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**Instructions for the preparation and use of a PEFA assessment quality statement**

The statement template below will provide crucial information about quality assurance arrangements for a PEFA assessment:

## PEFA assessment quality statement

This statement describes the quality assurance arrangements for the PEFA assessment of:

[Insert the name of the country, or the subnational entity and country]

Funded by: [Insert the name of the agency (agencies) commissioning the assessment, or the government]

Led by: [Insert the name of the leading agency, or the government, or both]

The assessment manager of the PEFA assessment is [insert the name, position and institution].

The assessment manager will ensure that:

1. a draft concept note is prepared and reviewed by 4 independent peer reviewers including the PEFA secretariat
2. the concept note will be finalized before on-site data collection commences
3. the complete draft PEFA report is submitted to all peer reviewers for review
4. a revised draft PEFA report is prepared by the assessment team attaching a matrix with peer reviewers’ comments and assessment team responses
5. the final report is reviewed by the PEFA secretariat to ensure that all three quality index thresholds are met
6. the final report will include details of the quality assurance procedures as specified in PEFA secretariat guidance
7. PEFA Check endorsement will be requested from the PEFA secretariat if requirements have been met following PEFA secretariat guidance
8. the final report is submitted to government, as the owner of the report, for dissemination and action

The PEFA Secretariat will assign a staff member to provide technical advice to the assessment manager, or their delegate, throughout the PEFA assessment.

Statement date: [insert the date]