



UN-OHRLS

Annual Meeting of National Focal Points of Least Developed Countries

Guidelines for Preparing National Reports for the Mid-term Review of the Doha Programme of Action for Least Developed Countries (2022-2031)

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LDCs, UN-OHRLS

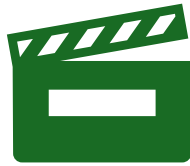
Monday, 31 March 2025, Lusaka, Zambia

Purpose and focus



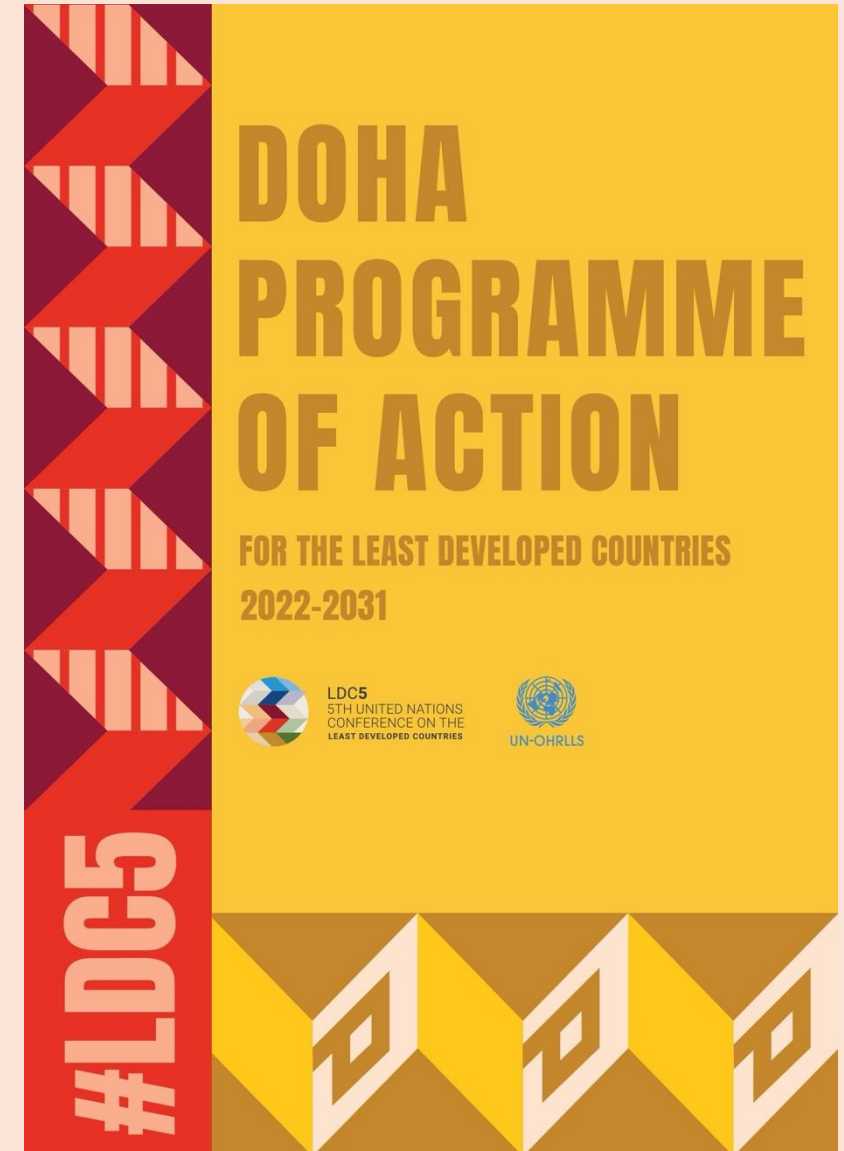
Purpose

Provide LDCs with a structured approach to assess progress and challenges in implementing the DPoA.



Focus

Evidence-based reporting, stakeholder engagement, and recommendations for accelerated action.



Objectives of the National Reports



**Assess
implementation
across six DPoA
priority areas**



**Document
achievements,
challenges, and
innovations**



**Analyze international
support and LDC
graduation progress**



**Inform future
partnerships and
policy adjustments**

Thematic Focus Areas



Investing in people



Science, technology & innovation



Structural transformation



Trade & regional integration



Climate change, COVID-19 & resilience



**International partnerships & sustainable
graduation**

National Coordination Framework for Report Preparation

- **National Focal Point (NFP):**
NPF's may coordinate the national report process.
- **National Coordination Committee (NCC):**
The existing country-coordination mechanism for SDG follow-up process could be utilized to undertake review of the implementation of the DPOA at the country level.
- **Technical Working Groups (TWGs):**
May consider establishing TWGs aligned with the six DPoA focus areas.



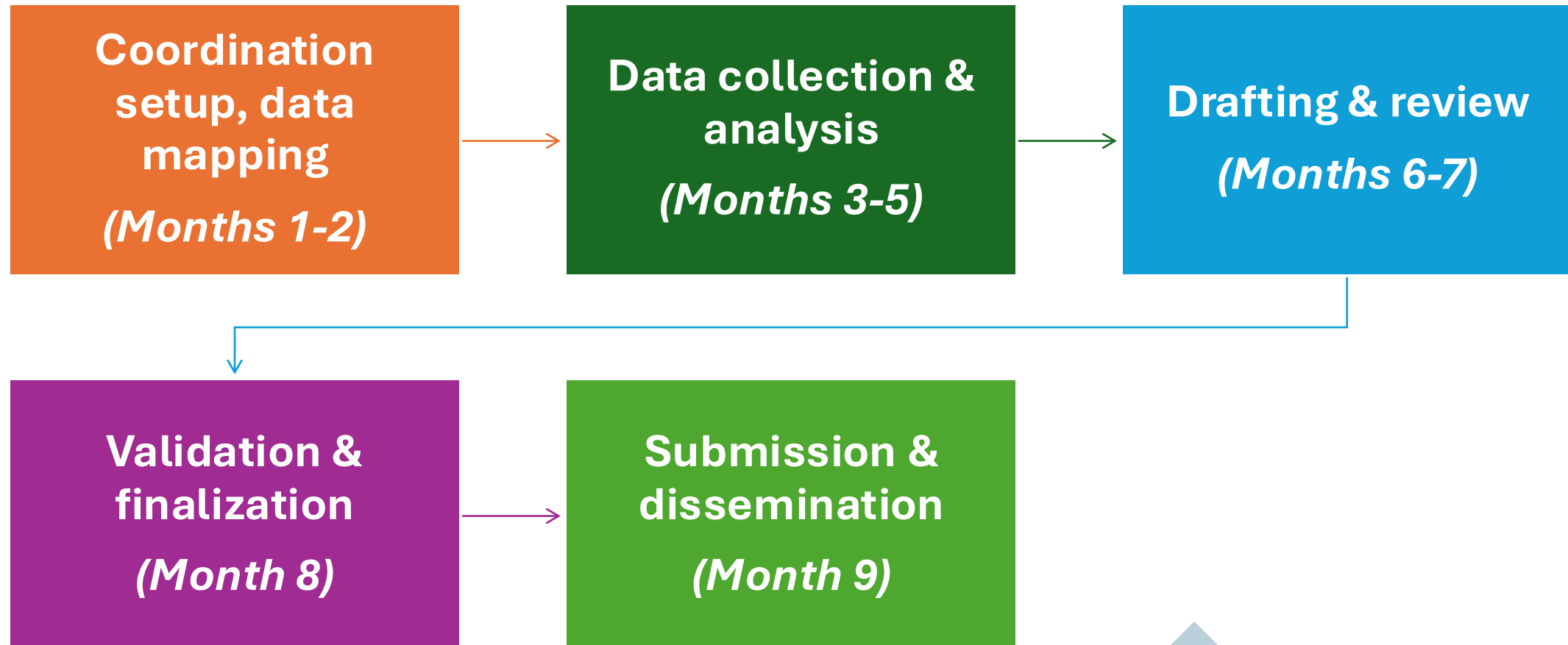
Undertake needs assessment



**Countries
may**

- Assess resource requirements for report preparation
- Assess the available capacity and resources to undertake this study.
- Identify gaps and potential sources of support, including from the RC, UNCT and development partners.
- Request technical assistance from UN-OHRLLS, if/as needed

Report Preparation Timeline



Report Structure Highlights

1. **Introduction** *(2-3 pages)*
2. **Overall Assessment of DPoA Implementation** *(5-6 pages)*
3. **Progress on the Six DPoA Focus Areas** *(20-23 pages)*
4. **Status of Graduation from LDC Category** *(3-4 pages)*
5. **Good Practices, Innovations, and Lessons Learned** *(5-6 pages)*
6. **Means of Implementation** *(5-6 pages)*
7. **Challenges and Constraints** *(5-6 pages)*
8. **Conclusions and Recommendations** *(5-6 pages)*
9. **Annexes**

Data & Monitoring



Sources: National statistics, surveys, UN & partner databases



Indicators: DPoA targets, SDGs, LDC graduation metrics (GNI, HAI, EVI)



Templates: Standardized formats for indicators & policies



Data Templates

Template 1: Quantitative Indicator Template

Indicator	Baseline (Year)	Current Value (Year)	DPoA Target (2031)	Progress Assessment	Data Source
[Indicator name]	[Value]	[Value]	[Value]	[On track/Moderate progress/Off track]	[Source]

Template 2: Policy Implementation Status Template

DPoA Action Area	Key Policies/Programs Implemented	Implementation Status	Key Results	Challenges
[Action area]	[List policies/programs]	[Full/Partial/Initial/Not started]	[Results]	[Challenges]

Qualitative Assessment Approaches

Countries may employ mixed methods:

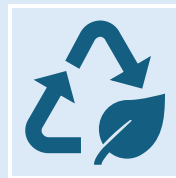
- Progress markers to track incremental changes
- Outcome harvesting to identify significant changes
- Most significant change methodology
- Rubrics and milestone scales
- Participatory assessments with beneficiaries

Stakeholder Engagement

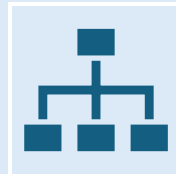


- **Principles:**
Engagement should be inclusive, equitable, transparent, accountable, and participatory.
- **Who to Engage:**
Government, civil society, private sector, academia, vulnerable groups, development partners, UN agencies, and media.
- **How to Engage:**
Use forums, consultations, focus groups, surveys, and expert interviews.
- **Involvement in Reporting:**
Stakeholders should help draft, review, and validate the report through committees and working groups.
- **Documentation:**
Keep records of who was consulted, feedback received, and how inputs were used.

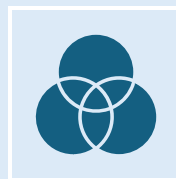
Documenting Best Practices & Challenges



Best Practices should be effective, efficient, relevant, sustainable, replicable, and innovative.



Case Studies must follow a structured format covering background, objectives, methods, results, lessons, and scalability.



Challenges should be clearly documented, including their nature, causes, impact on DPoA, actions taken, remaining gaps, and support needed.

Reporting on Graduation Progress

01

Graduation Status:

Assess current position, indicator trends, COVID-19 impact, and estimated timeline.

02

Sustainable Graduation:

Highlight strategies to ensure lasting progress, build capacity, reduce vulnerabilities, and use support facilities.

03

Smooth Transition:

Outline plans for phasing out LDC benefits, forming new partnerships, and strengthening post-graduation capacity.

Technical Specifications & Submission



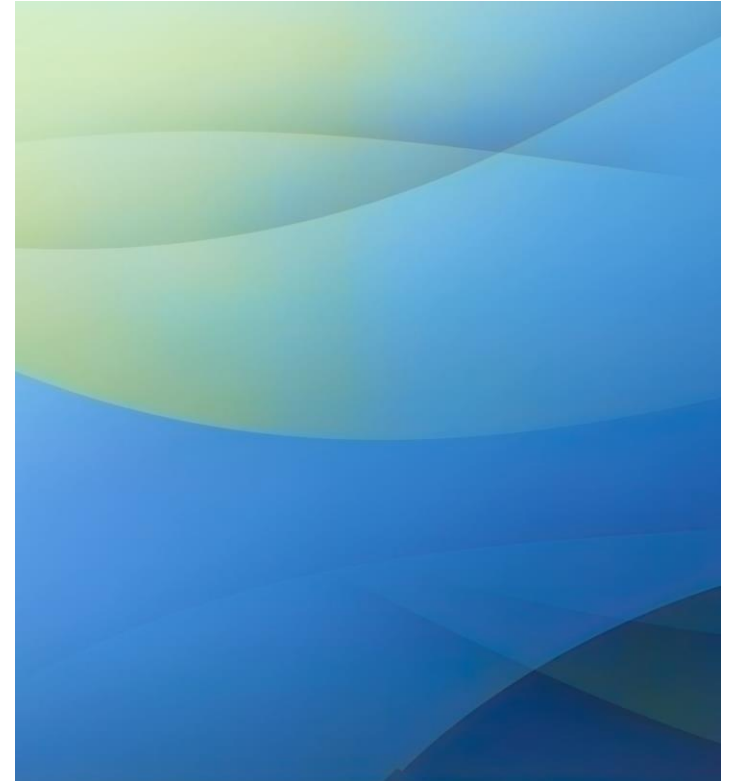
Format: 50–60 pages (Word & PDF), in English, Times New Roman 12pt, 1.5 spacing, 2.5 cm margins.



Visuals: Use charts, maps, photos, and infographics with clear captions and sources.



Submission: Send electronically with a transmittal letter, by the set deadline, including all annexes and supporting documents.





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Thank you!