-programmatic work streams should be included.)

   (Links to SOPs and UNDAF Guidance Section on Coordination and Management Arrangements)

8. **Monitoring and evaluation provisions**

   (Link to Companion Guidance on Real Time Monitoring)

9. **Communication of results**

   (Information on how progress will be communicated and transparency advanced, referring to any joint communication strategy.)

   (Link to Companion Guidance on Communication and Advocacy)

10. **UNDAF results matrix**

11. **Legal clauses** (Link to Legal Annex)

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[1] The UNDAF results matrix should contain the majority of the UN system's interventions in a country, all of which should contribute to the achievement of UNDAF strategic priorities in support of national sustainable development goals. When an organization undertakes specific activities that do not fit under any strategic priority, they should be detailed here only under exceptional circumstances. An example is the antimicrobial resistance work of the World Health Organization, Food and Agriculture Organization and the World Organization for Animal Health, which is not always possible to integrate under a specific outcome.