

April 2007

GUIDELINES FOR THE PREPARATION OF UNESCO COUNTRY PROGRAMMING DOCUMENTS

Note by the Bureau of Strategic Planning

1. The *Guidelines for the preparation of UNESCO country programming documents (UCPD)*, annexed to this note, are designed to assist UNESCO Field Offices in the preparation of such documents.

What is a UCPD?

2. A UCPD is a new programming tool to highlight UNESCO's contribution to a country's development efforts in a comprehensive manner. A UCPD shall capture all of UNESCO's activities in a particular country, whether funded from regular or extrabudgetary resources, in a single results-based document not exceeding 10 pages, covering the duration of one particular C/5 programme and budget.

3. This document will be of particular value as point of departure for articulating development deliverables in new CCA/UNDAFs or One UN Plan/Programmes, and for revisions of existing common country programming documents, as envisaged under the new February 2007 CCA/UNDAF Guidelines issued by UNDG.

What is the purpose of a UCPD?

4. The specific purposes of a UCPD are:

- a) to provide, for a given country, a succinct overview of pertinent developments relevant for UNESCO's areas of competence (situation analysis);
- b) to provide a clear and succinct results-based status description of all ongoing and recent past UNESCO support and activities for a particular country (including contributions by UNESCO category I institutes) and to highlight UNESCO contributions to deliverables of existing country programming documents (such as CCA/UNDAF, PRS, SWAps etc);
- c) to describe ongoing cooperation with other UN partners and external donors,
- d) to identify components and deliverables for inclusion in ongoing or future common country programming exercises, including through common programming tools and approaches, such as sector-wide approaches (SWAps), direct budget support (DBS), and joint assistance strategies (JAS); and
- e) to suggest possible entry points for future cooperation and joint programming with other UN entities.

5. In designing the education-related part of the UCPD, Field Office Directors should build on the UNESCO National Education Support Strategy (UNESS) document where available. ED, acting through Headquarters and/or regional offices will provide backstopping support, ensuring that UCPD is based on the highest quality analysis and is fully consistent with national development priorities and with UNESCO programme priorities in education.

UCPD - promoting coherence, intersectorality and visibility

6. A UCPD should also focus on promoting coherence among UNESCO sectoral inputs and those of other partners and on fostering intersectoral and interdisciplinary engagement. UCPD shall also provide a basis for a results-based, strategic approach to the mobilization of extra-budgetary funds.

7. A UCPD shall lead to an enhanced visibility of UNESCO in terms of its contributions to national development.

8. Field Offices should feel free to adapt, as necessary, the proposed format to the specific circumstances of a country concerned while retaining as far as possible the main components and chapter headings. By using a comparable format, with linkages also to common country programme documents, the UCPD will allow UNESCO to develop a harmonized presentation of country programming experiences across all regions.

9. It is not envisaged that the UCPD will be formally signed, although a Memorandum of Understanding could be concluded in general terms between UNESCO and the appropriate national counterparts, if they so desire.

.....

ANNEX

The UCPD shall consist of the following sections:

PART I - SITUATION ANALYSIS

This section informs and prepares the ground for the identification of entry points for future action by providing an overview of pertinent development in the country in regards to:

- a) **Existing country assessments:** A summary of available country assessments (CCA or similar documents providing an assessment of national capacities, etc.) in the fields of competence of UNESCO, ideally with hyperlinks to the relevant documents;
- b) **Pertinent development issues:** An overview of trends towards achieving all internationally agreed development goals relevant for UNESCO's fields of competence, including the Millennium Development Goals (MDGs), and the objectives of the 2005 World Summit Outcome document as well as the situation relating to the implementation of targets set by international conferences and conventions relevant to UNESCO.
- c) **Challenges and opportunities:** The nature of challenges facing UNESCO taking into consideration:
 - a) national development priorities;
 - b) expectations addressed to UNESCO in its fields of competence;
 - c) the contribution of other development partners in these domains;
 - d) opportunities for extrabudgetary resource mobilization.

PART II - PAST AND PRESENT COOPERATION - LESSONS LEARNED

This core section provides an overview of approaches and key results achieved as well as a succinct description of lessons learned, taking stock of the *status quo*. The section contains:

- a) **Description of principal UNESCO activities:** A description of the principal areas of UNESCO support and activities in the country during the current and the past one or two biennia.
- b) **Resources:** available regular and extrabudgetary resources.
- c) **Key results achieved:** A description of expected key results to be achieved in the country through ongoing UNESCO interventions and those realised during the past one or two biennia, with reference to conclusions of recent reviews and evaluations, if any. This should also include consideration of cross-cutting issues like gender equality or youth.
- d) **Lessons learned:** A succinct description of major lessons learned – what worked (good practice), and what did not work - including a short reference as to how such lessons will be taken into account in future programming.

PART III - PROPOSED COOPERATION FRAMEWORK

Building on the preceding sections, this section describes key areas and priorities for future action and related expected results.

All expected results for future activities should be summarized in a UCPD results matrix. This matrix shall show separately expected results/deliverables pertaining to activities included in an existing UNDAF/ One Plan, and those of activities not integrated in an UNDAF/ One Plan. The formulation of results and their presentation should follow UNESCO's results chain, distinguishing between expected results, performance indicators and benchmark/targets and their relation to the UNESCO Action/MLA concerned.

The proposed cooperation framework should summarise activities for which funds are likely to be provided from the Regular Programme, Governmental sources and extra-budgetary resources, which are already in hand and for which a signed donor agreement or another commitment exists. It should then delineate areas where the programme could be reinforced or expanded with funds yet to be mobilized.

PART IV - PARTNERSHIPS

This section of the UCPD shall set out the strategy and approaches for engaging with other development partners and outline their respective roles/contributions.

Partnerships with UN system agencies, donors, private sector or civil society organizations and other development partners are to be based on agreed joint priorities in furtherance of national priorities.

UCPD results matrix (outcomes/ results included in the UNDAF/ One Plan)

UNDAF/ One Plan expected outcome/ result	Expected result of UNESCO activity	Performance indicators and benchmarks	Available resources in US\$	Mobilization target in US\$

UCPD results matrix (outcomes/ results not included in the UNDAF/ One Plan)

Expected result of UNESCO activity	Performance indicators and benchmarks	Available resources in US\$	Mobilization target in US\$	UNDAF/ One Plan outcome/ result to which expected result could be seen as contributing – if any