TEMPLATE FOR THE PREPARATION OF PROJECT DOCUMENTS FOR THE 18TH TRANCHE OF THE DEVELOPMENT ACCOUNT

This template should be used for drafting purposes for 18th tranche project documents, together with the detailed instructions provided in the project document guidelines for the 18th tranche. Please closely read the project document guidelines before completing each section to ensure that it is filled in with the required information and to reduce additional editing required before the project document is approved.

## EXECUTIVE SUMMARY

Please review the instructions and definitions provided in the guidelines before completing the table below.

|  |  |
| --- | --- |
| **Project Code and Title:** |  |
| **Implementing Entity (Lead):** |  |
| **Jointly Implementing DA Entities** |  |
| **Collaborating DA Entities** |  |
| **Other Collaborating Entities:** |  |
| **Contractors (Implementing partners)** |  |
| **End Date** |  |
| **Budget:** |  |
| **Will this project use IPMR?** |  |
| **Target countries:** |  |
| **Most relevant SDG** |  |
| **SDG Targets** |  |

|  |
| --- |
| **Brief description** |
| (maximum length – 300 words) |

## 2. DEMAND, CONTEXT AND ANALYSIS

**2.1 SELECTION OF TARGET COUNTRIES**

(add text here)

**2.2 CONTEXT AND SITUATION ANALYSIS**

(add text here)

**2.3 COUNTRY-LEVEL SITUATION ANALYSIS**

|  |
| --- |
| ***Country 1*** *(replace text with name of target country)* |
| **Status of Affairs** *(300 words max per country)*(add text) |
| **Country-Specific Demand**(add text) |
| ***Country 2*** *(replace text with name of target country)* |
| **Status of Affairs**(add text) |
| **Country-Specific Demand**(add text) |
| ***Country 3*** *(replace text with name of target country)* |
| **Status of Affairs**(add text) |
| **Country-Specific Demand**(add text) |

**2.4 STAKEHOLDER ANALYSIS AND CAPACITY ASSESSMENT (OPTIONAL)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-UN Stakeholder** | **Involvement** | **Capacity Assets** | **Capacity Gaps and Desired Outcomes** | **Incentives** |
| Stakeholder 1 | How will the stakeholder be involved in the project? | What are the stakeholder’s resources/strengths that can help address the problem? | If applicable, what are the stakeholder’s gaps in capacity that the project attempts to address, and/or what are the desired outcomes for the stakeholder as a result of the project’s implementation? | What is the stakeholder’s incentive to be involved in the project? How can buy-in be ensured? |
| Stakeholder 2 |  |  |  |  |

## 3. PROJECT STRATEGY: OBJECTIVE, OUTCOMES, INDICATORS, OUTPUTS, AND THEORY OF CHANGE

**3.1 RESULTS FRAMEWORK**

Please read the project document guidelines carefully before completing the results framework. In addition to the instructions below, more guidance is provided in the boxes that follow the results framework in the project document guidelines on how to formulate outcomes, indicators, etc. for Development Account projects.

|  |
| --- |
| **Objective***This is the desired end goal that the project contributes to. Please use the latest version, as included in the finalized fascicle note.* |
| Arrow Up with solid fill | Arrow Up with solid fill | Arrow Up with solid fill |
| **Outcomes – These should be achievable by the end of the project and should *contribute* to achieving the objective.** |
| **Outcome 1 (OC1):** Add text here.*Please see box 1 following the results framework for detailed guidance on formulating outcomes.*

|  |  |
| --- | --- |
| **Indicators of Achievement for OC1** | **Means of verification** |
| **IA1.1:** Add text here.*Please see box 2 following the results framework for guidance on formulating indicators.***Baseline:** Add text here (% or # at start of the project) | Add text here.*Please see box 3 following the results framework for guidance on formulating means of verification.* |
| **IA1.2:** Add text here.**Baseline:** Add text here | Add text here. |

 | **OC2:** Add text here.

|  |  |
| --- | --- |
| **Indicators of Achievement for OC2** | **Means of verification** |
| **IA2.1:** Add text here.**Baseline:** Add text here | Add text here. |
| **IA2.2:** Add text here.**Baseline:** Add text here | Add text here. |

 | **OC3:** Add text here. If there is no OC3, put “n/a”.

|  |  |
| --- | --- |
| **Indicators of Achievement for OC3** | **Means of verification** |
| **IA3.1:** Add text here.**Baseline:** Add text here | Add text here. |
| **IA3.2:** Add text here.**Baseline:** Add text here | Add text here. |

 |
| Arrow Up with solid fill | Arrow Up with solid fill | Arrow Up with solid fill |
| **Outputs that will collectively *achieve* Outcome 1** |
| **Output 1.1 (OP1.1):** **Each output description should be a detailed paragraph (i.e. several sentences)** explaining the concrete details of the work that will be undertaken. It should provide enough specific details for someone not involved in the project to understand what is going to happen. For example, it is not enough to say, “National workshops”, as this does not show what topics will be covered by the workshop, it’s purpose, who the participants will be, if it is for all target countries, etc. If the project is jointly implemented, please also indicate which entity/entities will be responsible for each output.*Please see box 4 following the results framework for additional detailed guidance on formulating outputs.* |
| **OP1.2:** Add text here. |
| **OP1.3:** Add text here. |
|  |
| **Outputs that will collectively *achieve* Outcome 2** |
| **OP2.1:** Add text here. |
| **OP2.2:** Add text here. |
| **OP2.3:** Add text here. |
|  |
| **Outputs that will collectively *achieve* Outcome 3** |
| **OP3.1:** Add text here. |
| **OP3.2:** Add text here. |
| **OP3.3:** Add text here. |

**3.2 THEORY OF CHANGE NARRATIVE AND ASSUMPTIONS**

**Theory of Change Narrative**

(add text here)

**Main Assumptions**

(add text here)

 **3.3 RESULTS-BASED WORKPLAN**

|  |  |  |
| --- | --- | --- |
| **Outcome** | **Output #** | **Expected time to complete outputs**  |
| Year 1 | Year 2 | Year 3 | Year 4 |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| OC1 | OP1.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP1.2  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP1.3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP1.4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP1.5 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OC 2 | OP2.1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP2.2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP2.3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| OP2.4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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**3.4 RISKS AND MITIGATING ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks***What conditions may hinder the achievement of the project objective and outcomes?* | **Likelihood***The likelihood of the risks to occur* | **Impact***The impact on the project if the risks occur*  | **Mitigating Actions***What will be done to mitigate these risks?* |
| **R1.** | *(low, medium or high)* | *(low, medium or high)* | **M1.** |
| **R2.** |  |  | **M2.** |
| **…** |  |  | **…** |

**3.5 SUSTAINABILITY AND SCALING-UP**

(add text here)

## 4. KEY ASPECTS

**4.1 MANDATES AND COMPARATIVE ADVANTAGES**

(add text here)

**4.2 LESSONS LEARNED**

(add text here)

**4.3 E-LEARNING**

(add text here)

**4.4 GENDER EQUALITY AND DISABILITY INCLUSION MARKERS**

**Gender Equality Marker**

(add text here)

**Disability Inclusion Marker**

(add text here)

## 5. MONITORING, REPORTING AND EVALUATION

 **5.1 PROACTIVE MONITORING**

(add text here)

**5.2 EVALUATION**

(add text here)

## 6. MANAGEMENT, PARTNERSHIP AND COORDINATION AGREEMENTS

**6.1 IMPLEMENTING ENTITY (LEAD), JOINTLY IMPLEMENTING ENTITIES, AND COLLABORATING ENTITIES**

(add text here)

**6.2 ENGAGEMENT WITH RESIDENT COORDINATOR OFFICES AND UN COUNTRY TEAMS**

|  |  |
| --- | --- |
| **Target country** | **Brief description of planned RCO involvement** |
|  |  |
|  |  |
| (add more rows as needed) |  |

## 7. BUDGET ANNEXES

### ANNEX 1: BUDGET DETAILS AND EXPENDITURE PLAN

**Table 1.1 – Breakdown of budget by output and outcome**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Output #** | **Budget class and Code*****(Please use the budget classes as listed above in section 7.)*** | **Amount (USD)** |
| OC1 | OP1.1 | Other Staff Costs (GTA) | 015 | **$ X,XXX** |
| Consultants | 105 | **$ X,XXX** |
| Travel of Staff | 115 | **$ X,XXX** |
| Contractual Services | 120 | **$ X,XXX** |
| General Operating Expenses | 125 | **$ X,XXX** |
| Grants and Contributions  | 145 | **$ X,XXX** |
| **TOTAL (OP1.1)** | **$ X,XXX** |
| OP1.2 | Travel of Staff | 115 | **$ X,XXX** |
| Contractual services | 120 | **$ X,XXX** |
| **TOTAL (OP1.2)** | **$ X,XXX** |
| **TOTAL (OC1)** | **$X,XXX** |
| OC 2 | OP2.1 | … |  | **$ X,XXX …** |

**Table 1.2 – Planned annual budget expenditure and cumulative financial implementation rate**

***For joint projects, please use the Excel version of this table.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Class** | **Y1** | **Y2** | **Y3** | **Y4** | **Total** |
| **Planned expenditures** |  $ X,XXX | $ X,XXX | $ X,XXX  | $ X,XXX  | $ X,XXX  |
| **Percentage of the total budget (cumulative)** | **X%** | **X%** | **X%** | **X% (should be 100%)** |

### ANNEX 2: BREAKDOWN OF EXPENSES BY ENTITY AND COST CENTERS

|  |
| --- |
| **PROPOSED BUDGET**  |
| Entity  | Cost center | Functional area | Other Staff costs (15) | Consultants (105)  | Travel of staff (115) | Contractual services (120) | General Operating Expenses (125) | Grants(145) | Total Budget |
|  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| **TOTAL**  |  |  |  |  |  |  |  |  |  |

### ANNEX 3: DETAILED JUSTIFICATION BY CODE

1. **Other staff costs - *GTA* (015) $\_\_\_\_(Total)**

Temporary assistance to perform the tasks of , in support of outputs: OP#.# (no. of work months) x ( $ per work month) = $ .

1. **Consultants (105): $\_\_\_\_\_(Total)**

(A separate breakdown by national/regional consultants and international consultants should be provided)

1. ***International consultants***

*Total cost of international consultants: $\_\_\_\_*

*Total number of work months for international consultants: \_\_\_\_\_*

\_[Total # of]\_ International consultants for the task(s) of , in support of outputs: OP#.# (no. of work-months), OP#.#(no. of work-months) and OP#.#. (no. of work months) x ($ per month) = $ .

1. ***Regional consultants***

*Total cost of regional consultants: $\_\_\_\_*

*Total number of work months for regional consultants: \_\_\_\_*

*\_[Total # of]\_ regional consultants for the task(s) of\_\_\_\_\_\_\_\_, in support of outputs: OP#.# (no. of work months), OP#.# (no. of work months), and OP#.# (no. of work months) x ($\_\_\_\_\_ per month) = $\_\_\_\_\_\_.*

1. ***National consultants***

*Total cost of national consultants: $\_\_\_\_*

*Total number of work months for national consultants: \_\_\_\_\_*

\_[Total # of]\_\_ National consultants for task(s) of\_\_\_\_, in support of outputs OP#.# (no. of work-months), OP#.# (no. of work-months) and OP#.#. (no. of work months) x ($ per month) = $ .

1. ***Consultant travel***

(Total # of missions) by consultants for the purpose of (if possible indicate countries), in support of outputs OP#.# (# of missions), OP#.# (# of missions), OP#.# (#. of missions), and OP#.# (# of missions). ($ average mission cost) x (total no. of missions) = $ .

1. **Travel of Staff (115): $\_\_\_\_\_(Total)**
2. ***UN Staff from the lead entity/entities***

(No. of missions) by UN staff for the purpose of (\_\_\_\_\_) (if possible indicate countries), in support of outputs OP#.# (no. of missions), OP#.# (no. of missions), OP#.# (no. of missions), and OP#.# (no. of missions).

($ average mission cost) x (total no. of missions) = $ .

1. ***Staff from other UN DA implementing entities and collaborating entities within the UN Secretariat and System partnering on the project***

(No. of missions) by other UN staff for the purpose of (\_\_\_\_\_) (if possible indicate countries), in support of outputs OP#.# (no. of missions), OP#.# (no. of missions), OP#.# (no. of missions) and OP#.# (no. of missions).

($ average mission cost) x (total no. of missions) = $ .

1. **Contractual services (120): $ (Total)**

A provision of $ is required for services in support of outputs OP#.# : description of services, duration and cost of each contract and if possible recipient country.

1. **General operating expenses (125): $­­\_\_\_\_\_(Total)**
2. *Communications*

In support of OP#.#, OP#.#, and OP#.#. = $ .

1. *Other general operating expenses*

In support of OP#.#, OP#.#, and OP#.#. = $ .

(Conference related costs, including venue rental for trainings/workshops/EGMs should be in this budget class)

1. **Grants and Contributions (145): $\_\_\_\_\_\_(Total)**
2. ***Workshops, seminars & Expert Group Meetings\****

Seminar / Workshop on (title of seminar) in country , in support of OP#.#. Duration of workshop:

 days; ($ per participant) x (no. of participants) x (no. of workshops) (ideally the number of participants should be a multiple of the number of target countries)

Please include information regarding the length of each workshop/seminars/Expert Group Meetings in number of days.

1. ***Study Tours\****

Study tours for the purpose of in country , in support of OP#.#. Study tour duration:

 days; ($ per study tour) x (no. of participants) x (no of study tours) = $ . (Ideally the number of participants should be a multiple of the number of target countries)

**\*Please note that this budget class can NOT cover costs associated with conference services (interpretation, venue rental etc.). It is only for participant travel cost.**

**(c) Grants to implementing partners**

Grant to implementing partner, (name of implementing partner), for $\_\_\_\_\_\_ in country/ies \_\_\_\_\_\_\_\_\_, in support of output(s) OP#.# : (description of work to be performed). *Repeat this format below if multiple implementing partners are contracted.*